

Administrative Manual

Influenza Prevention Program

Policy Number: 3.88.1

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Objective:

Influenza has by far the highest rates of mortality among vaccine-preventable diseases in the U.S., outpacing all other vaccine preventable disease combined. Our patients are more vulnerable to influenza than members of the general population. Many studies show that vaccination of health care workers reduces the risk to patients, since health care workers are frequently implicated as the source of influenza in healthcare settings. Health care workers and health care systems have an ethical and moral responsibility to protect vulnerable patients from communicable diseases. The most effective strategy for preventing influenza is annual vaccination.

Scope:

All Covenant HealthCare employees, facilities, physician offices, volunteers, students, contracted staff, medical staff, allied health staff members, residents, medical students, and vendors.

Policy:

All employees, volunteers, students, contracted staff, medical staff, allied health staff members, residents, medical students, and vendors must receive an annual influenza vaccine by October 31st. Anyone choosing not to receive the influenza vaccine shall be required to don a mask during the entire influenza season while inside all Covenant facilities, except when in mask free zones.

1. All employees, volunteers, students, contracted staff, medical staff, and allied health staff members will receive educational material on the importance of influenza immunizations, approved contraindications, a declination letter (for medical, religious, or personal reasons) and the alternative measures that exist to comply with the program no later than October 31st of each year.

Vendors, residents, medical students and contracted staff are required to provide documentation of vaccination from an outside provider to the appropriate responsible entity (see #3 below). For vendors, etc. the vaccination will be available for a fee from the Covenant HealthCare Occupational Health department.

2. Annual influenza immunization is available, free of charge, to all employees, volunteers, medical staff, and allied health staff members. Students, contracted staff, CMU medical students, residents and other medical students who desire to receive the influenza vaccine from Covenant HealthCare shall contact Covenant HealthCare's Occupational Health department to complete the required paperwork and pay the required fee prior to receiving the vaccination.

Employees, volunteers, students, contract staff, medical staff, allied health staff members, residents and medical students who have been vaccinated will be identified by the application of an identification mark on their badges indicating the current year. Anyone choosing not to receive the influenza vaccine shall be required to don a mask during the entire influenza season while inside all Covenant facilities, except when in mask free zones (see Procedure 8 below).

3. Employees of Covenant HealthCare must provide proof of immunization or a completed declination ("Declination of Influenza Vaccination" – attached) to the Employee Health Department no later than October 31st of each year. Unvaccinated individuals who have not received an influenza vaccine by October 31st or do not have a current signed declination on file with Employee Health will be contacted by their manager or immediate supervisor and placed on unpaid suspension up to one week, during which time the employee or volunteer may comply with this policy by receiving an Influenza vaccine or providing the appropriate paperwork. If the

employee has not submitted the appropriate documentation within the suspension period, the employee will be terminated.

- a. Volunteers must provide proof of immunization or a completed declination (“Declination of Influenza Vaccination”) to the Volunteer Manager no later than October 31st of each year or before starting work, if starting during influenza season.
- b. Medical Staff, Contracted Medical Staff, Allied Health Providers, Residents and Medical Students must provide proof of immunization or a completed declination (“Declination of Influenza Vaccination”) to the Medical Staff Services Manager no later than October 31st of each year or before starting work, if starting during influenza season.
- c. Students must provide proof of immunization or a completed declination (“Declination of Influenza Vaccination”) to the Individual coordinating their educational experience prior to beginning their clinical rotations.
- d. Contractors must provide proof of immunization or a completed declination (“Declination of Influenza Vaccination”) to the Facility Director no later than October 31st of each year or before starting work, if during the influenza season.
- e. Vendors must provide proof of immunization or a completed declination (“Declination of Influenza Vaccination”) to the Supply Chain Manager no later than October 31st of each year or before starting work, if starting during the influenza season.
- f. Other contracted staff must provide proof of immunization or completed declination (“Declination of Influenza Vaccination”) to the hiring supervisor prior to the start of their contract with Covenant HealthCare

Volunteers, students, contracted staff, medical staff, allied health staff, residents, and medical students who have not received the influenza vaccine or do not have a current completed declination on file by October 31st, shall not be permitted inside Covenant HealthCare facilities during the entire flu season without a mask.

For contracted staff, medical staff, allied health staff, residents and medical students failure to receive the vaccine or return a signed declination or don a mask may result in suspension of work or privileges.

4. Any employee who has accepted medical, religious, or personal exemption shall be required to don a mask when in the hospital from door to door in any Covenant HealthCare facility (except in designated mask free zones) from November through March, or longer depending on the influenza activity in Michigan.

Procedure:

1. Covenant HealthCare will provide influenza vaccination(s) at no cost to its employees, volunteers and medical staff. Such influenza vaccination(s) must be in accordance with the Michigan Department of Community Health and national recommendations.
2. Existing employees, volunteers, contracted staff, students, staff physicians, residents and medical students may choose to receive the influenza vaccine at an off-site location of Covenant HealthCare, or by private provider (if using a private provider, any associated fees are the employee’s responsibility).
3. If the vaccine is not given by Covenant HealthCare Employee Health Department (or an individual certified as influenza vaccine administrator by the employee health), employees, volunteers, contract staff, students, residents, medical students and staff physicians will be required to provide the appropriate responsible entity (i.e. Employee Health, Volunteer Manager, etc.) with documentation (“Declination of Influenza Vaccine at Alternative

Location”) detailing the date of the vaccine, the type of vaccine, vaccine lot number, dose and name of person administering the vaccine. Annual influenza vaccinations and documentation thereof shall take place no later than October 31st of each year.

4. New employees will be required to present proof of influenza immunization or will be offered the influenza vaccine at their health screening if hire date is between October 1 through March 31. New employees hired outside of the months when influenza vaccine is available will be notified of the policy through the new employee orientation and will be expected to comply with the Influenza Vaccination program the next influenza season.
5. No employee shall be required to receive influenza vaccine if the vaccine is medically contraindicated to that individual. Nationally recognized up-to-date guidance for medical contraindications and recommendations will be followed. Each employee who has a medical contraindication to the influenza vaccine must provide documentation to their manager from the employee’s medical provider no later than October 31st of each year and shall be required to don a mask during the entire influenza season while inside all Covenant facilities, except when in mask free zones.
6. If an employee is deemed eligible for an influenza vaccination and agrees to the vaccination, an informed consent is required.
7. Medical staff, allied health staff members, residents and medical students will be required to follow these influenza guidelines.
8. Employees who have completed declination for religious, medical, or personal reasons must don a surgical mask or ear loop mask when entering the building with the exception when they are in mask free zones. Meal periods must be taken in non-clinical area designated for breaks (employee break room). Failure to wear the mask will result in corrective action, up to and including discharge, in accordance with Human Resources Policy #509 Standards of Conduct and the Corrective Action Policy.
 - a. Masks shall be worn at all times, shall fit snugly, and cover the nose and mouth with the nasal piece molded securely to the nose. Surgical masks must be secured around the face with one tie around the crown of the head and one tie around the neck. Ear loop masks must be secured around the face with a loop around each ear.
 - b. The mask should be discarded, at a minimum, every two hours and immediately replaced if it becomes soiled or moist.
 - c. Mask free zones will be designated with a flyer provided by the Employee Health or Infection Prevention Departments. Most employee break rooms will be considered mask free zones. Individuals wishing to have their office/work space be designated a mask free zone must seek approval from Employee Health or Infection Prevention. (The cafeteria and hallways are not considered mask free zones).
9. Managers of employees who are required to wear a mask may obtain a supply of masks from Supply Chain Management. Masks will be supplied at hospital entrances.
10. In the event of a vaccine shortage, the influenza policy will be reviewed and the vaccination process prioritized based on patient contact and employee need.
11. An individual that has not received the influenza vaccination by October 31st may still receive the vaccination. After proof of vaccination is provided to employee health the individual will receive the sticker on their badge and no longer be required to wear a mask.

Responsibility for Monitoring/Ensuring Compliance:

Appreciating that Covenant HealthCare has many different departments, specialties, locations, vendors, and is an educational training facility for many types of students, it has been determined that responsibility of monitoring for compliance with this policy shall be as follows:

- Covenant HealthCare Employees – Each Manager/Supervisor is responsible for ensuring compliance of their own staff
- Volunteers – Volunteer Manager
- Contractors – Facilities Managers
- Contracted Medical Staff, Allied Health Providers, Residents and Medical Students – Medical Staff Services Managers
- Vendors – Supply Chain Manager
- Students – Each department/area coordinating the students

Related Policies and Procedures:

- Human Resources Policy #509 Standards of Conduct and the Corrective Action Policy.

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http://www.flu.gov/professional/hospital/hcworkers_vaccine.html
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<http://www.nfid.org/HCWtoolkit/hager.ppt>
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Approval:



Beth Charlton – Vice President of Patient Services/CNO

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Date



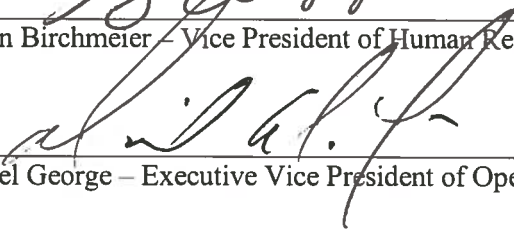
Michael Schultz, MD – Vice President of Medical Affairs

August, 2015
Date



Kevin Birchmeier – Vice President of Human Resources and Support Services

August, 2015
Date



Daniel George – Executive Vice President of Operations

August, 2015
Date