

**LABETTE HEALTH
POLICY AND PROCEDURE**

SUBJECT: INFLUENZA VACCINATION FOR HCP
APPROVED BY: ICC
EFFECTIVE: AUG/14

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TITLE: INFLUENZA VACCINATION POLICY FOR HEALTHCARE PERSONNEL

PURPOSE: To help protect staff, non-employees, patients and families of Labette Health from acquiring seasonal influenza disease and to help prevent the unnecessary spread of the influenza virus between employees, non-employees, patients and families. This is accomplished through the requirement that all healthcare personnel receive annual vaccination.

DEFINITION:

- Healthcare personnel (HCP) are defined as all persons whose occupation involve contact with patients or contaminated material in healthcare, home healthcare, or clinical laboratory setting. Healthcare personnel are engaged in a range of occupations, many of which include patient contact even though they do not involve direct provision of patient care, such as dietary, housekeeping services, etc.
 - Healthcare personnel include but are not limited to: clinical and non-clinical hospital employees, licensed independent practitioners, temporary workers, students (ages 18 and up), researchers, volunteers, clergy, physicians, and contractors.
- Influenza season typically extends from October thru March, but can start earlier or extend longer in certain years. The Infection Control department will set the relevant dates of the anticipated influenza season each year.

POLICY: It is the policy of Labette Health that all healthcare personnel, as defined above, must be vaccinated annually against influenza in advance of each flu season. All persons covered under this policy must receive the vaccination, show proof of vaccination or have turned in a declination form.

PROCEDURE:

- A. VACCINATION: All HCP will be offered an influenza vaccination each and every year. LH, through Employee Health, will provide this vaccine free of charge for all employees, providers, and volunteers, subject to availability of the vaccine. The dates of the yearly vaccination are variable and will be determined by the availability and delivery of

adequate vaccine supply as well as the timing of the influenza incidence in the community as determined by Infection Control.

- a. Immunization of HCP other than through employee health will be recognized if proof of immunization is provided to Employee Health.
 - b. All HCP who receive the annual influenza vaccine will have a unique identifying sticker applied to the front of their badge indicating they have received the vaccine for that year. The sticker will be different each year and will only be distributed by the Employee Health and Infection Control Departments when documentation of vaccination has been received. This sticker communicates that the employee does not need to wear an isolation mask while at work.
- B. DECLINATION: A declination form must be completed by all personnel that do not receive the vaccination. This form is submitted to Employee Health.
- a. All personnel who are not vaccinated and do not have a sticker on their badge will be required to wear a surgical mask while at work during the influenza season. Those personnel will receive a temporary modified duty contract documenting that they must wear a mask. The director, personnel, and Employee Health Nurse must sign the contract. This applies to all personnel whether or not they work in clinical areas.
- C. ABSENCE AND NEW HIRES: During the influenza season any personnel on leave of absence will automatically receive a temporary exemption and, upon returning from the leave will have seven days to comply with policy. New personnel will have seven days from first day of hire to comply with policy.
- D. COMMUNICATION: Prior to the influenza season the Infection Control and Employee Health departments will inform staff of the requirement to comply with this policy; the dates, times and locations when the influenza vaccine will be available; how to obtain a declination form. These communications will be distributed through normal channels.
- E. COMPLIANCE: All persons covered under this policy shall be aware that compliance is a condition of employment or access to Labette Health medical facilities. All personnel must be vaccinated or have submitted a declination form by November 1st.
- a. Employees: Failure to be in compliance by November 1st will result in disciplinary action up to and including termination. Refer to Progressive Counseling Policy.
 - b. Volunteers and Students: Failure to be in compliance will result in suspension from facility until in compliance.

- F. CONTINGENCY PLAN: Seasonal vaccine supply can fluctuate on an annual basis. In the event of a shortage, Labette Health supply may be prioritized to personnel with direct patient care, or to those with high risk of complications from influenza. Communications will be sent to healthcare personnel in the event of an influenza vaccine shortage or delay.

Reference

2016-2017 Flu Season (2016) Reviewed – Jan. 2017

<https://www.cdc.gov/flu/about/season/current.htm>