Team Member Influenza Vaccination Program PGR

Effective: 10/16/2015
Reviewed: 10/16/2015

Name of Associated Policy: Health and Well-being Policy

DEFINITIONS:

1. Team members: Team members, credentialed physicians, dentists, allied health professionals, residents, volunteers, students, vendors/contractors and other persons whose conduct, in the performance of work for Palmetto Health, are under the direct control of and/or represent Palmetto Health, whether or not they are paid.
2. Influenza Vaccine: Seasonal vaccine product licensed for use and manufactured in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations for the strains selected for a given season.
3. Influenza Season: For the purpose of this PGR, flu season is defined as December 1-March 31.

RESPONSIBLE POSITIONS (TITLE):

HealthWorks/Employee Health
Human Resources
All Palmetto Health Team members

EQUIPMENT NEEDED:

Surgical masks

PROCEDURE STEPS, GUIDELINES, OR REFERENCE

1. All team members working at Palmetto Health are immunized against influenza on an annual basis. Palmetto Health recognizes a limited number of clearly defined exemptions from immunization.
2. Providing Influenza Vaccinations
   2.1. Employee Health will administer influenza vaccinations or will accept documentation that a vaccination has been obtained elsewhere.
   2.2. Influenza vaccination will be offered from the time it becomes available through the end of flu season, assuming there is no vaccine shortage.
   2.2.1. If the influenza vaccine supply should be disrupted, an expert panel within Palmetto Health will be formed to determine the priority job categories which will be provided influenza vaccine, until additional supply can be obtained.
2.3. Each team member will complete the flu vaccine consent form and be offered a current CDC Influenza Vaccination Information Sheet (VIS) prior to administration of vaccine.

2.4. A non-egg based formula of flu vaccine and flu mist will be available.

3. Exemptions

3.1. Team members with documented medical contraindications to receiving the influenza vaccination due to previous severe adverse reactions, history of an episode of Guillain-Barre syndrome within 6 weeks of a past influenza vaccine, and/or any other medical condition verified by a team member’s healthcare provider and approved by HealthWorks’ Medical Director.

3.1.1. Team members requesting a medical exemption must schedule an appointment with HealthWorks/Employee Health. The final decision on a medical exemption will be the sole discretion of Palmetto Health HealthWorks’ Medical Director.

3.2. Team members may request an exemption from the mandatory vaccine as an accommodation to a personally held religious belief or practice. All such requests for accommodation shall be approved by Human Resources in collaboration with the Chaplaincy/Pastoral Education department.

3.2.1. The written request should clearly explain why the influenza immunization is contrary to the individuals’ religious beliefs. Requests must be based on sincere religious belief that prohibits vaccines not on philosophical, political, scientific, or sociological objections to the influenza vaccine. Request should be consistent with prior vaccination history.

3.3. All requests for exemption will remain confidential. Request for exemption must be submitted on an annual basis because the composition and availability of flu vaccines change from year to year.

3.4. The following restrictions will apply to team members who are exempt from receiving the influenza vaccination during the influenza season:

3.4.1. All Palmetto Health Team Members will wear a surgical mask while at work, with the exception of breaks and meals, during the influenza season.

3.4.1.1. Masks must be changed and discarded at the end of the day or sooner if visibly soiled, wet, or when departing from a contact/droplet isolation room.

3.4.1.2. When not in use, surgical masks should not be worn hanging around the neck.

3.4.1.3. Each department will be responsible for providing masks for any team member who does not receive the vaccine.

4. Documentation

4.1. All team members must have one of the following on or before influenza season begins:

4.1.1. Influenza vaccine administered by Palmetto Health.

4.1.2. Influenza vaccine administered elsewhere with confirming documentation acceptable for Palmetto Health.

4.1.3. Documentation of exemption from Palmetto Health HealthWorks.

4.2. All new hires will be required to comply with the PGR during influenza season. New hires beginning after the end of influenza season are required to comply with the PGR for subsequent influenza season.

5. Enforcement

5.1. All team members are expected to comply while working, while doing business or when present on Palmetto Health property.

5.2. Team members who fail to comply and who have not received a valid exemption will be placed on an unpaid administrative leave of one week or less. If, at the end of the
administrative leave, the team member has not met the vaccination requirement, the team member will be considered to have voluntarily resigned.

5.3. For team members who have valid exemptions on file, the immediate supervisor will be responsible for ensuring compliance with mask-wearing requirement. Failure to comply with the requirement will subject the supervisor and/or team member to corrective action up to and including termination of employment.

REFERENCES
N/A