



# Home Instead.

## VOLUNTARY COVID-19 VACCINE POLICY

### I. Purpose

To establish the provisions and conditions of inviting employees of MML Senior Care Inc and MML Home Care Inc d.b.a an independently owned and operated Home Instead franchise business (“Home Instead”) to receive vaccinations against the COVID-19 virus. Vaccination is not intended to be a substitute for infection control practices (such as regular handwashing and other measures). Rather, vaccination is a step that may be taken as part of our overall efforts to maintain a safe environment for you, our clients, and other CAREGivers and Key Players.

### II. Scope

The policy applies to all Home Instead workforce members.

### III. Background

- The Centers for Disease Control and Prevention (CDC) advises that COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect an individual.
- The CDC recognizes that healthcare personnel continue to be on the front line of the nation’s fight against the deadly COVID-19 pandemic. By providing critical care to those infected with the virus that causes COVID-19, many healthcare personnel have a high risk of being exposed to and getting sick with COVID-19.
- When healthcare personnel get sick with COVID-19, they are not able to work and provide key services for clients.
- Seniors, particularly facility residents, are recognized as among the highest risk for COVID-19 infections and negative outcomes. Home Instead serves older adults, often with underlying chronic medical conditions, both of which create and increased risk of serious harm. While more studies are being conducted on vaccination’s effect on an individual’s ability to spread the virus, the CDC currently advises that getting vaccinated may also protect others, particularly people at increased risk for severe illness.
- The CDC has recommended that healthcare personnel likely to be exposed to or treat people with COVID-19 should be vaccinated against COVID-19.

### IV. Policy

- Home Instead recognizes the importance of a vaccination program, and invites all individuals working at Home Instead be vaccinated against COVID-19 beginning on December 28, 2020, provided that they are eligible to receive the COVID-19 vaccine according to guidelines issued by the CDC and the Rhode Island Department of Health (collectively, “Public Health Guidelines”) and that the vaccine is available in sufficient quantities for them to receive it.
- Home Instead staff are not required to be vaccinated for COVID-19, as vaccination may be a personal decision, and each employee may need to consult with their health care provider before making a decision.
- COVID-19 vaccines will be offered to staff based on Public Health Guidelines, which may include all staff, or may give priority based upon factors such as job function or risk of exposure to COVID-19.



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- The vaccines will be offered through the Rhode Island Department of Health (“RIDOH”) free of charge to all Home Instead employees.
- RIDOH is providing the Moderna vaccine at this time. The vaccine provider may supply a fact sheet regarding the vaccine, as authorized by the FDA. The fact sheet is also available here: <https://www.modernatx.com/covid19vaccine-eua/recipient/>.
- Home Instead’s COVID-19 Infection Control Procedures, as described in our employment handbook remain in effect. All personnel, regardless of their vaccination status, will be required to follow these procedures whenever they are in the workplace or conducting Home Instead business at any third-party location, until advised otherwise in writing by Home Instead. This includes: wearing face coverings and other personal protective equipment; strictly adhering to respiratory and hand hygiene and symptom screening practices; observing social distancing, occupancy, activity and quarantine restrictions; and complying with all other COVID-19 precautions as instructed by Home Instead.
- Personnel will be asked to complete an election form, indicating whether they elect to receive the vaccine and whether Home Instead may disclose their vaccination status to clients/facilities.
- Home Instead will not retaliate against personnel who elect not to be vaccinated against COVID-19. Home Instead will make reasonable efforts to schedule any CAREGivers who are not vaccinated with clients or in facilities where COVID-19 vaccination is not required, understanding however that a large number of clients are expected to demand that their staff be vaccinated.
- Personnel who elect to be vaccinated against COVID-19 should provide proof of vaccination to the Engagement Team. Proof of vaccination may include a physician’s note, a pharmacy receipt, or copy of vaccination consent form showing that the individual has received all required doses of the vaccine.
- The Engagement Team will maintain a record of COVID-19 vaccination for the purpose of monitoring compliance with this Policy, Home Instead’s overall COVID-19 safety programs and any applicable laws and regulations governing vaccination programs. Absent consent from the employee, Home Instead will treat any vaccination information that it receives as a confidential medical record.

## V. Employee Privacy

- Home Instead values employee health and also privacy. In accordance with all applicable laws, any health/medical information Home Instead only seeks to obtain confirmation of vaccination administration and should not receive any pre-vaccination medical screening information from or on behalf of the vaccine administrator. Home Instead will protect COVID-19 vaccination records in accordance with applicable privacy law(s) and maintain such information as a confidential medical record.
- Home Instead will only disclose vaccination information to third-parties as follows:
  - Where Home Instead is legally required to disclose the information, such as mandatory public health reporting to a government agency.
  - Where the employee chooses to permit Home Instead to disclose their name and vaccination status/confirmation for the limited purpose of notifying clients they serve or the facilities in which the clients reside. Home Instead does not require employees to agree to share this information and will not impose adverse consequences to employment if an employee chooses not to allow sharing.



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**Policy Effective Date: Jan 1, 2021**

### ACKNOWLEDGMENTS:

- ☐ I have received, read, and understand the attached Voluntary COVID-19 Vaccine Policy.
- ☐ I understand that my COVID-19 vaccination is voluntary.
- ☐ Should I opt-in to vaccination, I agree to promptly provide the requested documentation of my COVID-19 vaccination
- ☐ I have been advised that I have a right to receive a copy of this document.

### ELECTION:

I hereby elect to:

- ☐ **Opt-In** to receive COVID-19 vaccination in accordance with this policy; and
  - ☐ Home Instead may share information about my vaccination status with clients I serve or to the facilities in which clients I serve may be located, upon request.
  - ☐ Home Instead may not share information about my vaccination status, except as required by law. (\*)
- ☐ **Opt-Out** and Home Instead may not share vaccination status, except as required by law. (\*)

(\*) Please note that if you elect to NOT be vaccinated or elect to NOT share your vaccination status with clients, there may be more limited opportunities for service hours as we expect many clients to demand that our staff be vaccinated. Clients may also demand that a non-vaccinated staff be tested on a regular basis and wear full or partial PPE when caring for their loved ones.

*Should your election change, you may notify Home Instead in writing at any time. Any changes in preference will apply going forwards and not to any previously authorized disclosures.*

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**Employee Signature**

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**Print Name**

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**Date**