



Dear Clinical Partners,

St. Luke's Hospital of Duluth passed a mandatory COVID-19 vaccination policy on August 4, 2021 that applies to all employees, vendors, students, volunteers and board members. This policy applies to St. Luke's as well as our affiliates Lake View Hospital and Pavilion Surgery Center. All students, instructors or representatives participating within the facilities of St. Luke's or any of its affiliates will need to provide proof of vaccination for COVID-19.

This is an ongoing requirement and it is your responsibility to ensure that any students, instructors or representatives you send to St. Luke's now or in the future meet this requirement. Abiding by St. Luke's policies is a condition of doing business with St. Luke's and all of its affiliates. Failure to follow this policy by your organization or any of your students, instructors or representatives to follow this policy may result in removal from the facility or termination of the contract.

For individual clinical experiences please submit a COVID-19 vaccine card, patient portal document or MIC record of your student's completed vaccination. Submission of completed vaccinations by clinical group is preferred. Submit all COVID-19 records to St. Luke's Education Department at Education@slhduluth.com.

Students, instructors or representatives requesting a medical or religious exemption, please refer to and complete the appropriate attached medical or religious form. Follow the instructions specific to the medical or religious exemption form to submit completed forms for review.

If you have any questions about the policy, please feel free to reach out to the Education department at (218) 249-5527.

Thank you,

Katherine Becker, JD, LLM, CHC
Vice President of Corporate Compliance
St. Luke's Hospital
915 E. 1St. Duluth, MN



COVID Vaccination Policy Timelines

Not later than September 1:

- Receive first dose of two-dose COVID Vaccine Series, OR
- Receive Johnson & Johnson (Janssen) one-dose COVID-19 Vaccine, OR
- Request medical or religious exemption* (See below for more details), OR
- Submit written resignation notice. employees, vendors, students, volunteers and board members who provide proper notice (see organizational policy “Termination of Employment” or labor contract) will be permitted to work the notice period, deemed to have resigned in good standing and will have vacation, personal days or PTO paid out.

Not later than October 1:

- Receive second dose of two-dose COVID Vaccine Series

***Timelines for employees, vendors, students, volunteers and board members seeking Medical or Religious Exemption**

•Not later than September 1:

- Request medical exemption or religious accommodation – determination will be made within 30 days

•Not later than October 1:

- If exemption is granted, begin weekly COVID-19 testing protocol. (Testing will continue until full vaccine status is achieved or policy change that no longer requires testing.)
- If exemption is not granted, the employees, vendors, students, volunteers and board members must notify Human Resources within 48 hours of their intent to initiate COVID vaccination by October 7 or their intent to withdraw their clinical request. Vaccine series must be complete by November 1, 2021.

•Not later than November 1, employees, vendors, students, volunteers and board members who sought a medical or religious exemption that was not granted:

- Complete the vaccine series, OR
- Voluntary withdrawal from their clinical request.