


| | | | |
|---|-----------------------------------|--|---|
| Name of Policy: Influenza vaccination Policy Number: 3364-5-16 Approving Officer: President Responsible Agent: Provost Office Scope: All University of Toledo Campuses | |  Effective date: October 18, 2024 Original effective date: September 14, 2021 | |
| Keywords: delegation of authority, vaccination, influenza, flu | | | |
| | New policy | x | Minor/technical revision of existing policy |
| | Major revision of existing policy | | Reaffirmation of existing policy |

(A) Policy statement

Influenza is a significant public health concern. Annual influenza (flu) vaccination during designated influenza season is the best protection against influenza transmission.

(B) Purpose of policy

The university of Toledo is committed to providing a safe and healthy workplace. Our goal is to protect employees, students and the broader community from influenza infection.

(C) Scope

Annual influenza vaccination is a requirement for all university of Toledo employees except to the extent they are specifically governed by a separate bargaining agreement or university policy. Recommendations for employees within this procedure are in accordance with the Centers for Disease Control and Prevention (CDC) vaccination recommendations. Employees who are working 100% remotely and have no occasion to come to campus are exempt from this requirement.

(D) Procedure

- (1) Communication will be shared throughout the university of Toledo's campuses regarding the vaccination clinic schedule. Employees may also visit the influenza website for vaccination opportunities at <https://influenza.utoledo.edu/>
- (2) Registration
 - (a) Employees who want to receive the vaccination at a UToledo site must register to receive the vaccination. Pre-registration is completed at <https://influenza.utoledo.edu/>.
 - (b) Employees must submit proof of vaccination by uploading an image file that clearly has the individual's name and date of vaccination to the vaccine registry at <http://utvaccinereg.utoledo.edu/>.
- (3) Once the seasonal vaccine is available, proof of vaccination is to be documented annually, prior to December 1, unless an exemption has been granted.
 - (a) Vaccination Exemptions: Exemptions to influenza vaccination may be granted for documented medical contraindications or sincerely held religious beliefs. Standard criteria for medical exemptions will be established based upon recommendations from the Centers for Disease Control and Prevention (CDC).
 - (b) Complete and submit the request for medical exemption from influenza vaccination to <http://utvaccinereg.utoledo.edu/> prior to October 16th of each influenza season as there must be sufficient time for review by December 1.
 - (c) Religious exemption - May be granted if vaccination compromises sincerely held religious beliefs - Complete and submit the Request for Religious Exemption from Influenza Vaccination to <http://utvaccinereg.utoledo.edu/> prior to October 16th of each influenza season as there must be sufficient time for review by December 1.
 - (d) Decisions determining eligibility for exemption are final and subject to appeal only when new supporting evidence for exemption need

is provided.

- (e) Employees who applied for an exemption will be notified by the reviewing entity within fourteen business days of submission as to whether or not their exemption has been granted or denied.
 - (f) If an exemption is denied, employees may appeal that decision by submitting **additional new information** to <http://utvaccinereg.utoledo.edu/> using the influenza vaccination decision appeal form within ten business days from the date on the denial notice. If the denial notice is issued with less than ten days remaining until the deadline for policy compliance, the appeal should be submitted immediately to allow time for review and communication of the decision before the compliance deadline.
 - (g) All forms are available after login to the website <https://utvaccinereg.utoledo.edu>
- (4) Employees who are on an approved leave of absence prior to December 1 are required to be compliant prior to their return to work date.
 - (5) Compliance will be tracked electronically and shared with the supervisor.

Failure to comply with this policy by providing proof of vaccination or by obtaining an approved exemption by the established deadline may result in progressive disciplinary action.

References:

Center for Disease Control and Prevention (2019). Influenza. Retrieved on 9/28/20 from <https://www.cdc.gov/flu/about/index.html>

Grohskopf LA, Alyanak E, Ferdinands JM, et al. Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices, United States, 2021–22 Influenza Season. MMWR Recomm Rep 2021;70(No. RR-5):1–28.

DOI: <http://dx.doi.org/10.15585/mmwr.rr7005a1>

| | |
|--|---|
| <p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: October 18, 2024</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none">• <i>Academic Affairs</i>• <i>Occupational Health</i> | <p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Original effective date: September 14, 2021</p> <p>Review/revision date: October 18, 2024</p> <p>Next review date: October 18, 2027</p> |
|--|---|