

**Procedure:** Healthcare Worker Influenza Vaccination

**Procedure Number:** 3364-109-EH-603.1

**Responsible Department:** Occupational Health

**Scope:** The University of Toledo- Health Science Campus (HSC)



**Effective date:** 9/1/2018

This procedure is authorized by the university's policy Healthcare Worker Immunizations, 3364-109-EH-603.

- (A) Annual vaccination against influenza is the best protection against influenza transmission during designated influenza seasons. Recommendations for healthcare workers (HCWs) within this procedure are in accordance with the Centers for Disease Control and Prevention (CDC) health care personnel vaccination recommendations. Upon determination of Infection Prevention, the influenza vaccination will be available to all faculty, staff, students and volunteers at the University of Toledo.
- (B) Procedure
  - (1) Communication will be shared throughout the University of Toledo's HSC regarding the vaccination clinic schedule. Employees may also visit the Influenza website for vaccination opportunities at <https://influenza.utoledo.edu/>
  - (2) Registration:
    - (a) Employees must register to receive the vaccination. Registration is completed at <https://influenza.utoledo.edu/>
    - (b) If you received the flu vaccination from a facility other than the University of Toledo, you are able to submit documentation by uploading an image file. Instructions on how to complete this are located under *Help Documents* on the influenza website <https://influenza.utoledo.edu/>

- (c) Proof of vaccination is to be documented in the flu prep website annually, prior to November 3<sup>rd</sup> unless an exemption has been granted.
  - (d) Employees transferring into a department on the HSC are required to be compliant prior to their start date.
  - (e) HCWs who are on an approved leave of absence prior to November 3<sup>rd</sup> are required to comply with the policy prior to their first shift of work.
- (3) Vaccination Exemptions: Exemptions to influenza vaccination may be granted for documented medical contraindications or sincerely held religious beliefs.

- (a) Medical exemption - Standard criteria for medical exemption will be established based upon recommendations from the Centers for Disease Control and Prevention (CDC). Follow link for the most current recommendations of the CDC's Advisory Committee on Immunization Practices (ACIP):  
<https://www.cdc.gov/flu/professionals/index.htm>.

Exemptions for influenza vaccination may be granted for certain medical contraindications including:

- (i) Severe allergy to the vaccine or components. \*Note that egg allergy will no longer be approved for medical exemption, due to the availability of egg-free vaccination.
- (ii) Guillain-Barre within six weeks of a prior influenza vaccine.

Complete and submit the *Request for Medical Exemption from Influenza Vaccination* to Occupational Health prior to October 16<sup>th</sup> of each influenza season.

- (b) Religious exemption - May be granted if vaccination compromises sincerely held religious beliefs.

Complete and submit the *Request for Religious Exemption from Influenza Vaccination* to Occupational Health prior to October 16<sup>th</sup> of each influenza season.

If an exemption is granted, the individual will attest by written documentation that he/she will wear a mask that completely covers the nose and mouth at all times while in UTMC unless alone in an office by yourself with the door closed.

Decisions determining eligibility for exemption are final and subject to appeal only when new supporting evidence for exemption need is provided.

HCWs who applied for an exemption will be notified by the reviewing entity within 14 business days of submission as to whether or not their exemption has been granted.

If an exemption is denied, HCWs may appeal that decision by submitting additional information to <https://influenza.utoledo.edu/> using the Influenza Vaccination Decision Appeal Form within 10 days of date on the denial notice. If the denial notice is issued with less than 10 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.

All forms are available after login at <https://influenza.utoledo.edu/>.

#### (4) Compliance Tracking-

- (a) Vaccination records will be tracked by the respective department director using the electronic influenza application tracking system (<https://influenza.utoledo.edu/>).
- (b) HCWs who are not vaccinated or who do not have an approved exemption by the deadline will receive disciplinary action. Progressive disciplinary action will continue every three (3) days thereafter up to and including termination.
- (c) Volunteers who are not compliant with the policy will not be permitted to volunteer at any UTMC facilities time during the designated influenza season.

