

## COVID-19

MEMO FROM

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*This message is being sent to all U.S. integrated and non-integrated employees.*

Colleagues,

We hope this message finds you and those you care about safe and well. We recognize the pandemic's recent surge has brought unwelcome stress and uncertainty and we want to express our gratitude for the support you provide each day to our business, the people we serve and each other.

We believe strongly in the responsibility we have as a health care company and major U.S. employer in doing what is necessary to help ensure the health, well-being and safety of our team members and our communities. Recently, we provided an update on our COVID-19 vaccination policy following the release of the federal government's national plan. As we announced, we will comply with all federal, state, local and third-party policies and regulations consistent with our approach throughout the pandemic.

Since our last communication, the federal government has updated its guidance to require employees working on federally contracted business to be vaccinated by Dec. 8. We expect more updates to state and federal regulations and the information we are providing today could change, including impact to various employee populations. Whenever new guidelines are implemented, we will assess them against our vaccination policy and make any adjustments to ensure we are compliant. We are committed to communicating any updates to our policy in a timely and transparent manner.

### **Our Updated Vaccination Requirement Policy for U.S. Employees**

By Tuesday, Nov. 30, **UnitedHealth Group is requiring U.S.-based employees** to complete their COVID-19 vaccination series (one shot or two shots depending on the vaccine) if they:

- Provide in-person care to our patients whether in one of our facilities or in an at-home setting,
- Meet face-to-face with customers, members, providers or suppliers; or
- Enter our facilities (whether on a full-time, part-time or occasional basis).

For colleagues who work in OptumRx and meet these criteria, the deadline is Monday, Nov. 15, due to the specific requirements of the business.

The pandemic remains a significant public health crisis and continues to stress the health care system despite our ongoing efforts to mitigate the spread of the highly transmissible

delta variant. There is clear evidence the most serious cases of disease are occurring in those who are unvaccinated.

The COVID-19 vaccines available have been shown to be safe and effective at lowering your risk of becoming infected with the virus and contracting serious disease. Additionally, the U.S. Food and Drug Administration's (FDA) recent approval of the Pfizer vaccine ensures there is an option available that is no longer under emergency use authorization.

### **Additional Components of Our Vaccination Requirement Policy**

- UnitedHealth Group's vaccination requirement does not apply at this time if you are not entering one of our facilities to do your job – unless a separate state, local, or third-party regulation where you work has different requirements. This includes full-time telecommuters who always performed their work remotely prior to the pandemic and those employees who have performed their work remotely since the pandemic began and have not entered one of our facilities. Employees identified as unvaccinated in our systems will lose access to UnitedHealth Group facilities following the deadline.
- We have a formal process in place to request exemptions for medical or religious reasons. Those employees who we have identified as having declined to get vaccinated will receive a separate email outlining the process. Additional information on the exemption process can be found on our [COVID-19 Employee Resources Site](#).
- If you are an unvaccinated employee who has been performing work at home during the pandemic but are not otherwise designated as a telecommuter, you may be able to continue doing so. However, once we implement flexible working arrangements that may require you to work in one of our facilities, you will be expected to have completed your vaccination series.
- If you work in a location where a state or local government, or third party has issued a vaccination requirement, you will be required to follow those regulations first and then our guidance. We will adhere to all federal, state, local and third-party requirements, which may expedite the date by which you are required to be vaccinated.
- At this time, our vaccination requirement does not include a booster shot. If state or federal guidelines change with respect to booster shots, we will update our policy to comply.
- The vaccination requirement is an official policy of UnitedHealth Group. Failure to comply could result in disciplinary action, up to and including termination of employment.
- For additional information and answers to the most common questions about the vaccination requirement, please review this [FAQ document](#) on our [COVID-19 Employee Resources Site](#).

### **You Are Still Required to Self-Report Your Vaccination Status**

If you did not complete the required vaccination status survey, you are now classified as having declined to get vaccinated, and you will be required to follow all policies put in place for unvaccinated employees. If you wish to provide your vaccination status and have not done so, refer to one of the previous messages you have received throughout the course of the survey.

## Live Webcast with Dr. Richard Migliori on Wednesday, Oct. 6

Please join us on Wednesday, Oct. 6 at 1 p.m. CT for a conversation with Dr. Richard Migliori, UnitedHealth Group's chief medical officer, about the current state of the pandemic, the importance of vaccination, and to address questions we have received. Look for an email invitation and additional information on The Hub.

We appreciate your shared commitment to keeping each other and the people we serve safe and healthy. The pandemic is a dynamic situation. Please be assured that we will continue to make decisions based on facts and science and communicate to you as quickly as possible. The actions we have laid out reflect our decisions for now and we anticipate further changes. Please continue to take care of yourselves and your families.

*UnitedHealth Group Confidential. Do not forward or share outside the company.*