



Kansas Hospital
ASSOCIATION

KHA has been made aware that there is a form circulating that employees are encouraged to present to their employers who are requiring COVID-19 vaccinations. The form includes a list of questions for the employer, including whether or not the employee's health insurance plan, life insurance policy and disability benefits cover any adverse event related to the vaccination. It also asks that the employer sign and date the form.

As an employer, you are under no legal obligation to answer the questions in writing on the form or to sign the form. However, you should address the employees concerns. Here are some suggested actions in response to receiving a letter and request of this type:

1. Thank employees for sharing their concerns.
2. Direct employees to HR for answers to their benefits questions.
3. Direct employees to their health care provider to discuss their concerns about the safety, efficacy and possible side effects of the vaccine.
4. Have a policy in place to address concerns that clearly states how COVID-19 vaccine private health information will be handled and maintained in the employee's personnel file, i.e., in compliance with all applicable privacy and employment laws.