

January 31, 2022
DP109500320a.NS1**MEMORANDUM****TO:** Principal Investigators and RCUH Employees**FROM:** Nelson Sakamoto 
Director of Human Resources**SUBJECT: 3.930C RCUH Mandatory Vaccination Policy - Overview
(Effective January 31, 2022 -- Supersedes RCUH COVID-19 Policy)**

The RCUH Mandatory Vaccination Policy will be effective on January 31, 2022. The purpose of the policy is to provide our employees with a safe work environment. This policy is an addendum to 3.930 RCUH Safety and Accident Prevention Policy and replaces the previously issued RCUH COVID-19 Policy. The RCUH requires mandatory COVID-19 vaccinations of all employees regardless of their physical work location. The mandatory vaccination policy requires all RCUH employees (except for new hire) to be fully vaccinated by March 26, 2022. Only employees who have been granted either a religious or medical accommodation will be exempted from the mandatory COVID-19 vaccination. Summary of key points contained in the RCUH Mandatory Vaccination Policy:

1. Policy is applicable to all RCUH employees working (including Teleworking employees) regardless of the employee's physical location (all Hawai'i, outside of Hawai'i locations).
2. Current unvaccinated employees – Deadlines for vaccination: Any current unvaccinated employee will have a last opportunity to receive either (a) their first dose of a two-dose vaccine (Pfizer or Moderna) no later than February 11, 2022 and their second dose by March 11, 2022, or (b) their single dose of a single-dose vaccine (Johnson & Johnson/Janssen) no later than March 11, 2022. Partially vaccinated employees will be allowed to work provided they comply with the weekly COVID-19 testing procedures. Employees are responsible to upload their vaccination card into their MY COVID-19 DATA APP.
3. Current unvaccinated employees – Deadline to request a Religious or Medical Accommodation: Deadline to submit a request for either a Religious or Medical Accommodation is February 14, 2022. For details on how to request a Religious or Medical Accommodation see Part I, Section K, Subsections 1-3). Religious or medical accommodations/exemptions must be approved by RCUH to be valid. Employees granted an accommodation must comply with the weekly COVID-19 testing requirements and must upload their test result into their MY COVID-19 DATA APP.
4. Testing in lieu of Vaccination – No longer an option: Weekly COVID-19 testing will only be available to employees granted either a religious or medical accommodation exemption.

These employees must upload their weekly test and/or vaccination status into their MY COVID-19 DATA APP.

5. Important dates/deadlines for compliance:

- a. January 31, 2022 - Effective Date of RCUH Mandatory Vaccination Policy: The RCUH Mandatory Vaccination Policy supersedes the previously issued RCUH COVID-19 Policy and all previous 12 RCUH COVID-19 Advisories.
 - b. January 31, 2022 through February 11, 2022: Applicable period for current unvaccinated RCUH employees to receive their first dose of the two-dose Pfizer or Moderna vaccine and upload Vaccination Card into their RCUH MY COVID-19 DATA APP. Pfizer-BioNTech vaccine requires 21 calendar days before their second dose. Moderna vaccine requires 28 calendar days before their second dose.
 - c. February 14, 2022: Deadline to submit a request for either a Religious or Medical Accommodation. For details on how to request a Religious or Medical Accommodation see Part I, Section K, Subsections 1-2. All requests for accommodations will be submitted to the RCUH Human Resources Director (rcuhhrdirector@rcuh.com). Approval or disapproval determinations will be issued by February 28, 2022.
 - d. March 11, 2022: Deadline for second dose of two-dose Pfizer or Moderna vaccine or single dose (Johnson & Johnson/Janssen) vaccine. Employee must upload their Vaccination Card into their RCUH MY COVID-19 DATA APP (and LumiSight app if applicable). This deadline ensures the employee will have the 14 calendar days from their final dose (of Pfizer or Moderna) or their single dose (Johnson & Johnson/Janssen) to being considered fully vaccinated not later than March 25, 2022.
 - e. March 18, 2022: Deadline to upload their Vaccination Card into their RCUH MY COVID-19 DATA APP (and LumiSight app if applicable) will be considered non-compliant and may be subject to possible disciplinary action.
 - f. March 26, 2022: Current employees (except for new hires and employees granted a medical or religious accommodation) who are not vaccinated will not be eligible for employment and may be subject to disciplinary action. Principal Investigators will be responsible to ensure their employees are fully compliant with the policy.
6. Non-employees or visitors must comply with RCUH, UH or Project/Facility/Property COVID policies: Principal Investigators are responsible to ensure non-employees (e.g., visitors, volunteers, vendors, independent contractors and guest speakers) comply with the applicable work location or facility COVID-19 policies.

7. 2-4 hours Paid Time Off for Vaccinations: All RCUH employees are eligible for up to 2-4 hours of paid time off from work (if on a scheduled workday) to receive their COVID-19 vaccination (including booster dose). Employees must attach their vaccination appointment slip to their eTimesheet to claim this paid time off from work.
8. Employees subject to the weekly COVID testing are responsible for the cost of weekly COVID-19 Testing and testing will be done during non-work time: All costs relating to weekly COVID-19 testing is the employee's responsibility and testing will be done on the employee's non-work time.
9. Non-Compliance by Employees – Ineligible for employment and may be subject to disciplinary action: Non-compliant employees or new hires will not be allowed to work. Employees not compliant with this policy may be subject to progressive disciplinary actions (for details see Part II, Section C, Subsections 1-5). New hires not compliant with this policy will have their offer of employment rescinded.
10. Falsification or misrepresentation of information or documentation will be subject severe disciplinary action: Any Employee or New Hire who falsifies or misrepresents any information or documentation relating to this policy will be subject to severe disciplinary action (including possible termination of employment).

Please direct your questions relating the RCUH Mandatory Vaccination Policy to the RCUH Director of Human Resources by email, rcuhhrdirector@rcuh.com.