

## **Employee Health Policy #820 Influenza Vaccination**

### **POLICY**

Boulder Community Hospital requires an annual seasonal influenza vaccination or the mandatory donning of an isolation/surgical mask during all work hours within all areas of the hospital or clinics for the duration of influenza season. Influenza season lasts six months and is defined by the hospital epidemiologists and Infection Prevention Department each year. All personnel working or volunteering at any BCH hospital facility or outpatient clinic must comply with this policy.

### **PURPOSE**

The purpose of this policy is to protect patients, employees, family members and the community from influenza by vaccinating as many personnel as possible each year.

### **SCOPE**

The term "personnel" includes all hospital employees, agency staff, and independent contractors who perform duties at any hospital/facility or outpatient clinic; members of the Medical Staff and the Allied Health Professional staff; and students and trainees in any clinical setting within the hospital or outpatient clinic. Volunteers as well as sales and other healthcare representatives not employed by BCH but working or visiting BCH or BCH clinics are also personnel for purposes of this policy.

### **PROCEDURES**

#### **A. Annual Influenza Immunization**

1. All personnel, as defined under this policy, will be offered an influenza vaccination each and every year. BCH, through employee health, will provide injectable vaccines 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 influenza incidence in the community as determined by Infection Prevention and the hospital epidemiologist.
2. Immunization of employees, volunteers and providers other than through employee health will be recognized if proof of immunization in the form of a copy of the immunization documentation is provided to Employee Health.

3. All employees who receive the annual influenza vaccine will have a unique identifying sticker applied to the front of their badge indicating that they have received the influenza vaccine for that year. The sticker will be different each year and will only be distributed by the Employee Health and Infection Prevention 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. Infection Control

1. 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 employees will be required to complete a declination form and will receive a temporary modified duty contract documenting that they must wear a mask during Influenza season. The director, employee, and Employee Health nurse must sign the contract.
  - a. This applies to all employees in all departments whether or not they work in a clinical area.
2. Influenza season is typically from November through March. Exact date ranges of each annual influenza season is decided by the hospital epidemiologists and the Infection Prevention department.

#### C. Records

1. Employee and volunteer records of immunization, declination, and temporary modified duty contracts will be maintained by Employee Health. Each department director will be responsible for compliance with this policy.
2. Medical Staff compliance (including physicians, Allied Health Professional and students/trainees) will be monitored by Employee Health, enforced by the Medical Executive Committee and overseen by Medical Staff.
3. Volunteer compliance will be monitored by Employee Health and enforced by Volunteer Services.
4. Reports listing employees who have been vaccinated will be made available to directors in a timely manner following the initiation of annual influenza vaccination administration.
5. Declination Forms and Temporary Modified Duty Contracts that have been signed by the employee will be sent to directors for each individual

who refuse vaccination. The director will then know who is required to wear an isolation/surgical mask for the duration of the influenza season.

4. The verification of the influenza vaccination of sales representatives will be monitored through the vendor credentialing software system in Purchasing. Those individuals who have not received their seasonal influenza vaccine will be provided with a surgical mask to wear for the duration of their visit.

#### D. Compliance

1. All persons covered under this policy shall be aware that compliance is a condition of employment or access to BCH medical facilities. All personnel must be vaccinated or wear a surgical mask at the end of the six week annual BCH vaccination program.
2. Failure to comply with policy will result in the following:
  - a. BCH Employees: Failure to be in compliance six weeks after the start of the BCH influenza vaccination program will result in disciplinary action up to and including termination.
    - i. Failure to get the vaccine or provide proof of having received the vaccine elsewhere, or failure to complete the declination and modified duty form will result in a written reprimand and unpaid suspension from work until the vaccine is received or the appropriate forms are completed. If, after 30 days suspension, the employee is still not compliant, he/she will be terminated.
    - ii. Failure to wear the mask as defined above (after the declination and modified duty form have been completed) will result in a written reprimand for the first offense; a letter of final warning for the second offense; and termination for the third offense.
  - b. BCH medical staff and allied health professionals: Failure to be in compliance six week after the start of the BCH influenza vaccination program will result in disciplinary action up to and including the temporary revocation of privileges and the inability to practice medicine or schedule surgeries at BCH facilities.
  - c. BCH volunteers: Failure to be in compliance six weeks after the start of the BCH influenza vaccination program will result in immediate suspension from volunteer duties for the duration of the Influenza Season.

#### E. Vaccine Supply

1. Seasonal vaccine supply can fluctuate on an annual basis. In the event of a shortage, that BCH supply may be prioritized to those employees and providers with direct patient care, or to personnel with high risk of complications from influenza.

#### F. Exemptions

1. Individuals will document medical contraindications and religious beliefs in the declination survey and will also be required to sign the Temporary Modified Duty Contract and wear a surgical masks during Influenza Season.

Key Words: Influenza, Flu, Masks,

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