

Dear Staff:

As many of you may be aware Governor Phil Murphy announced on Wednesday, January 19, 2022, that vaccines would now be required for all healthcare workers. The state subsequently issued Executive Order 283 providing additional guidance. Based upon review of Executive Order 283, AMI will be required to comply with the vaccine mandate. Below is an outline of the impact of the mandate based on status.

- **Vaccination Requirements:**
 - **Unvaccinated:** Employees that are currently unvaccinated will be required to receive their 1st vaccination by **2/16/2022**, 2nd vaccination by **3/30/2022**, and booster within **3 weeks after reaching 6 months** from the 2nd vaccination dose. Employees must continue with weekly testing until "fully vaccinated" which is defined as 2 weeks from the date of the 2nd vaccination dose.
 - **Unvaccinated COVID Positive within 90 days** - If you are unvaccinated and have been confirmed positive for COVID-19 within the past 90 days by AMI or another proctored facility you must receive your 1st vaccination within 2 weeks after reaching 90 days from the positive test result. Employees must resume testing after 90 days and until "fully vaccinated" which is defined as 2 weeks from the date of the 2nd vaccination dose. You will need to receive 2nd dose within 21 to 28 days after the 1st dose (depending on the manufacturer instructions) and then will need the booster within 3 weeks of reaching 6 months from the 2nd vaccination dose.
 - **Vaccinated:** Employees that have received both their 1st and 2nd vaccine will be required to obtain a booster dose when eligible. For staff that received their 2nd dose, greater than 6 months ago, they will be required to have a booster by **March 30, 2022**. For staff that received their 2nd dose less than 6 months ago they will be required to obtain a booster dose within **3 weeks after reaching 6 months** from the 2nd vaccination dose.
 - **Vaccinated COVID Positive within 90 days:** If you are vaccinated and have been confirmed positive for COVID-19 within the past 90 days by AMI or another proctored facility you will be required to obtain your booster within 2 weeks after reaching 90 days from the positive test result.
 - **Vaccinated with Booster:** Employees that have received both their 1st, 2nd, and Booster vaccine are required to submit that information through Paycom for reporting purposes. If you have already done so no further action is required.
 - **Remote Workers** – are exempt from requiring vaccination, however, you will not be permitted to work in the office. If you become unable or ineligible for work from home due to performance issues you will be required to take PTO, subject to current AMI policies regarding use of PTO including policies regarding excessive absenteeism which may result in disciplinary action up to and including termination.
 -
- **Exemptions:**
 - In certain situations, AMI permits exemptions from this policy for COVID-19 vaccination. Employees demonstrating a qualifying medical condition or sincerely held religious beliefs, may be eligible for an exemption. Exemptions are determined on a case-by-case basis.
- **Medical Exemption:**
 - Individuals requesting exemption for medical reasons must have their health care provider complete the "Request for Medical Exemption from Vaccination"

form (attached here) and submit the form, along with any additional documentation, by email at exemptionaminj@aminj.com by **February 4, 2022**.

- Standard criteria for medical exemption will be used and will be based upon recommendations from the Centers for Disease Control and Prevention (CDC).
- Any exemptions granted for medical reasons will require re-evaluation if/when any updated guidance is issued that may impact eligibility for medical exemption. Therefore, all medical exemptions that are granted will be “temporary”. No person will be granted a “permanent” medical exemption from receiving COVID-19 vaccines. Rather, requests that are granted may be for extended duration or may be time limited. They may also be vaccine specific.
- Failure to comply with these requests, if made, may result in denial of the exemption request.
- **Religious Exemption:**
 - Individuals requesting a religious exemption must complete a "Request for Religious Exemption from Vaccination" form (attached here) and submit the form via email to exemptionaminj@aminj.com by **February 4, 2022**.
 - Religious exemptions from vaccination will be considered for individuals who have sincerely held religious beliefs that prevent them from being vaccinated against COVID-19. The information provided by the individual in the “Request for Religious Exemption from Vaccination” form will be reviewed to determine eligibility.
 - For individuals whose request for religious exemption from vaccination is granted, a determination will be made as to whether the individuals sincerely held religious belief impacts the individual’s ability to receive any COVID-19 vaccine. Religious exemptions may be vaccine specific. Exemptions may also be for an extended duration or time-limited, as appropriate and are subject to future review and recertification.
- **Resources:**
 - For assistance finding a vaccination site to schedule your vaccination or booster please [click here. https://covid19.nj.gov/pages/vaccine](https://covid19.nj.gov/pages/vaccine)
- **Non-Compliance**
 - Failure to comply with the provisions outlined herein may result in further disciplinary action up to and including termination of employment.