



April 8, 2021

**MEMO: COVID-19 Vaccination Policy**

Dear Gateways Community Services Community:

*The following is Gateways Community Services' current position on the COVID-19 Vaccination. As the pandemic remains fluid, so does this policy, which is subject to change based on any additional guidance from public health organizations, such as the Centers for Disease Control and Prevention or the NH Division of Public Health Services.*

Gateways Community Services strongly recommends that all staff, providers, and clients eligible for the vaccine, and eligible family members living within the client's household, be vaccinated. Vaccinated members of our community will greatly support the rendering of the critical supports and services we provide. While staff, providers, and clients are not required to be vaccinated at this time, this information may be shared between Gateways and families (more on this below).

Provision of services via virtual means will continue as long as the service meets the needs of the client, are supported by the workforce available to the Agency and can be paid for under our state contract and/or waiver.

The Agency position regarding the COVID-19 vaccine will be reviewed at least bi-monthly, and as needed as information in this area develops. To follow best practice for the safety of the clients, workforce, families, and the community, the following is our adopted policy:

- Gateways Community Services requires all staff, providers, and clients to disclose their vaccination status.
  - As COVID-19 vaccination is not considered Protected Health Information, this status will be shared with department directors for the purposes of planning reentry, Personal Protective Equipment (PPE) usage, and guidance concerning potential exposures and quarantines.
  - The status may also be shared with guardians of clients when a staff person/provider is providing services requiring close physical contact, e.g. if a Home Care Provider chooses not to be vaccinated, this may be shared with the guardian of the client being served.
- Families with services taking place in their homes and provided by unrelated staff who are employed by Gateways, will be asked to disclose the vaccination status of all members of the family age 16 and over.
  - Refusal to share such information may affect the use of PPE and could disrupt service delivery.
- Services supporting individuals highly vulnerable to the impact of COVID-19 may be reviewed on a case-by-case basis. The Agency may shift workforce in response to safety needs, ensuring that only vaccinated individuals are in those spaces, if necessary.
- Staff will be required to utilize/wear PPE as determined necessary by their role at Gateways. Additional PPE may be required for employees who are not vaccinated.

We understand everyone has been carrying additional burdens due to the challenges of the pandemic. Vaccinations are a welcome improvement to this difficult situation helping to protect our community and we appreciate your compliance with our policy.

Sincerely,

Sandy Pelletier  
President/CEO  
Gateways Community Services