

System Policies & Procedures

MANAGEMENT

B. CORPORATE SERVICES AND PROCEDURES

79. MANDATORY INFLUENZA VACCINATION POLICY

PURPOSE:

The purpose of this policy is to minimize exposure to and transmission of the influenza virus in the workplace by providing occupational protection to employees and thereby preventing exposure to members of the community, which we serve. Annual influenza vaccination has been found to be both safe and effective in reducing the risk of influenza and health-care related transmission. The Centers for Disease Control and Prevention (CDC) recommend vaccination of all workers in health care settings. Research has shown that vaccination programs limited only to employees who actively seek the vaccine have lower effectiveness in protecting patients and employees.

POLICY:

Employees (full time, part time, per diem, PRN, seasonal, occasional), employed physicians and volunteers will be required to either be vaccinated or provide a medical or religious waiver by December 1 of each calendar year. At the time of vaccination, employees, employed physicians and volunteers must complete the SSM Health Care Mandatory Influenza Vaccination (MIV) form. Vaccine will be offered free of charge at various times to allow for 100% compliance.

PROCEDURE:

I. GENERAL REQUIREMENTS

All employees, employed physicians and volunteers must complete the MIV form by December 1 each calendar year.

- Employees, employed physicians and volunteers who decline the vaccination must provide a medical or religious waiver by December 1 of each calendar year.
- Any employee, employed physician and volunteer who is not compliant with this policy by December 1 of each calendar will be placed on an unpaid administrative leave until documentation of vaccination or completed waiver is received.

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- After 45 days, if the employee, employed physician or volunteer has not provided documentation of vaccination or completed waiver, she/he will be terminated.
- New employees, employed physicians and volunteers: Employees, employed physicians and volunteers who are hired during the influenza season must comply within 45 days of the hired date.

A. Waivers

- Medical Waiver: A medical waiver must be signed by the health care provider and returned to SSMHC by December 1 each calendar year.
- Religious Waiver: A religious waiver must be signed by the religious/spiritual leader and returned to SSMHC by December 1. This need not be renewed annually.

Records will be maintained documenting vaccinations and waivers. If national vaccine shortage occurs, System Management may suspend or revoke all or part of this policy.

Each entity will provide the influenza vaccination annually at no cost to employees, employed physicians and volunteers.

The Live Attenuated Influenza Vaccine (LAIV) or the Trivalent Inactivated Influenza (TIV) will be administered to employees, employed physicians and volunteers based on vaccine availability and in accordance with the published CDC guidelines.

II. RESPONSIBILITIES

A. Entity

1. Complete full implementation of the program in order to obtain 100% compliance by all employees, employed physicians and volunteers.
2. Ensure ample supplies for all employees, employed physicians and volunteers.
3. Provide influenza vaccine, virus information and *MIV Form* to all employees, employed physicians and volunteers.
4. Collect, the completed and signed SSM Health Care *MIV Form* from all employees, employed physicians and volunteers.
5. Maintain electronic records to track:
 - a. Number of vaccinations
 - b. Number of waivers
 - i. Medical reasons
 - ii. Religious reasons

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- c. Number receiving vaccinations from another clinic
- d. Number of terminations for failure to comply
- 6. Provide, annually, results via MIV report to the Corporate Human Resources and Corporate Risk Services departments by December 31.
- 7. Review and maintain annual mandatory influenza vaccination rates.
- 8. Recommend revisions to this policy to enhance and improve mandatory influenza vaccination rates within the system.
- 9. Include requirements of this policy in the local entity policy manual.
- 10. Determine influenza season based on CDC guidelines and influenza in the community.

B. Employee Health/Human Resources

- 1. Provide each employees, employed physicians and volunteers annually with a reminder of this policy.
- 2. Provide new employees, employed physicians and volunteers with information about the annual mandatory influenza vaccination policy during orientation and where to obtain the vaccine if employment begins during the influenza season.
- 3. Notify managers/supervisors and entity Human Resources regarding those employees, employed physicians and volunteers who are not in compliance with the requirements of this policy.

C. Manager/Supervisor

- 1. Require all employees, employed physicians and volunteers under supervision to comply with the Mandatory Influenza Vaccination policy. Address in a timely manner employees, employed physicians and volunteers who fail to comply with this policy.

D. Employees, employed physicians and volunteers

- 1. Complete annually *MIV Form*, by December 1.
- 2. New employees, employed physicians and volunteers hired during the flu season, as determined by the CDC, must participate in this policy.
- 3. Employees, employed physicians and volunteers who received exemptions due to waivers (medical/religious) are required to wear masks when working in patient care areas, when within 3 feet of patients during influenza season.

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RECOMMENDED DISTRIBUTION:

Administrative Council Human Resources

KEY WORDS:

Vaccination – Influenza – Flu Shots