**PURPOSE**

To help protect patients, staff, and visitors at **INSERT FACILITY NAME HERE** from acquiring seasonal influenza and to help prevent transmission and complications of influenza within health care facilities. This is accomplished through the requirement that all health care personnel and staff at **INSERT FACILITY NAME HERE** receive annual influenza vaccination.

**DEFINITION**

The term [health care personnel (HCP) includes](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html): all paid and unpaid persons working at **INSERT FACILITY NAME HERE** who have the potential for exposure to patients with influenza, infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces or contaminated air. HCP might include (but are not limited to) physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the health-care facility, and employees (e.g., clerical, dietary, housekeeping, maintenance, and volunteers) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from HCP.

**POLICY**

As a condition of employment/medical staff privileges/Graduate Medical Education (GME) participation, **INSERT FACILITY NAME** requires annual influenza vaccination of all **INSERT FACILITY NAME** staff that have job duties or physical presence inside any **INSERT FACILITY NAME** -owned and operated facility or clinic in the course of conducting their work.

**PROCEDURES**

1. WHERE AND WHEN TO GET THE VACCINE:
2. Staff must receive influenza vaccine provided by **INSERT FACILITY NAME** **and DEPARTMENT NAME** or provide written proof of receipt of required influenza vaccine(s) from another source. Vaccine received from a source other than **INSERT FACILITY NAME** may or may not be reimbursed to the staff member and payment will be at the discretion of administration. Immunization or proof of immunization must be completed annually.
3. New hires will be required to present proof of influenza immunization, or will be given the influenza vaccine at their health screening if hire date is between **INSERT DATES OF FLU VACCINE AVAILABILITY HERE**. New hires hired outside of the months when influenza vaccine is available will be notified of the policy and will be expected to comply with vaccination the next influenza season.
4. **INSERT FACILITY NAME** will set the relevant dates of the anticipated influenza season each year in consultation with local and/or state public health officials, which will also correspond to the dates for masking. In general, influenza season typically extends from October to March, but can start earlier or extend longer in certain years.
5. Compliance with annual mandatory influenza vaccination will be required no later than **INSERT DATE HERE**.
6. PRIORITIZATION IN CASE OF VACCINE SHORTAGE:
7. Influenza vaccine provided by **INSERT FACILITY NAME** will be prioritized to staff employed by **INSERT FACILITY NAME** or affiliated with **INSERT FACILITY NAME** through the credentialing process, and volunteers.
8. Contractors and vendors will not be prioritized to receive **INSERT FACILITY NAME** -purchased influenza vaccines but must provide proof of annual influenza vaccination.
9. COMMUNICATION/EDUCATION:
10. Prior to the annual onset of each influenza season, the organization will inform staff of the requirement for vaccination, the dates when influenza vaccine(s) are available, and the fact that vaccines will be provided at no cost to them. Communication will be through normal information distribution. Annual education on influenza virus and the vaccine will be completed throughout the organization. Staff will also be informed of the procedures and approved reasons for exemption from receipt of the vaccine and the consequences of refusing vaccination.
11. The organization will continue to use strategies to provide for convenient vaccine access, including vaccination clinics, mobile carts, vaccination access during all work shifts, and modeling and support by institutional leaders.
12. EXEMPTIONS:
13. Health care personnel meeting the medical contraindications set forth by the ACIP/CDC (and listed below) may be exempt from annual influenza vaccination. Contraindications are limited to specific medical circumstances, and proper documentation must be submitted to **INSERT FACILITY NAME**. (See sections V and VI below.)
14. Exemptions may also be allowed on the basis of a sincerely held religious belief or creed. Proper documentation must be submitted to **INSERT FACILITY NAME** (see Verification of Contraindications/Exemptions).
15. Staff who do not receive influenza vaccination due to a medical contraindication or religious exemption must wear a mask at all times (excluding scheduled breaks) during the duration of the scheduled shift for the duration of the influenza season, when providing services at all **INSERT FACILITY NAME** facilities and clinics. (See Consequences and Non-Compliance below). This is due to the fact that the influenza virus can be transmitted up to one day before symptoms are present in an infected person.
16. APPROVED CONTRAINDICATIONS FOR INFLUENZA VACCINATION:
17. For information on contraindications and other safety concerns for influenza vaccination, please visit: <http://cdc.gov/flu/professionals/vaccination/vaccine_safety.htm>
18. VERIFICATION OF CONTRAINDICATIONS/EXEMPTIONS AND MASK USE:
19. For exemptions based on medical contraindication, an exemption form must be completed and signed by a licensed health care provider. This document will then be reviewed and verified by **INSERT DEPARTMENT HERE**, or assigned designee, with follow up as needed to the licensed health care provider.
20. For exemptions based on a sincerely held religious belief or creed, an exemption form must be completed and submitted with a note from the employee’s religious leader. These documents will then be reviewed and verified by **INSERT DEPARTMENT HERE**, or assigned designee, with follow up as needed to the religious leader.
21. Upon verification of contraindications and exemptions, all persons with approved contraindications or exemptions to vaccination will be required to provide signed written documentation which states that he/she will wear a mask at all times during the scheduled shift. Health care personnel are not required to wear the mask during scheduled breaks.
22. Names of persons required to wear masks will be provided to the workers’ supervisors and managers, including department leadership.
23. Persons with valid and verified contraindications or exemptions to receiving the influenza vaccination will be given a sticker that will be worn on their identification badge to identify their compliance with the mask-wearing policy during the influenza season.
24. CONSEQUENCES FOR NON-COMPLIANCE:
25. Health care personnel without documentation of vaccination by **INSERT DATE HERE** or a valid exemption form submitted by **INSERT DATE HERE** will be considered noncompliant with annual influenza vaccination requirements.
26. If vaccination has not occurred by **INSERT DATE HERE**, health care personnel will receive a written warning from their supervisor that they are not in compliance with the **INSERT FACILITY NAME** influenza vaccination policy.
27. Health care personnel will then have 15 days to be in compliance (either through vaccination or proof of valid exemption).
28. If the employee is not in compliance within 15 days of the written warning issuance, he or she will be suspended for 3 days without pay. After the three day suspension, if the employee is still not in compliance, he or she will be terminated. If the employee is a physician, medical staff privileges will be revoked from **INSERT FACILITY NAME**.
29. If health care personnel who have a documented valid exemption are not in compliance with wearing a mask at all times during the scheduled shift with the exception of during scheduled breaks, they will receive written warning from their supervisor that they are not in compliance with the **INSERT FACILITY NAME** influenza vaccination policy.
30. On a second offense, the disciplinary process through the health care personnel’s supervisor will be initiated, and may include termination.
31. CONTINGENCY PLAN:
32. If there is a shortage of influenza vaccine supply that affects the supply of influenza vaccine for **INSERT FACILITY NAME** staff use, Administration will develop a contingency plan. This plan will include vaccine prioritization and distribution based on the influenza vaccine supply shortage faced and recommendations from the ACIP/CDC.
33. Communication about mask use and compliance with the influenza vaccination plan will be sent to health care personnel in the event of an influenza vaccine shortage or delay.

**REVIEWED BY:**

***INSERT DEPARTMENT NAMES HERE***

*This document was adapted with permission from the Colorado Hospital Association.*

*NOTE: To remove the “*SAMPLE” *watermark on these pages, select “Page Layout” from the Microsoft Word toolbar choices/tabs and then choose “Watermark.”*

11/15/2016