

Phoebe Putney Health System, Inc.
Standardized Work Instructions

Entity: PPHS

Department: Materials Management

Job Title: Vendor, Vendor Representative

Standardized Work Title: COVID-19 Vaccine Exemption Process for Vendor Representatives Entering Phoebe Putney Health System Facilities

Approved By: (Title)	xxxx xxxx
Effective Date:	01-26-2022
Review Period	3 Years
Date to be Reviewed or Revised	01/26/2025

Standardized Work Purpose: The purpose of this work instruction is to standardize the exemption process for vendor representatives entering Phoebe Putney Health System facilities using GHX Vendormate

Definitions: **COVID-19** – A highly infectious illness caused by a type of new coronavirus that spreads from person to person through contact with infected person's respiratory secretions. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

[GHX Vendormate](#) - Vendormate is a tool that enables Phoebe to manage registration of all current and potential vendors, as well as the necessary oversight tasks that accompany business associate vendors. Vendormate Credentialing helps streamline and simplify the management of the credentialing process, including vetting access requirements, ongoing sanction list checks for vendor entities and representatives, and integrated badging to meet compliance standards.

Fully and properly vaccinated - In order to be allowed access to Phoebe Putney Health System facilities, all vendor representatives must receive the first shot of the COVID-19 vaccination by February 14, 2022, and the final shot by March 15, 2022, unless otherwise exempted by the COVID-19 policy. Any new vendor representative hired after publication of the COVID-19 policy, must be fully and properly vaccinated prior to be allowed access to Phoebe Putney Health System facilities.

Declination – This occurs when a vendor representative who refuses to be vaccinated for Covid-19.

Exemption – Vendor representatives may be allowed an exemption from receiving the vaccine if they have requested and been granted either a religious or medical vaccine exemption by Phoebe.

Policy - The Phoebe COVID-19 Vaccination Policy

Instructions:

Major Steps	Details
Acknowledge the Phoebe Covid-19 Vaccination Policy and Work Instructions	<ul style="list-style-type: none"> The Policy and work instructions are published on GHX Vendormate for each vendor representative to acknowledge and agree to abide by it.
Vaccination Information Sheet	<ul style="list-style-type: none"> Please find the Vaccination Information Sheets on the Pfizer, Moderna and J&J vaccines in the below links: Pfizer: https://www.cvdvaccine.com/ Moderna: https://www.modernatx.com/covid19vaccine-eua J&J: https://www.janssencovid19vaccine.com/
Proof of Vaccination	<ul style="list-style-type: none"> The vendor representative must upload proof of vaccination to GHX Vendormate.
Vaccine Declinations	<ul style="list-style-type: none"> Phoebe does not allow vendor representatives access to any Phoebe facility unless they have been fully and properly vaccinated against Covid-19. Vendor representatives who are not vaccinated against Covid-19 are not allowed badge access.
Vaccine Exemptions	<ul style="list-style-type: none"> Phoebe does not accept vendor approved vaccine exemptions. All vendor representative requests for an exemption to the vaccine must go through the Phoebe review and approval process, as per the Covid-19 vaccination policy Two forms (medical exemption and religious exemption) are included in Policy. The vendor representative must follow the instructions on the form and send the completed form to the Phoebe assigned email Phoebe will consider the request for exemption and will respond to the vendor representative by email with the decision. Should Phoebe approve the request for exemption, the vendor representative will upload the approval email into GHX Vendormate

Vendor Mate kiosks are at the following facilities

Phoebe Main
417 4th Avenue, Albany, GA 31701

Phoebe Sumter
126 U.S. Hwy 280 West, Americus, GA 31719

Phoebe North (March 2022)
2000 Palmyra Road, Albany, GA 31701

Phoebe Worth
807 S. Isabella Street, Sylvester, GA 31791

REVISION HISTORY

Revision Number	Description of Changes	Approvals	Date
N/A	Initial release of Standardized Work Document. This standardized work replaces all previous versions.	xxxx xxxx	01-26-22
1			