CORONAVIRUS DISEASE 2019
(COVID-19)

COVID-19 Vaccine Requirement Exemption Process Q&A for Leaders

Trinity Health

Audience: Leaders	
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Colleagues may have questions about the COVID-19 vaccine requirement exemption process. Here are answers to common questions:

1. Who reviews the medical or religious exemption requests?
Religious exemption requests are reviewed by a committee comprised of leaders in Mission, HR, and other areas at your Region or Health Ministry. Medical exemption requests are reviewed by a review committee comprised of leaders in clinical, HR and other areas at your Health Ministry. If a committee denies an exemption request, it is then automatically escalated to either the religious or medical review committee at the System Office. The System Office committee will make the final decision to approve or deny the request.

2. If my exemption request is denied, can I appeal the decision?
No, the decision is final after the secondary, System Office-level review.

3. If my exemption request is denied, what happens next?
You will receive a letter by email notifying you of the decision. You have until 45 days from the date of the letter to complete the vaccination process and upload the documentation in the HR4U colleague portal. If you do not complete the process by then, your employment will be terminated for non-compliance with the COVID-19 Prevention Policy.

4. I have a documented medical condition. Why was my exemption request denied?
Exemption decisions are based on known COVID-19 vaccine safety risks and adverse events for people with certain medical conditions. It was determined that your medical condition is not a known contraindication for the COVID-19 vaccine. We encourage you to follow up with your medical provider if you have questions about the vaccine and your specific medical condition.

5. How will I know if my exemption request is denied?
You will receive an email from HR. It may take up to 3 weeks for your request to be reviewed and processed.

Resources

- [COVID-19 Vaccine Requirement Resources](#)
- [COVID-19 Vaccine Requirement Q&A](#)
- [General COVID-19 Vaccine Q&A](#)
- [How to submit your COVID-19 vaccination documentation in HR4U](#)
- [How to submit your COVID-19 vaccination medical or religious exemption request in HR4U](#)