



REVIEW OF REQUESTS FOR MEDICAL EXEMPTION RELATED TO COVID-19 VACCINATION

GUIDELINES

The University of St. Michael's College has partnered with Homewood Health Inc. (HHI) to process Requests for Medical Exemption Related to COVID-19 Vaccination. HHI will have medical professionals available to answer any related questions and will ensure that all medical information regarding vaccination status or accommodations will be treated with the highest confidentiality.

All USMC faculty, staff and students (not affiliated with UofT) may request an exemption if immunization may not be possible due to medical reasons. To request an exemption, please follow the step by step procedures outlined below.

If you have any questions regarding the process, please contact hr.stmikes@utoronto.ca.

1. INITIATION:

- i. The employee will initiate a medical exemption request by contacting hr.stmikes@utoronto.ca. No medical details are required to be provided in the email to HR.
- ii. The University will refer the request to Homewood Health by completing the Online Notification Form.
- iii. The University will provide the employee with Homewood Health's Request for COVID-19 Vaccination Medical Exemption form.
- iv. The employee will complete the form and submit it directly to HHI. *Please note: the form must be completed in full. If it is not completed entirely, it will not be processed and will be returned.

2. HHI INITIAL CONTACT WITH EMPLOYEE:

- i. HHI will contact the employee within two (2) business days of receipt of the referral to:
 - a. Explain their role.
 - b. Remind the employee to have the Request for COVID-19 Vaccination Medical Exemption form completed and returned to HHI.
 - c. Ask the employee the reason they are requesting a medical exemption.
 - d. Advise the employee that once the form has been received, their request will be reviewed and they will be provided with a written response via email, with a copy to St. Michael's College HR.

3. ASSESSMENT:

- i. The Requests for COVID-19 Vaccination Medical Exemption form will be reviewed within two (2) business days of receipt.
- ii. The assessment of the request will be completed according to the agreed upon processes with the University and will be based on a sound analysis of any and/or all of:
 - a. Relevant and available medical information,
 - b. Initial contact with the employee.
 - c. Consultation as may be required with the University.
 - d. Consultation as may be required with the Employee's treating physician(s).
 - e. The University's COVID-19 vaccination mandate or policy, and
 - f. Most currently available medical guidelines.

4. FINAL OUTCOMES AND RECOMMENDATION:

- i. HHI will provide the employee with a written response within two (2) business days of receipt of all required information. The employee's manager and HR will be copied.