

Policy

COVID-19 Vaccine Policy: <https://aveanna.ellucid.com/documents/view/1079/active/>

Workday Vaccine Reports

CR_CV Vaccine Status_All Actively Working Employees Status – Manager report that show all actively working employees in that manager’s organization (employees paid in the last 60 days). This report includes employees with vaccine records, and employee approved for either a medical or religious exemption.

CR_CV Vaccine Status – manager report that shows only employees with shot records in Workday

CR_CV Vaccine Status_All Inactive Employee – manager report that list employees’ vaccine status who has not worked in 60 days.

Report Key- CR_CV Vaccine Status_All Active Ees Status

- **Employee ID** – employee’s Workday ID.
- **Legal Name** – employee’s first and last name.
- **Active Status** – indicator if the employee is active or not.
- **Job Title** – employee’s job title in Workday.
- **Cost Center** – employee’s cost center.
- **Location** – employee’s office location.
- **Location Address** – office location address.
- **Business Group** – region that the employee works in.
- **CF ESI_CVEX Group** – employee’s in groups that are excluded from the CMS mandate based on remote status or line of business.
- **First Shot Date** – employee’s first shot record that has been submitted to vaccinationcards@aveanna.com.
- **Second Shot** – employee’s second shot record that has been submitted to vaccinationcards@aveanna.com.
- **Single Shot** – employee’s single shot record submitted to vaccinationcards@aveanna.com.
- **Booster Shot** – employee’s booster shot record submitted to vaccinationcards@aveanna.com.
- **CV19 Last Test Date**- only applies to employees in states/jurisdictions where Covid-19 testing is required.
- **CV-19 RA Date** – date employee has been approved for either a medical or religious exemption (*if applicable*).

Recording Shot Records

Vaccine cards should be sent to vaccinationcards@aveanna.com or recorded via the [tracking form](#).

Education

COVID-19 Vaccine education and resources can be found here: [Click Here](#)

Other Important Resources

Vaccine Accommodation Request Form: [Click Here](#)

Staffing Shortages – Mitigation Plan During COVID-19: [Click Here](#)

Aveanna COVID-19 Vaccination Guide: [Click Here](#)

Authorization to Release COVID-19 Vaccine Info: [Click Here](#)

Vaccination Communication History -2021

- State/Local Vaccine & Booster Mandate Communications – sent to specific employees affected by mandate
 - Delaware
 - New York
 - Massachusetts (example attached)
 - Colorado
 - New Jersey
 - Philadelphia (example attached)
 - LA County
 - Washington
 - California
- Vaccine \$1,000 contest communications –
 - General for all employees across company – winners announced from 8/19/21 - 12/31/2021
 - Local/state \$1,000 contests in response to mandates –
 - NJ/DE – 9/21/21 – 11/3/21
 - Philadelphia – 10/1/21 – 11/14/21
 - LA County – 9/22/21 – 10/31/21
 - Washington – 10/12/21 – 12/9/21 (example communication attached)
 - California – 11/1/21 – 12/15/21
- All company vaccine-related communications –
 - First mention of vaccine – 1/14/21 (attached)
 - Mask Policy offices – 7.1.21
 - Revised mask policy – 8.4.21
 - Important Note from Dr. Sheldon – 8.17.21
 - 11.10.21 (morning) – Tony Strange email to all employees about federal mandate
 - 11.10.21 (afternoon) – federal mandate FAQ to all employees
 - 11.15.21 – federal mandate follow-up/ FAQ to all employees
 - 11.18.21 - 1 2 3 comply in a bucket communication – sent to caregivers; asked regional HR leaders to send to location staff; sent multiple times
 - 12.2.21 – Tony Strange email to all employees about temp mandate suspension
 - 12.3.21 – you can keep working on dec. 5th message – all employees
 - Vaccine summit – March 2021 (example attached)
 - Big contest announcements - \$5k, \$10k, \$15k, \$20k winners (announced around 11.10.21)
- Change Champions
 - \$250 vaccine gift card giveaway began 1/21/21 through 8/12/21
 - Dates and what was covered on each topic
 - 1/28/21 - \$250 GC winners, announcement of 30k vaccination goal and Aveanna's vaccination plan, vaccine tracker
 - 2/11/21 - being diligent and get vaccinated/ minor updates
 - 2/25/21 - mention of vaccine status for country/ minor updates
 - 3/11/21 – covid-19 and vaccine basics, CDC guidelines/getting vaccinated
 - 3/25/21 - covid-19 & vaccine basics/info
 - 4/8/21 – Vaccine summit, path to normal/minor updates
 - 4/22/21 – vaccine success stories, where to find vaccines
 - 5/6/21 – minor updates; vaccine reporting in Workday
 - 5/20/21 – updated CDC guidelines and Aveanna guidelines for vaccinated in offices, etc.
 - 6/3/21 – minor updates; vaccine rates nationally
 - 6/17/21 – minor updates, vaccine reporting
 - 7/1/21 – face covering policy update & vaccine reporting
 - 7/15/21 – Delta Variant
 - 7/29/21 – vaccine/COVID updates, etc
 - 8/12/21 – announcement of vaccine campaign/\$1000 contest; resources to help conversations with vaccine hesitant employees; developing mandates (local)
 - 8/26/21 – FDA approval; vaccine contest updates
 - 9/9/21 – get vaccinated/why it's important, contest
 - 9/23/21 – covid/flu vaccine, guidance on timing of vaccination for 2021-22
 - 10/7/21 – first 12 jurisdictions announcing mandate, mention of Aveanna Immunization policy, Aveanna's plan for compliance, vaccine reporting
 - 10/21/21 – minor updates, contest
 - 11/4/21 – vaccines for children, first mention of possible federal mandate
 - 11/18/21 – introduction of 1-2-3 buckets plan
 - 12/2/21 – regardless of mandate hold, encouraging employees to get vaccinated and 1-2-3 plan
 - 12/16/21 - mandate hold, encouraging employees to get vaccinated and 1-2-3 plan