


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Use of Computer and Other Electronic Equipment
APPROVED:  DAVID BRODSKY	POLICY NUMBER: VII-19
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	DATE ISSUED: 02/23/00
	DATE REVIEWED/REVISED: 11/24/23

GENERAL POLICY:

Computer and other electronic equipment belonging to or leased to the Medical Center may only be used for Montefiore business or for a purpose authorized by a Vice President or the Information Security Officer (ISO). All electronic documents or communications created, stored or transmitted using Montefiore equipment are the property of Montefiore. Montefiore may access documents or communications stored in its devices or property or in its systems (with or without advance notice) whenever warranted by business need or legal requirements. Montefiore reserves the right to monitor its systems for accounting purposes, to ensure proper use, or to detect security violations.

Associates are advised and this shall serve as notice that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means by Montefiore.


Personal use of Montefiore devices or equipment requires the approval of a Vice President and will be approved only if such use is clearly insignificant, does not interfere with Montefiore's interests and does not involve incremental cost. Downloading games or non-business programs onto Montefiore systems is specifically prohibited. In addition, personal use activities may never include: solicitations of Montefiore Associates; providing information about, or lists of Montefiore Associates or patients to others; commercial, political or religious solicitations; exchange of threatening, hostile, inappropriate or offensive communications; or sending or replying to chain letters. Any questions concerning the use of Montefiore devices or computing resources should be discussed with your Supervisor.

Personal licensed copies of software should not be installed on a Montefiore owned computer by any Associate. Only software issued and maintained by Montefiore Information Technology (MIT) should be used on Montefiore devices.

POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and vendors, independent contractors, agency workers and volunteers.

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PROCEDURE:

When using electronic mail:

- Do not send electronic mail so that it appears to come from someone else;
- Do not send unsolicited advertising via electronic mail;
- Do not send or store any material that would be considered threatening, inappropriate, offensive or disrespectful of others.

When using the Intranet and Internet:


- Use only services you have authorization to access. Do not attempt to get into open Internet systems or server ports without prior authorization;
- Always present yourself as yourself;
- Do not access or place any material on the Intranet or Internet that would be considered inappropriate, offensive or disrespectful to others.

Numerous web sites contain or distribute materials that are objectionable in the workplace. While it is impossible to list every objectionable web site or form of objectionable material, some clear examples include: illegal conduct or sexually explicit images or related material, sites that advocate illegal activity, or sites that advocate intolerance for others. Montefiore Associates should not access such webs sites or distribute or obtain such material through the Montefiore's intranet or equipment. Questions concerning other inappropriate web sites or objectionable material should be discussed with your Supervisor.

Other electronic equipment, such as voice mail, telephone, telefax, photocopy equipment and recording devices, is also limited to business use and subject to the standards of conduct stated above. No Associate may use Montefiore equipment or property in a manner that could be construed by others as harassment or offensive based on race; color; religion; creed; national origin; alienage or citizenship status; citizenship or immigration status; age; sex; gender; actual or presumed disability; history of disability; sexual orientation; gender identity or expression; sexual and other reproductive health decisions; genetic predisposition or carrier status; pregnancy; military status or service; familial status; marital or partnership status; arrest or conviction record; caregiver status; credit history; unemployment status; salary history; height or weight; status as victim of domestic violence, sexual violence, or stalking; or any other characteristic protected by law.

Anyone who has a password for any electronics must maintain the integrity of that password. A password is for the exclusive use by the person to whom it is issued. It is an electronic signature; thus, a password connects computer use to the person it identifies. Every Associate is responsible for computer use and information accessed with their password. A password must not be shared, and must be guarded to prevent inadvertent disclosure to and use by another person.

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Compliance with this policy is a condition of continued employment. Violation of this policy may result in disciplinary action including termination.

Other related policies: MMC JH58.1; JC06.1

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

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HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: INFLUENZA POLICY
APPROVED: 	POLICY NUMBER: VII-22
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	DATE REVIEWED/REVISED: 11/10/23

GENERAL POLICY:

As a leading healthcare provider, Montefiore is committed to preventing the transmission of the influenza (“flu”) virus to our patients, associates, and family members. The flu is a serious infectious disease and a major patient safety concern. Healthcare providers who have acquired the flu can easily spread the infection to patients in their care, leading to severe health consequences.

POLICY APPLICABLE TO:

All new hires, volunteers, and contractors (“workers”) hired during, or leading up to, the flu season

PROCEDURE:


In order to protect our patients, associates, and others in the Montefiore community from the flu, Montefiore is requiring that all new hires, volunteers, and contractors (“workers”) hired during, or leading up to, the flu season receive a flu vaccination prior to their first day of work (or as soon as it is made available). This vaccine is the safest and most effective way to prevent the virus and will be provided by Montefiore to all new workers free of charge prior to their start date. The vaccines are quadrivalent, latex, and preservative free. Workers with a severe egg allergy will be offered the egg-free Flublok vaccination.

Montefiore will accommodate new workers who object to the vaccination based on religious beliefs or medical conditions, provided valid documentation substantiating the need for the accommodation is given to Employee & Labor Relations. All unvaccinated workers granted the accommodation will be required to wear a surgical mask while working in areas where patients are typically present. Wearing this mask effectively reduces the flu transmission to patients.

Absent any need for an accommodation, all new workers are obligated to receive the flu vaccine and will not be permitted to work or continue working until it is received. Any new workers who have questions about this policy should contact the Human Resources Department.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by the Medical Center’s Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

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HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Workplace Accommodations for Domestic Violence, Sex Offenses or Stalking
APPROVED:  DAVID BRODSKY	POLICY NUMBER: VII-23
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	DATE ISSUED: 05/03/19
	DATE REVIEWED/REVISED: 11/10/23

GENERAL POLICY:

Montefiore Medical Center is fully committed to supporting the needs of its Associates who may be the victim of domestic violence, sex offenses or stalking, and complies with New York State and local laws. As part of this commitment, Montefiore will reasonably accommodate the needs of its Associates unless the accommodation would create an undue hardship on Montefiore.

POLICY APPLICABLE TO:

All Associates as detailed below (including, but not limited to, employed physicians, attending physicians, house staff, students, volunteers) and vendors, independent contractors, and agency workers. This policy also applies to applicants.


REASONS FOR AND TYPES OF ACCOMMODATIONS

Montefiore will provide reasonable accommodations to Associates who are victims of domestic violence, sex offenses or stalking, unless doing so would impose an undue hardship on Montefiore. Reasonable accommodations may include modifications or adjustments (e.g., schedule modifications or security measures) that allow an Associate who is a victim of domestic violence, sex offenses, or stalking to satisfy the essential requisites of the job. Accommodation may also include a reasonable amount of time off from work, unless such accommodation would pose an undue hardship on Montefiore.

Associates may take reasonable time off for the following purposes:

- To seek medical attention for injuries caused by domestic violence, sex offenses or stalking, including for a child who is the victim of domestic violence, sex offenses or stalking, provided that the Associate is not the perpetrator of the domestic violence, sex offenses or stalking against the child;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sex offenses or stalking;
- To obtain psychological counseling related to an incident or incidents of domestic violence, sex offenses or stalking, including for a child who is the victim of domestic violence, sex offenses or stalking, provided that the Associate is not the perpetrator of the domestic violence, sex offenses or stalking against the child;
- To participate in safety planning or other action taken to increase safety from future incidents of domestic violence, sex offenses or stalking (e.g., temporary or permanent relocation); or
- To obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence, sex offenses or stalking.

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CHARGING TIME OFF and UNPAID LEAVE

Associates whose request for reasonable time off are approved will be required to charge time off pursuant to this policy against available paid time off (this includes Choice Time, Vacation, Personal, Holiday, paid time off accrued under to New York State's Paid Safe and Sick Leave law ("NYPSSL") / New York City's Earned Safe and Sick Time Act ("ESSTA"), or Westchester County's Safe Time Leave Law ("WSL")). If the underlying reason for the request for time off is the Associate's own medical condition, the Associate will also be allowed to use their sick balances. Montefiore may require documentation in order for Associates to be paid with their sick time.

If an Associate does not have enough available paid time off to cover the time off taken pursuant to this policy, the time off will be treated as unpaid time off.

An Associate who is granted leave pursuant to this policy shall be entitled to the continuation of any health insurance coverage provided by Montefiore, to which the Associate is otherwise entitled to during any such absence.

ADVANCE NOTICE and CERTIFICATION/DOCUMENTATION


Associates who are requesting time off for accommodations for domestic violence, sex offenses or stalking are required to provide Montefiore with reasonable advance notice of their absence, unless such advance notice is not feasible. Montefiore requires that where the need for the absence is feasible, that Associates provide Montefiore with at least seven days' notice of the need for absence.

If an Associate cannot feasibly give advance notice of the absence, then the Associate must provide a certification to support the need for leave. The Associate shall provide Montefiore with that certification within 7 days of Montefiore requesting the certification. Associates will provide Montefiore with a certification showing the need for the leave and the Certification shall be in the form of:

1. A police report indicating that the Associate or Associate's child was a victim of domestic violence;
2. A court order protecting or separating the Associate or Associate's child from the perpetrator of an act of domestic violence;
3. Other evidence from the court or prosecuting attorney that the Associate appeared in court; or
4. Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the Associate or Associate's child was undergoing counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

For requests other than time off, Associates will provide Montefiore, within a reasonable period after Montefiore makes the request, with a certification showing that the Associate is a victim of domestic

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violence, sex offenses or stalking. Associates may satisfy the certification requirement by providing documentation from:

1. an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider, from whom the individual seeking a reasonable accommodation or that individual's family or household member has sought assistance in addressing domestic violence, sex offenses or stalking and the effects of the violence or stalking; "
2. a police or court record; or "
3. other corroborating evidence. "


DEFINITIONS

A "victim of domestic violence" is defined as any person over the age of 16, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, strangulation, identity theft, grand larceny or coercion. The act or acts must have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child.

A victim of sex offenses or stalking is defined as a victim of acts that would constitute violations of article 130 of the penal law (sex offenses) or a victim of acts that would constitute violations of sections 120.45, 120.50, 120.55, or 120.60 (stalking offenses) of the penal law.

Family or household members that deem an act to be domestic violence include persons: related by blood or affinity; legally married to each other; formerly married to one another regardless of whether they still live together; who have a child in common; unrelated to each other but who are continually or at regular intervals living in the same household (or have done so in the past); or who are in an intimate relationship, regardless of whether living together.


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PROCEDURE FOR REQUESTING AN ACCOMMODATION AND RESPONDING IN WRITING TO ASSOCIATE:

- Accommodation requests for an Associate's needs as a victim of domestic violence, sex offenses or stalking may be made in writing and directed to the Associate's immediate Supervisor. If an Associate is not comfortable making this request to their Supervisor, the Associate may contact Employee and Labor Relations, a Human Resources Business Partner, or the head of their department for an accommodation.
- Applicants who seek an accommodation for their needs as a victim of domestic violence, sex offenses or stalking should make the recruiter/interviewer aware of the need for the accommodation.
- Montefiore will grant the specific accommodation requested, or an alternative accommodation, in accordance with and as limited by the provisions of this policy and provided the accommodation does not create an undue hardship on the department.
- Montefiore will engage in a written or oral dialogue with an Associate who has requested an accommodation, as well as with any Associate who Montefiore has notice may require a reasonable accommodation, concerning the Associate's accommodation needs; potential accommodations that may address the Associate's accommodation needs, including alternatives to a requested accommodation; and the difficulties that such potential accommodations may pose for Montefiore.
- Decisions regarding requests for an accommodation for an Associate's needs as a victim of domestic violence, sex offenses or stalking are to be made by the immediate Supervisor at the departmental level in consultation with Employee and Labor Relations.
- Montefiore may request additional information reasonably needed to evaluate the request for an accommodation. For example, and consistent with the above documentation requirements, Montefiore may require that the Associate submit documentation signed by a social service provider, a member of the clergy, an attorney, court or police records, or a notarized letter by the Associate explaining the need for accommodation.
- Flexibility and cooperation are key to the search for a reasonable accommodation. Montefiore encourages the Associate to engage in an open and cooperative dialogue (the New York City Human Rights Law calls this process the "cooperative dialogue") with their Supervisor, Human Resources Business Partner, and/or Employee and Labor Relations to determine what accommodations might be effective.
- If Montefiore is unable to grant the Associate's preferred accommodation, but provides an alternative accommodation, the Associate must cooperate by attempting to meet their needs through the proposed accommodation, unless not possible.

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- Employee and Labor Relations must approve any denial of a request for accommodation.
- At the conclusion of the cooperative dialogue process, Associates will be notified in writing in a Grant or Denial of Reasonable Accommodation Request Form whether the request for an accommodation has been granted, denied, or an alternative accommodation will be provided. Human Resources or the Associate's Manager will complete the Grant or Denial of Reasonable Accommodation Request Form. The Associate is to sign the form to indicate receipt of the form. The template Grant or Denial of Reasonable Accommodation Request Form is available on the Montefiore Intranet.
- Associates disagreeing with the decision, including any proposed alternative accommodations, should consult with Employee and Labor Relations.


Use of NYPSSL/ESSTA as an Accommodation

- Associates can use safe time under New York State's Paid Safe and Sick Leave law ("NYPSSL") / New York City's Earned Safe and Sick Time Act ("ESSTA") as an accommodation when the Associate or a family member is the victim of any act or threat of domestic violence, family offense, sexual offense, unwanted sexual contact, stalking, or human trafficking and the Associate needs to take actions necessary to restore the physical, psychological, or economic health or safety of the Associate or the Associate's family members or to protect those who associate or work with the Associate.
- Associates will not be required to provide safe leave documentation if the Associate uses paid time off accrued under NYPSSL/ESSTA unless an Associate uses more than three consecutive workdays as safe leave under NYPSSL/ESSTA. If the Associate uses more than three consecutive workdays as safe leave under NYPSSL/ESSTA, the following rules apply: (a) the Associate will not have to specify the details of any act or threat of domestic violence, family offense, sexual offense, unwanted sexual contact, stalking, or human trafficking; and (b) allows an Associate at least seven days from the date they return to work to submit such safe leave documentation. Failure to provide such written documentation, if requested, may result in disciplinary action and/or denial of pay.

Use of Westchester County's Safe Time Leave Law (WSL)

- Associates who work for more than 90 days in a year (measured from anniversary/start date) in Westchester County are entitled to use safe time under Westchester County's Safe Time Leave Law ("WSL").

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- Associates who are victims of domestic violence and/or human trafficking, are entitled to use up to 40 hours of paid safe time leave in a year (measured from anniversary/start date), which can be utilized in full days or increments, to:
 1. Attend or testify in criminal and/or civil court proceedings relating to domestic violence;
 2. Attend or testify in criminal and/or civil court proceedings relating to human trafficking; and/or
 3. Move to a safe location.
- WSL defines “domestic violence” to include “family offense matters,” which is defined in the law to encompass certain criminal acts (including, but not limited to, acts or threats of harassment, sexual misconduct, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, strangulation, assault, identity theft and grand larceny) between spouses or former spouses, or between parent and child or between members of the same family or household.


NOTIFICATION and ADVANCE NOTICE for WSL

- Safe time leave shall be provided upon the request of an Associate. Such request may be made orally, in writing, or by electronic means (i.e. email). When possible, the request shall include the expected duration of the absence.
- When the use of safe time leave is foreseeable, the Associate shall make a good faith effort to provide notice to Montefiore in advance and, when possible, shall make a reasonable effort to schedule the use of safe time leave in a manner that does not unduly disrupt the operations of Montefiore.
- When the use of safe time leave is not foreseeable, the Associate shall notify Montefiore as soon as practicable.

DOCUMENTATION for WSL

- Regardless of the duration of leave, Montefiore requires that when Associates use WSL time that they provide reasonable documentation that the safe time leave will be, or has been used, for a purpose covered under the WSL. Such documentation may include:
 1. a court appearance ticket or subpoena;
 2. a copy of a police report;
 3. an affidavit from an attorney involved in the court proceeding; or
 4. an affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence or human trafficking.

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- Associates who do not provide requested documentation will be subject to discipline. Additionally, Associates who do not provide requested documentation will not be approved for WSL time and time missed from work will be deducted from their other available paid time off or if they do not have available paid time off the time will be unpaid.
- Documentation or information provided by Associates regarding WSL must be treated as confidential and maintained on a separate form and in a separate file from other personnel information.
- Under the WSL, Associates do not accrue WSL hours. Rather, eligible Associates (i.e. those who have worked the requisite 90 or more days in Westchester) may use up to 40 hours of paid safe time leave per year (measured from anniversary/start date).
- New Associates become eligible to take safe time leave under WSL 90 days after the first date of employment.

DISCIPLINE

- Approved time missed from work under this policy and pursuant to the laws mentioned in this policy (i.e. NYPSSL/ESSTA, WSL) will not be subject to discipline.
- Associates who use leave for purposes other than those provided for by this policy and the laws mentioned in this policy (i.e. NYPSSL/ESSTA, WSL), will be subject to disciplinary action, up to and including termination. If a Department believes that an Associate is possibly engaging in misconduct, they are to contact Employee and Labor Relations for guidance.

RETALIATION PROHIBITED


- Montefiore prohibits retaliation against any individual who requests an accommodation under this policy and pursuant to the laws mentioned in this policy. Montefiore will severely discipline any person who engages in retaliation.

CONFIDENTIALITY

- Documentation or information provided by Associates regarding accommodation requests under this policy and pursuant to the laws mentioned in this policy must be treated as confidential and maintained on a separate form and in a separate file from other personnel information.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.

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HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Preferred Name/Pronouns Policy
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GENERAL POLICY:

Montefiore recognizes that Associates may wish to be addressed by a preferred name and set of pronouns that align with their gender identity. For this reason, Montefiore allows Associates to identify a preferred name and set of pronouns where reasonably possible that align with their gender identity to ensure an inclusive and safe work environment.

Associates are required to use the name, pronouns, and title (e.g., Ms./Mrs./Mx.) with which a person (associate, patient, independent contractor, etc.) self-identifies, regardless of the person's sex assigned at birth, anatomy, gender, medical history, appearance, or the sex indicated on the person's identification.

POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students), vendors, independent contractors, agency workers, volunteers, visitors, and patients.

PROCEDURE:


In order to initiate the process of changing their name on Montefiore systems to align with their gender identity, an Associate must submit a Preferred Name Form to HR Recruitment & Staffing. The Preferred Name Form is available on the Montefiore Intranet in the Associates Forms and Information page.

A "preferred name" is the name other than one's legal name that aligns with their gender identity. A "legal name" is the name recorded on one's legal identification (i.e., passport, birth certificate, Social Security card) and used on official Montefiore records.

Associates who use a preferred name should be aware that preferred names are required to be disclosed in certain circumstances, including during background checks and other legal processes. Montefiore is under a continuing responsibility to report such names even if an Associate has discontinued use of the preferred name.

Restrictions regarding preferred name: Montefiore reserves the right to decline or revoke an approved preferred name if the preferred name may be used for criminal or misrepresentation purposes, may be harmful to the reputation or interests of Montefiore, and/or conveys inappropriate or offensive language/meaning. Abuse or misuse of this policy and process may result in disciplinary action.

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Preferred name will appear on:


- Associate ID badge
- Email Address
- Business Card, if Associate is issued a business card

NYS Department of Education regulations require that an identification badge display that person's legal name as it appears on their license. When making a request for a preferred name to be displayed on an identification badge, Associates must acknowledge and solely assume all risks of enforcement actions by the Department of Education for any violation of NYS DOE regulations.

Associate Responsibility regarding Use of Preferred Pronouns:

- Associates are required to use the name, pronouns, and title (e.g., Ms./Mrs./Mx.) with which a person (associate, patient, independent contractor, etc.) self-identifies, regardless of the person's sex assigned at birth, anatomy, gender, medical history, appearance, or the sex indicated on the person's identification.
- Associates are responsible for communicating their preferred name, pronouns, and/or title to colleagues, staff, and managers.
- Intentional or refusal to use a person's name, pronouns, or title is not permitted and would violate Montefiore policy. For example, repeatedly calling a transgender woman "him" or "Mr." after she has made clear that she uses she/her and Ms.
- Refusal to use a person's name, pronouns, or title because they do not conform to gender stereotypes is not permitted and would violate Montefiore policy. For example, insisting on calling a non-binary person "Mr." after they have requested to be called "Mx."
- Requiring an individual to provide information about their medical history or proof of having undergone particular medical procedures in order to use their preferred name, pronoun, or title is not permitted and would violate Montefiore policy.
- Conditioning a person's use of their preferred name on obtaining a court-ordered name change or providing identification in that name is not permitted and would violate Montefiore policy.
- Most people and many transgender people use female or male pronouns and titles. Some transgender, non-binary, and gender non-conforming people use pronouns other than he/him/his or she/her/hers, such as they/them/theirs or ze/hir. They/them/theirs can be used to

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identify or refer to a single person (e.g., “Joan is going to the store, and they want to know when to leave”). Many transgender, non-binary, and gender non-conforming people use a different name than the one they were assigned at birth.

- Asking someone in good-faith for their name and gender pronouns is not a violation of Montefiore policy.

Use of Legal Name:

Montefiore personnel are at times required to use an Associate’s legal name when conducting business (i.e., sending reports to federal, State, and other government agencies that require legal identity verification). Additionally, please note that some records may require the use of legal names only, such as legal and medical documentation (e.g., for purposes of employment eligibility verification with the federal government). Associates who are utilizing a preferred name should always be prepared to reference their legal name as well as provide their legal identification when necessary.

Legal name will appear on:


- All legal and medical records
- Paychecks & Paystubs
- Permanent Human Resources file
- Tax Records

Associates who have changed their legal name and already received identification with their new legal name must apply for new identification reflecting the new legal name following the same process and submitting the Change of Personal Information Form, which is available on the Montefiore Intranet in the Associates Forms and Information page, and proof of legal name change to Human Resources Information Center (HRIC).

Please review Human Resources Policy and Procedure VI-6 regarding “Non-Discrimination and Anti-Harassment”, which prohibits discrimination on the basis of gender expression, gender identity and the status of being transgender.

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HUMAN RESOURCES POLICY AND PROCEDURE	SUBJECT: Mandatory COVID-19 Vaccination
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Overview

Montefiore has implemented a policy mandating COVID-19 vaccinations for candidates/applicants, with limited exemptions for those with medical reasons.

Additionally, as set forth below, candidates/applicants who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance can submit a religious accommodation request to Montefiore. Montefiore will review and make a determination on whether to grant or deny the accommodation request.


COVID-19 Vaccination Requirement

- 1) All Montefiore candidates/applicants are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type) unless a medical exemption or religious accommodation is granted as set forth below. Candidates/applicants are required to have completed a primary series based on their age, health status, and vaccine type and be fully vaccinated, unless they have a medical exemption from completing the series.
- 2) In this document the term “candidates/applicants” is defined as individuals seeking to become: a full-time regular employee; a full-time temporary employee; a part-time regular employee; a part-time temporary employee; a per diem employee; an employed physician, attending physician, house staff, student, and intern (paid and unpaid).
- 3) Montefiore non-employees are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type). In this document the term “Montefiore non-employee” is defined as: vendors, independent contractors, agency workers, and volunteers.
- 4) The following vaccines, which have been approved by the CDC and/or WHO, will be accepted: Pfizer, Moderna, Johnson & Johnson, AstraZeneca, Novavax, Sinopharm, Sinovac, COVAXIN, Covovax, and CanSino.
- 5) Montefiore candidates/applicants who have been vaccinated for COVID-19 at a location other than Montefiore (including booster dose), must provide documentation of their COVID-19 vaccination to Montefiore.

Acceptable written proof shall include:

- (i) a record prepared and signed by the licensed health practitioner who administered the vaccine, which may include a CDC COVID-19 vaccine card
- (ii) an official record from one of the following: a foreign nation, NYS Countermeasure Data Management System (CDMS), the NYS Immunization Information System (NYSIIS), New York City Immunization Registry (CIR), a NYSDOH-recognized immunization registry of another state, or an electronic health record system.

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- 6) All Montefiore employees are required to comply with all of Montefiore's preventive requirements (which includes masking). In case of any symptoms and signs of illness, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

COVID-19 Vaccination Process

COVID-19 vaccinations are available at Montefiore at no cost for Montefiore employees. Montefiore employees should contact OHS at 718-920-5406 and select option #2 to schedule a vaccination appointment. Montefiore employees should speak with their supervisor to inform them of the appointment time.

COVID-19 Vaccinations are also available in the community via <https://covid19vaccine.health.ny.gov/>

Booster Dose

Montefiore encourages all of its employees to receive booster dose(s) when they become eligible.

Medical Exemption


Process below applies to Montefiore candidates/applicants only. Montefiore non-employees must be fully vaccinated.

Montefiore follows current Centers for Disease Control and Prevention (CDC) guidelines for determining what medical conditions qualify for contraindication to COVID-19 vaccination.

Medical Exemption: Montefiore candidates/applicants requesting an exemption from this policy (either to not be vaccinated or to not complete a primary series) due to a medical condition identified by the Centers for Disease Control (CDC) guidelines as a contraindication to COVID-19 vaccination must submit a completed "Medical Exemption from COVID-19 Vaccination" form which is located on the Intranet in the COVID Resource section. The completed form must be submitted to Human Resources Recruitment or Occupational Health Services via vaccine-OHS@montefiore.org When Montefiore has not had sufficient time to respond to the request or Montefiore has requested additional information, that may delay Montefiore's ability to respond to the candidates/applicants.

An exemption will be granted where it meets guidelines and does not cause Montefiore undue hardship or pose a direct threat to the health and safety of others. Montefiore will respond in writing within one week to requests and its determination of the exemption is final. If the exemption request is denied, the candidate/applicant will need to comply with the vaccination requirement if the candidate/applicant wishes to commence employment.

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Montefiore candidates/applicants and employees with approved medical exemptions should monitor themselves for symptoms and signs of illness. In case of any, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

Montefiore reserves the right to amend these requirements at any time.

Religious Accommodation

Process below applies to Montefiore candidates/applicants only. Montefiore non-employees must be fully vaccinated.

Candidates/applicants who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance which conflicts with the COVID-19 vaccine can submit a completed "Religious Accommodation to be exempt from COVID-19 Vaccination" Request form which is located on the Intranet in the COVID Resource section.

Montefiore will review a candidate/applicant's religious accommodation request and make a determination on whether to approve or deny the accommodation request. Montefiore will deny requests when: the request is not of a religious nature; the request is not based on a sincerely held religious belief, practice, or observance; the sincerely held religious belief, practice, or observance does not conflict with the COVID-19 vaccination; the request is incomplete; Montefiore requests additional information and the candidate/applicant does not reply in a timely manner; or the accommodation request creates an undue hardship.

Montefiore reserves the right to amend these requirements at any time.

Compliance

Compliance with this policy, by vaccination, exemption, or other accommodation is required for continued employment.

Noncompliance with this policy will subject an employee to termination of employment.

Montefiore non-employees must be fully vaccinated.

Regardless of vaccination status, it is essential that we all continue to take necessary precautions, including using appropriate PPE, vigorous hand hygiene, and social distancing.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.