

3.930C RCUH Mandatory Vaccination Policy (Effective January 31, 2022, revised February 7, 2022)

Part I POLICY STATEMENT: The purpose of the policy is to provide all RCUH employees with a safe work environment. This policy is an addendum to 3.930 RCUH Safety and Accident Prevention Policy and replaces the previous RCUH COVID-19 Policy. All RCUH employees are required to be fully vaccinated by March 26, 2022 regardless of their physical work location (including teleworking employees). Partially vaccinated current employees/new hires will be eligible for employment provided they are in compliance with all applicable policy requirements (e.g., weekly testing and reporting results). Only employees and new hires granted either a religious or medical accommodation will be exempted from the mandatory COVID-19 vaccination, but they will be required to adhere to the weekly testing requirements. Compliance with the RCUH Mandatory Vaccination Policy is a condition of employment and failure to comply may result in disciplinary action, up to and including termination of employment.

Policy Format: The policy is organized by two Parts (e.g., Part I and Part II), each Part is further divided into Sections (e.g., Section A, B, C, etc.), and each Section may be further divided into Subsections (e.g., 1, 2, 3, etc.).

- A. EMPLOYEE: An "Employee" is defined as any individual working in a full-time or part-time position, compensated/paid for work performed on the RCUH payroll system. This includes all Regular status, Temporary, Intermittent, and Student employees working at the project or affiliated work site/facility/property, and teleworking regardless of their physical location (e.g., in Hawai`i, other states, U. S. territories and foreign countries).
- B. WORKING: The term "working" refers to employees on an active paid work status receiving compensation for hours worked. The term "working" does not apply to employees who are on authorized protected leaves (e.g., workers' compensation, military leave or family leave) or extended paid or unpaid leaves of a duration involving an entire work week (e.g., Monday through Sunday) or longer. These employees will be subject to the policy upon their return to work status.
- C. NON-EMPLOYEE: The RCUH Mandatory Vaccination Policy does not apply to non-employees. Principal Investigators are responsible to ensure any non-employees (e.g., visitors, volunteers, guest speakers, independent contractor, vendors and suppliers) comply with the applicable COVID-19 policies (e.g., follow the applicable attestation/reporting requirements).
- D. Telework Does Not Exempt Employees from the RCUH Mandatory Vaccination Policy: Effective January 31, 2022 teleworking employees are required to comply with the RCUH Mandatory Vaccination Policy. This includes teleworking in Hawai`i and outside of Hawai`i.
- E. Rehires and New Hires (hereafter referred to as New Hires) and Start Dates: Principal Investigators are responsible to ensure all applicants (for recruited or non-recruited positions) are informed that compliance with the RCUH Mandatory Vaccination Policy is a condition of employment. This notification must be done prior to making a job offer.

However, Principal Investigators shall not inquire into the vaccination status of applicants until they have given the applicant a conditional offer of employment. See below for the onboarding process of fully or partially vaccinated New Hires. New Hires may request a religious or medical accommodation once their new hire documents (e.g., on the RCUH EHS system) have been reviewed and approved by the RCUH Human Resources Department. Official start dates for New Hires will be dependent on an official authorization to start work from the RCUH Human Resources Department. The following are Post Job Offer/Job Acceptance requirements of New Hires completing their onboarding process with the RCUH Human Resources Department:

1. New Hires - Fully Vaccinated (see Part I, Section G): New hires must show proof that they are fully vaccinated (e.g., their CDC COVID-19 Vaccination Record Card) during the onboarding process after they have been given a conditional offer of employment. New hires are responsible to upload their Vaccination Card into their MY COVID-19 DATA APP. New Hires will not be allowed to start work until their COVID-19 Vaccination Card has been reviewed and determined to be in compliance with the RCUH Mandatory Vaccination Policy.
 2. New Hires - Partially Vaccinated (see Part I, Section H): New Hires must present a copy of their vaccination card as proof they have received (a) one dose of a two-dose vaccine or (b) one dose of a single-dose vaccine but still within the 14-calendar day post inoculation period. These new hires will be considered as “in the process of being fully vaccinated” and will be subject to the weekly COVID testing until they are deemed fully vaccinated. Employees are responsible to upload their weekly test result into their MY COVID-19 DATA APP.
 3. New Hires - Medical or Religious Accommodation (see Part I, Section K): New Hires may request a religious or medical accommodation to be exempt from the mandatory COVID-19 vaccination requirement, but only after their completion and approval of their new hire documents (e.g., RCUH Employee Hiring System). Individuals granted an accommodation/exemption will be subject to the weekly COVID testing requirement and are responsible to upload their weekly test result into their MY COVID-19 DATA APP.
 4. If New Hire refuses or fails to complete their MY COVID-19 DATA APP, their job offer will be rescinded.
- F. Compliance with additional safety requirements imposed by the University of Hawai`i, Federal, State or County Agencies or other work locations: All employees must comply with any additional safety requirements imposed at their designated work locations or temporary job sites.
- G. Fully Vaccinated: Current employees and new hires are considered fully vaccinated if they meet all of the following conditions :

1. It has been at least 14 calendar days since they received their 2nd dose of a 2-dose vaccine, e.g., Pfizer-BioNTech or Moderna, or
2. It has been at least 14 calendar days since they received their single-dose of the Johnson & Johnson/Janssen vaccine.

This same definition for fully vaccinated applies to COVID-19 vaccines authorized for emergency use listing (EUL) by the World Health Organization (WHO). Vaccines identified on the WHO EUL, which includes those produced by AstraZeneca/Oxford, Serum Institute of India, Sinopharm and Sinovac. For the current list of WHO EUL vaccines go to: <https://extranet.who.int/pqweb/vaccines/vaccinescovid-19-vaccine-eul-issued>.

“Up To Date” Vaccination Status: CDC now differentiates between “Up to date” versus “Fully Vaccinated”. Up To Date means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. Fully Vaccinated means a person has received their primary series of COVID-19 vaccines. A person is considered Up To Date right after getting their booster dose. Future updates of this policy may adopt the use of “Up To Date” vaccination status, within the sole discretion of RCUH.

- H. Partially Vaccinated: “Partially Vaccinated employees” include current employees and new hires who have received one dose of the two-dose vaccine or the one dose vaccine but are still within the 14-calendar day post inoculation period. These employees will be considered “in the process of being fully vaccinated” and subject to weekly testing requirement until they are deemed fully vaccinated. Partially vaccinated employees will be allowed to work contingent on uploading test results onto their MY COVID-19 DATA APP: (a) Employee’s vaccination card showing they have taken their 1st or 2nd dose of the 2-dose or 1-dose vaccine and (b) a Negative COVID-19 Test and have been cleared to work by the RCUH Human Resources Department. These partially vaccinated employees will need to submit a weekly negative test through their MY COVID-19 DATA APP each Thursday, until they have completed their 14-calendar day post 2nd dose/2-dose or 1st dose/1-dose vaccine.
- I. Testing in lieu of Vaccination – No longer an option: Weekly COVID-19 testing will only be available in lieu of vaccination to employees granted either a religious or medical accommodation/exemption or employees/new hires who are partially vaccinated and in the process of becoming fully vaccinated.
- J. 2-4 hours Paid Time Off to get vaccination and booster: All unvaccinated RCUH employees are eligible for up to 2-4 hours of paid time off work to get their COVID-19 vaccination and booster dose. Those receiving the 2-dose vaccine will be eligible for up to 2-4 hours per dose. This paid time off should be reported as regular work hours on the employee’s eTimesheet. To qualify for this paid time off, the employee must upload and attach their vaccination appointment confirmation email/notice from healthcare provider to their eTimesheet.

- K. Religious Or Medical Accommodation - Exemptions from Mandatory Vaccination:
Employees will be exempted from the mandatory vaccination if the employee's request for either a religious or medical accommodation is granted by the RCUH Human Resources Department. Requests for accommodations must be submitted on the form described below, which are found in the Employee Self-Service (ESS) Portal MY COVID-19 DATA APP section.
1. Requesting a Religious Accommodation to be exempt from the vaccination: Requests for religious accommodation will be considered on a case-by-case basis and must be submitted on the "RCUH Religious Accommodation Request Form - Exemption from COVID-19 Vaccination - RCUH Form CE-01 updated 01/20/2022". Request for a religious accommodation must be sent to the RCUH Director of Human Resources by email (rcuhhrdirector@rcuh.com) or fax (808) 956-9423. NOTE: RCUH employees who were already granted a religious accommodation to be exempted from the vaccination requirement do not need to reapply for an accommodation. Employees granted religious exemptions from the mandatory vaccination policy must comply with the weekly testing and uploading of test result using their MY COVID-19 DATA APP.
 2. Requesting a Medical Accommodation to be exempt from the vaccination: Requests for a Medical Accommodation will be considered on a case-by-case basis. Request for accommodation must be submitted on the "RCUH Medical Accommodation Request Form - Medical Exemption from COVID-19 Vaccination - RCUH Form CE-02 updated 01/20/2022". Request for a medical accommodation must be sent to the RCUH Director of Human Resources by email (rcuhhrdirector@rcuh.com) or fax (808) 956-9423. NOTE: RCUH employees who were already granted a medical accommodation to be exempted from the vaccination do not need to reapply for an accommodation. Employees granted medical exemptions from the mandatory vaccination policy must comply with the weekly testing and uploading of test result using their MY COVID-19 DATA APP.
- L. Employees are required to comply with rules at work sites or facilities: Depending on the employee's work location or work-related circumstances, employees may be required to comply with rules issued by the University, Federal or other government agency. These may include, but not limited to wearing a mask at all times, physical distancing, no/limited entry into certain facilities or spaces. Principal Investigators must inform their RCUH employee(s) of any applicable rules imposed and are responsible to enforce these rules.
- M. RCUH's MY COVID-19 DATA APP: All RCUH employees (including New Hires) must ensure all applicable reporting requirements for COVID-19 Vaccination or Testing information are uploaded into their MY COVID-19 DATA APP, which is located in the RCUH Employee Self-Service (ESS) Portal.
1. Current Employees: All current employees are responsible to maintain current and accurate information of their status on the MY COVID-19 DATA APP.

2. New Hires – all employee categories: New hires must complete their MY COVID-19 DATA APP as part of their onboarding process. The employee's official start date will depend on the RCUH Human Resources Department reviewing/approving the new hires contents of their MY COVID-19 DATA APP. Only after this review/approval process has been complete will the new hire receive an official start work date. Failure to comply with this process will delay the employee's start date for up to one pay period.
- N. Weekly Testing Requirements and Uploading Test Results for Current Employees/New Hires Partially Vaccinated or Current Employees/New Hires granted either a Religious or Medical Accommodation: All current employees/new hires who are partially vaccinated or who were granted either a religious or medical accommodation/exemption from the vaccination requirement, must upload their weekly test results into their MY COVID-19 DATA APP. These employees must upload their test result prior to their start date and every following Thursday of the work week. Failure to do so will result in the employee being ineligible to work for the upcoming work week and may result in possible disciplinary action. Employees will be paid for the actual time it takes for the employee to obtain their weekly COVID-19 test and results each week, up to a maximum of four hours of paid time per week. Employees must go to a free test site for their weekly test. If a free test was available and not taken, the employee may be responsible for paying the cost of the test. Information on free test sites may be found on the following links:
<https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html> ,
<https://www.oneoahu.org/covid19-testing>
<https://health.hawaii.gov/coronavirusdisease2019/testing-locations/>
Should testing in any week take more than four hours, the employee must advise their Principal Investigation and the RCUH Human Resources Department by email as to the circumstances that caused the testing to take more than four hours. Employees are required to accurately record the amount of time spent to get tested and falsifying time records or submitting inaccurate information regarding testing time will result in disciplinary action, up to and including termination of employment.
1. RCUH employees working for a University of Hawai`i project must be upload their test results to BOTH the RCUH's MY COVID-19 DATA APP and the University's LumiSight app. To sign up for the LumiSight app go to <https://uh.campus.lumisight.com/>.
 2. Types of COVID-19 Testing: The time period of test results' validity will vary depending on the type of test. This may require the employee to submit to more than one test per week (see below):
 - a. Polymerase Chain Reaction (PCR) Test (one test per week): Negative test results are valid for 7 calendar days.
 - b. Rapid Antigen Test (two tests per week): Negative test results valid for 3 calendar days.

3. Temporary Suspension of Weekly Testing – Employees on Paid or Unpaid Leaves of an entire work week or extended leaves: Employees on paid or unpaid authorized leaves for an entire work week (Monday through Sunday) or longer will be excused from the weekly testing. However, any leave that involves a partial-work week will not excuse the employee from the weekly testing and reporting requirement. Any unvaccinated or partially vaccinated employee returning from an extended paid or unpaid leave must complete their weekly test and upload their test result prior to their return to work.
4. Other testing protocol (e.g. home tests) will depend on UH Health Committee: Any employee wishing to utilize COVID-19 test other than the PCR or Rapid Antigen tests must have the testing process reviewed and approved by the UH Health Committee. Employees request their Principal Investigator’s assistance to contact the UH Health Committee to determine the suitability of the proposed test protocol.
 - a. Approved Home Test (subject to update/change):
 - i. Vault Home Test Kit has been approved as a home test kit for COVID-19 and acceptable for complying with this policy. Employees will be responsible for the cost of these home tests if they elect to use an at-home test instead of going to a free test site. For more information go to:
<https://learn.vaulthealth.com/state-of-hawaii/>.
 - ii. Additional Approved Home Tests: Employees will be provided information on additional approved home test kits when they become available.
 - b. Paid Time for Self-Administering Home Test: Any approved home test must be administered at the beginning of the employee’s work shift or work day at or near the employee’s work site. Employees must accurately record the amount of time it took to administer the test and wait for the results of the test. Employees will be granted up to 1.0 hours paid time each week to self-administer these home test at their work site. No overtime hours may be charged for self-administering any approved home test and if an employee has the need to work overtime on account of the testing time, the employee must obtain approval from his or her supervisor to work overtime prior to working the overtime hours.
- O. Follow guidance from the University of Hawai`i, State Department of Health and CDC Guidance applicable to all employees: All employees are required to adhere to the current guidance issued by the University of Hawai`i and as applicable the Hawai`i Department of Health or the federal Centers for Disease Control & Prevention (CDC). As needed RCUH will issue an updated COVID-19 Policy if any updates alter the provision set forth in this Policy.
- P. Privacy and Confidentiality of Employee’s Information: The RCUH considers all information pertaining to its employees’ vaccination status, test results or request for medical accommodations regulated protected health information and confidential. Information provided by the employees on their MY COVID-19 DATA APP is secure and access is restricted to only a limited number of RCUH Human Resources staff who have a need to know or access the information. An employee’s request for either a religious or medical

accommodation is considered confidential personnel information. All medical information relating to the employees' vaccination status, test results or medical accommodation is securely segregated from the employees' official personnel file.

Part II Mandatory Daily Self-Monitoring/Reporting, Safety and Non-Compliance Procedures: The following safety and non-compliance procedures that apply to employees:

- A. Compliance with Daily Health Monitoring at work locations: As applicable, RCUH employees must comply with their work location or facility's daily health monitoring requirements. These daily health monitoring requirements may differ by work location or facility (e.g., UH LumiSight app or East West Center's Clear-To-Go app and thermal scanning).
- B. (All RCUH Employees) Mandatory COVID-19 Safety Training: All RCUH employees are required to complete the University of Hawai`i COVID-19 Employee Safety Training Program. Follow these steps to access the COVID-19 training and certification process:
- Go to the RCUH Training Portal: <https://rcuh.litmos.com/account/Login>
 - New Training Portal users must complete the [enrollment form](#) to request access
 - Existing users can log in using their email address
 - Select "COVID-19 UH Employee Safety Training" in your learner dashboard
 - Once you have completed the training, email the certificate of completion to the RCUH Human Resources Department (rcuhr@rcuh.com)
 - For assistance with the RCUH Training Portal, please email rcuh@rcuh.com
 - Principal Investigators of RCUH employees will need to ask their RCUH staff to provide a copy of their completion certificate generated from the [RCUH Training Portal](#)
- C. Positive COVID-19 Test Result, Diagnosed with COVID-19 or Exposure to someone diagnosed with COVID-19: Employees must immediately notify their Principal Investigator if they received a Positive Test Result or if they were diagnosed with COVID-19. This information must also be uploaded into the employee's MY COVID-19 DATA APP (and the UH LumiSight App for RCUH employees working in a UH project).
1. Follow current/prevailing Hawai`i Department of Health, University of Hawai`i, State, County or Physical location's COVID Reporting procedures: Reporting procedures will vary from work location to work location. Principal Investigators are responsible to ensure compliance with applicable/required reporting, isolation/quarantine and return to work procedures.
 2. Principal Investigator Reporting Requirements: Principal Investigators must inform the RCUH Director of Human Resources (rcuhrdirector@rcuh.com) for further guidance. University of Hawai`i Principal Investigators must follow the guidance they receive from the University's COVID-19 on-campus UH COVID Response Team (go to UH Link: <https://www.hawaii.edu/covid19/covid-19-info-by-campuses/>).
 3. Employee paid or unpaid leave status if they Test Positive for COVID-19 or is diagnosed with COVID-19: Regular status employees may use their accrued sick leave and

vacation leave, once all paid leave is exhausted the employee will be placed on a Leave of Absence without Pay. Per RCUH Sick Leave Policy, employees charging five (5) or more consecutive work days to Sick Leave must attach a doctor's note to their eTimesheet. A COVID Test is not considered a doctor's note. All other employee categories (e.g., Temporary, Intermittent and Student Assistants) will be placed on a Leave without Pay status.

4. Return to Work Criteria: Employees will remain off work until they comply with their work location's applicable public health directives (e.g., Hawai`i locations, follows the University of Hawai`i's and Hawaii Department of Health's return to work guidance). Principal Investigators with employees working outside of Hawai`i are responsible to ensure their employees follow their work location's return to work process.

D. Non-Compliance Progressive Disciplinary Action Process: All incidents of non-compliance with the RCUH COVID-19 Policy (Parts I or II) must be immediately reported to the employee's Principal Investigator. The PI will conduct a preliminary investigation and contact the RCUH Director of Human Resources at rcuhhrdirector@rcuh.com for further guidance. If the non-compliance is confirmed, the employee will be subject to progressive disciplinary action as follows:

1. 1st Violation/Non-compliance: Employee will not be permitted to work for up to 48 hours. If the employee is a Regular status employee they will be placed on accrued vacation leave (eTimesheet code LVA), if the employee does not have accrued vacation, the employee (and all other employee categories) will be placed on a Leave without Pay (eTimesheet code LWP) status. Employee will be issued a Verbal Warning by the Principal Investigator. The PI will supply the RCUH Director of Human Resources a confirmation email (rcuhhrdirector@rcuh.com) that the verbal warning was administered. A copy will be placed in the employee's personnel file.
2. 2nd Violation/Non-compliance: Employee will not be permitted to work for up to 48 hours. If the employee is a Regular status employee they will be placed on accrued vacation leave (eTimesheet code LVA), if no available accrued vacation, the employee (and all other employee categories) will be placed on a Leave without Pay (eTimesheet code LWP) status. Employee will be issued a Written Warning by the Principal Investigator. PI will supply the RCUH Director of Human Resources a copy of the written warning. A copy will be placed in the employee's personnel file.
3. 3rd Violation/Non-compliance: Employee will be placed on a Suspension without Pay (eTimesheet code LWS) for 5-working days by the Principal Investigator. PI will issue to the employee a written notice of the suspension without pay consistent with RCUH Policy 3.420 Adverse/Corrective and Disciplinary Action. PI will supply the RCUH Director of Human Resources a copy of the suspension notice. The employee's eTimesheet should be coded LWS for suspension without pay hours. A copy of the suspension notice will be placed in the employee's personnel file.

4. 4th Violation/Non-compliance: Employee will be placed on a Suspension without Pay (eTimesheet code LWS) for 10-working days by the Principal Investigator. PI will issue to the employee a written notice of the suspension without pay consistent with RCUH Policy 3.420 Adverse/Corrective and Disciplinary Action. PI will supply the RCUH Director of Human Resources a copy of the suspension notice will be placed in the employee's personnel file. The employee's eTimesheet should be coded LWS for suspension without pay hours. A copy of the suspension notice will be placed in the employee's personnel file.

5. 5th Violation/Non-compliance: Employee will be placed on a Suspension without Pay (eTimesheet code LWS) pending completion of investigation by the Principal Investigator. The PI will contact the RCUH Director of Human Resources to review the violation. If warranted a written notice of termination of employment will be issued to the employee, consistent with RCUH Policies 3.285 – RCUH Termination of Employment and 3.420 Adverse/Corrective and Disciplinary Action.

Any questions relating to Part I or II should be emailed to the RCUH Director of Human Resources (rcuhhrdirector@rcuh.com).