

7

Steps to Take if Staff Refuses to Follow COVID Vaccine Employee Policies

1



Set up a meeting

Set up a private meeting with the employee and a manager or a member of HR.

2



Have a conversation

Have a calm conversation about why the employee does not want to, or cannot, comply with your COVID vaccine employee policies.

3



Discuss accommodations

If the employee has a religious reason, a disability covered by the ADA, an allergy, or another medical reason, try to come up with a reasonable accommodation.

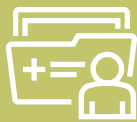
4



Obtain documentation

You may require the employee to bring documentation from a doctor about the accommodation or exception they're requesting.

5



Refrain from inquiring about health conditions

Ensure that nobody requests information about the employee's health condition. This is especially true if it is unrelated to the request for an exception or accommodation to your COVID-19 vaccine policy.

6



Outline accommodations

Consider these accommodations: allowing the employee to work remotely, to work in an isolated area, to work off-hours, to take a leave of absence, give out extra PPE, or move them to a new team or role that can be done in some level of isolation or remotely.

7



Follow HIPPA guidelines

Maintain confidentiality. Do not share information about the request or accommodation.