

# MEMO

**To:** Trinity Health  
**From:** Mike Slubowski, President and Chief Executive Officer  
Dan Roth, M.D., Executive Vice President and Chief Clinical Officer  
**Date:** July 8, 2021  
**Re:** Required COVID-19 Vaccination for Trinity Health Colleagues, Clinical Staff and Partners

---

**Our Core Value of Safety means we do everything we can to protect people. That's why effective today, Trinity Health will require all colleagues, clinical staff, contractors and those conducting business in our facilities be vaccinated against COVID-19.**

We have strongly encouraged vaccination for all colleagues, and our communities since the first vaccine for COVID-19 was approved for Emergency Use Authorization by the U.S. Food and Drug Administration. But as a health care system, we have a responsibility to do more. With more than 331 million doses administered in the U.S, the vaccines have proven safe and extremely effective against symptomatic infections, hospitalizations and death. The vaccines are so effective that today more than 99% of people who die from COVID-19 are unvaccinated. **The science is clear—vaccines save lives.**

While we estimate nearly 75% of Trinity Health colleagues have received at least one dose of the vaccine, we have already lost too many members of the Trinity Health family to this virus. Vaccination against COVID-19 protects our colleagues, our patients, and the people in our communities, especially the most vulnerable. Vaccination against COVID-19 protects you.

## **Effective today:**

- **New Hires:** New hires starting work on or after Sept. 1 will be required to have the last dose of a two-dose vaccine or a single dose vaccine 14 days prior to beginning work.
- **Colleagues with a Workday management level (located on the Workday profile job tab) of manager, director, vice president or senior officer** (including those working remotely) must be fully vaccinated or complete the vaccination series and submit proof by Tuesday, Aug. 24.
- **Colleagues with a Workday management level (located on the Workday profile job tab) of supervisor, coordinator or all other positions** (including those working remotely) must be fully vaccinated or complete the vaccination series and submit proof by Tuesday, Sept. 21.
- **Medical Staff:** Employed medical staff must be fully vaccinated or complete the vaccination series by Tuesday, Sept. 21. We will work closely with medical executive committees on recommendations and timing for medical staff members who are not employed by Trinity Health.
- **Business Partners:** All contractors, vendors and others who conduct business in our facilities must be fully vaccinated or complete the vaccination series by Tuesday, Sept. 21.
- **Students:** Nurses, medical, advanced practice providers and other allied health students participating in educational programs and clinical rotations are required to be fully vaccinated. We will work closely with program administrators to ensure compliance.
- **Volunteers:** Volunteers must be fully vaccinated or complete the vaccination series by Tuesday, Sept. 21.

### Action needed

[Submit a copy of your vaccination card](#) or other document your provider gave you as proof you received the vaccine within the HR4U colleague portal at [HR4U.trinity-health.org](https://hr4u.trinity-health.org). You can access HR4U on a computer or smartphone browser. Colleagues who are not able to be vaccinated for strongly held religious beliefs, or rare medical reasons will be required to apply for an exemption.

**Colleagues who do not fulfill the requirement to be vaccinated by the dates outlined and do not have an approved exemption will be subject to termination of their employment.**

We know you may still have questions about the vaccine. Your Health Ministry will be holding a town hall in the coming days to listen and answer your questions. Thank you for your continued work to make Trinity Health a trusted health care partner for the communities we serve.

### More Information

[COVID-19 Vaccine Requirement Q&A](#)

[How to submit your vaccination proof in HR4U job aid](#)

[COVID-19 Vaccine Q&A](#)

### Key Dates

Key Dates	Information and Required Action	Affected Audiences
July 8, 2021	COVID-19 Vaccine Requirement effective for all Trinity Health colleagues, clinical staff and business partners	New Hires, Colleagues, Leaders, Medical Staff (see above), Students (see above), Volunteers (see above), Business Partners
August 6, 2021	Deadline for management to submit exemption request via HR4U colleague portal	Colleagues with a Workday management level of manager, director, vice president or senior officer
August 20, 2021	Deadline for colleagues to submit exemption request via HR4U colleague portal	Colleagues with a Workday management level of supervisor, coordinator or any other role
August 24, 2021	Last day for management to receive last dose of vaccine and submit documentation to HR4U	Colleagues with a Workday management level of manager, director, vice president or senior officer
September 21, 2021	Last day for colleagues to receive last dose of vaccine and submit documentation to HR4U  Last day for employed medical staff to receive last dose of vaccine  Last day for volunteers to receive last dose of vaccine	Colleagues with a Workday management level of supervisor, coordinator, or all other positions