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**COVID-19 STAFF VACCINATION MATRIX INSTRUCTIONS FOR PROVIDERS**

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The Matrix is used to identify the vaccination status for facility staff *and others*. The facility completes this form, including section I, staff name, and columns 1–11, which are described in detail below, or provide a list containing the same information required in the matrix. *Note: The list of vaccinated staff maintained by the facility or the Staff Vaccine Matrix are used for sampling staff. Refer to Long-Term Care Survey Process Procedure Guide and/or CMS 20054, Infection Prevention, Control & Immunization, for instructions for sampling contracted staff.*

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**Unless stated otherwise, for each staff mark an X for all columns that are pertinent.**

1. **Direct facility hire (DH) or Other (O):** Direct facility hires (DH) are employees who are directly hired by the facility. Other (O) includes licensed practitioners, adult students, trainees, volunteers and individuals who provided care, treatment or other services for the facility and/or its residents under other arrangement. *Do not include contracted staff.*
2. **Title:** Identify the staff's title (e.g., RN, LPN, CNA, PA, RD).
3. **Position:** Identify the staff's position (e.g., staff nurse, charge nurse, infection preventionist, restorative aide).
4. **Assigned work area:** The physical location in the facility (e.g., laundry room, kitchen, unit, ward, wing). If the staff is PRN/floater/agency, indicate their assigned work area on the first day of the survey.
5. **Partially vaccinated:** Staff who have received one dose of a multi-dose vaccine.
6. **Completely vaccinated:** Staff who have received one dose of a single dose vaccine or all doses of a multi-dose vaccine. (For the purpose of this document, fully vaccinated and completely vaccinated are the same)
7. **Booster dose:** A dose of vaccine administered when the initial sufficient immune response to the primary vaccination series is likely to have waned over time.
8. **Pending (P) or Granted (G) medical exemption:** Per CDC certain allergies or recognized medical conditions, which may provide grounds for a medical exemption (Please refer to the [CDC](#)).
9. **Pending (PN) or Granted (GN) non-medical exemption:** May be a religious exemption in accordance with Title VII.
10. **Temporary delay per CDC/new hire:** Vaccination that must be temporarily *deferred*, as recommended by the [CDC](#), due to clinical considerations including *known COVID-19 infection until recovery from the actual illness and criteria to discontinue isolation have been met*. Newly hired staff, who are not completely vaccinated due to timing requirements between doses.
11. **Not vaccinated without exemption or delay:** Any facility staff who have not received any doses of a vaccine and do not qualify for any of the exemptions or delays. *NOTE: Facility staff who have been suspended or are on extended leave e.g., Family and Medical Leave Act (FMLA) leave, or Worker's*

*Compensation Leave, would not count as unvaccinated staff for determining compliance with this requirement.*

## Section I

**Total number of staff:** All staff that work in the facility. Staff includes facility employees (regardless of clinical responsibilities or resident contact), licensed practitioners, adult students, trainees, volunteers and individuals who provided care, treatment or other services for the facility and/or its residents under other arrangement. *Do not include contracted staff.*

**Number partially vaccinated staff (column 5):** Number of staff who received partial vaccination at any time as defined as staff who have received at a minimum, the first dose of the primary vaccination series for a multi-dose COVID-19 vaccine.

**Number completely vaccinated staff (column 6):** Number of staff who completed vaccination at any time is defined as staff with administration of a single-dose vaccine, or the administration of all required doses of a multi-dose vaccine

**Number of staff with pending exemption (columns 8 and 9):** Number of staff with a request (pending) a medical or non-medical exemption.

**Number of staff with granted exemption (columns 8 and 9):** Number of staff who was granted a qualifying medical or non-medical exemption.

**Number of staff with temporary delay (column 11):** Number of staff whose COVID-19 vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations.

**Number of staff not vaccinated without exemption or delay:** Number of staff who have not received any doses of a vaccine and do not qualify for an exemption or temporary delay.





inform the facility to immediately correct the information in the NHSN system.

### Section III – Determine when to cite F888

Determine the percentage of staff vaccinated: (Follow the data in Section I provided on the facility matrix)

- **When surveying between 30 - 59 days following issuance of the QSO-22-07-ALL-Revised (effective 1/27/2022–2/27/2022) / QSO-22-09-ALL-Revised (effective 2/14/2022-3/14/2022)/ QSO-22-11-ALL-Revised (effective 02/22/2022-03/20/2022)**: Use the formula below (or in the Staff Formula spreadsheet) and the information the facility completed in Section I to calculate the percentage of staff (round to the whole number) that received a COVID-19 vaccination.

Formula for surveys conducted between 30 - 59 days following issuance of the QSO memo

$$\% \text{Vaccinated} = \frac{\begin{array}{c} \# \text{ Partially} \\ \text{vaccinated} \\ (5) \end{array} + \begin{array}{c} \# \text{ Completely} \\ \text{vaccinated} \\ (6) \end{array} + \begin{array}{c} \# \text{ Pending} \\ \text{exemption} \\ (8 \text{ and } 9) \end{array} + \begin{array}{c} \# \text{ Granted} \\ \text{exemption} \\ (8 \text{ and } 9) \end{array} + \begin{array}{c} \# \\ \text{Temporarily} \\ \text{delayed (10)} \end{array}}{\begin{array}{c} \# \text{ of total staff} \end{array}} \times 100$$

- If the percent vaccinated is less than 100%, cite F888.

- **When surveying 60 days following issuance of the QSO-22-07-ALL-Revised (effective 2/28/22 and thereafter) / QSO-22-09-ALL-Revised (effective 3-15-2022 and thereafter) / QSO-22-11-ALL-Revised (effective 03/21/2022 and thereafter)**: Use the formula below (or in the Staff Formula spreadsheet) to calculate the percentage (round to the whole number) of staff that received a completed COVID-19 vaccination series.

Formula for surveys conducted 60 days and thereafter following issuance of the QSO memo

$$\% \text{Vaccinated} = \frac{\begin{array}{c} \# \text{ Completely} \\ \text{vaccinated (6)} \end{array} + \begin{array}{c} \# \text{ Granted} \\ \text{exemption (8 and 9)} \end{array} + \begin{array}{c} \# \text{ Temporarily} \\ \text{delayed (10)} \end{array}}{\begin{array}{c} \# \text{ of total staff} \end{array}} \times 100$$

- If the percent vaccinated is less than 100%, cite F888.
- Note: If the facility’s staff vaccination rate is below 100% because of newly hired staff, who are not yet eligible to receive the second dose in a two-dose series, the facility will be considered compliant with the 100% staff vaccination requirement. The facility would need to be compliant with §483.80(i)(3)(iii), including adhering to additional precautions that are intended to mitigate the spread of COVID-19.