

	<p>MOREHOUSE HEALTHCARE POLICY AND PROCEDURE</p>	POLICY	9.10.01
		EFFECTIVE DATE	9/4/2018
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	<p>SUBJECT: Vaccination Administration Policy and Procedure for Employees and other Clinical Healthcare Providers</p>	SUPERSEDES	8/21/2015 4/13/2015

1.0 PURPOSE

The purpose of this policy is to minimize transmission of preventable illnesses in the workplace by providing occupational protection to employees and thus preventing transmission to members of the community, which we serve.

Adults, specifically those who work in the healthcare arena (medical students, residents, faculty and staff) need protection against certain infectious diseases that are vaccine preventable. The immunized employee promotes a safer environment for co-workers as well as patients.

2.0 POLICY

All employees, including temporary employees, as defined below, shall provide to Morehouse Healthcare written evidence of vaccinations or immunity status to be eligible to work in clinical settings, prior to their orientation to begin work. As needed, individuals who are deficient in required vaccinations may be allowed to begin employment subject to compliance with a catch-up schedule as defined by employee health. Failure of the employee to adhere to this policy for any reason shall be cause for termination. An exception to this rule is proof of testing for Tuberculosis, which must be received **within 90 days** of employment. Healthcare workers will be monitored accordingly and annually for compliance. It is MHC’s policy that all employees obtain the Influenza vaccination by December 1st of each calendar year or request an exemption from Influenza vaccination by October 1st of each year. The Student and Employee Health and Wellness Center (SEHWC), documenting vaccinations and exemption approvals, will maintain proof of compliance with this policy. Failure to comply with this policy may result in disciplinary action up to termination. Healthcare workers should consult with their primary care providers for any special needs.

Non-employees (students, vendors, volunteers, etc.) must be compliant with this policy prior to assuming any duties that involve direct patient care/ contact.

3.0 DEFINITIONS

Employee—any person that receives compensation for work performed at Morehouse Healthcare, whether merit, contractual, or consultants. Although consultants and interns are not considered employees by definition, for the purpose of this policy, consultants will be included in this category.

MMR (Measles, Mumps and Rubella) vaccine: For those persons born after 1957, a second MMR is needed. A blood test is available to determine a person’s immunity to these viruses. Also Females should verify non-pregnancy before getting MMR.

Tdap (Diphtheria-Tetanus Toxoid-Pertussis): The Tdap component needs to be updated every 10 years.

Influenza (flu)—a mild to severe contagious illness caused by viruses that infect the respiratory tract.

Influenza vaccine—a preparation of influenza antigens, which stimulate the production of specific antibodies when introduced to the body. These antibodies provide protection against influenza virus infection. *The Flu vaccine is an annual requirement.*

***TIV**—also known as the Trivalent Inactivated Influenza Vaccine, is made with killed virus and is administered through the muscle.

Annual influenza vaccination campaign—*this policy is in effect for the entire flu season, Nov. 1 through March 31. Effective Nov 1, 2016, masking is required for unvaccinated employees during the annual influenza campaign (Nov. 1 through March 31). This time frame is subject to change based on Center for Disease Control and/or local health department recommendations.* The vaccine is available annually through Student Employee Health and Wellness Center at MSM. Employees must sign a declination form if vaccine is declined and must wear a mask during work duty.

Hepatitis B vaccine: This vaccine is highly recommended for all health care workers. After receiving the series of three shots, most people will be protected against HEPATITIS B (not any other viral type of hepatitis, only B). Employees must sign a declination if they do not want the vaccine.

Varivax: One of the newest vaccines, this vaccine is >95% effective in providing protection against varicella (chicken pox) for those who haven't had the infection. For adults, a series of 2 shots, 4 weeks apart, is recommended.

NOTE: The PPD SKIN TEST is **NOT** a vaccine or an immunization. It is a screening tool used to test for Tuberculosis infection and potential disease. A TB skin test is required of all healthcare workers including non-US-born individuals who received BCG in early childhood. ***Annual screening is mandatory.***

4.0 IMPLEMENTATION

It is mandatory for ALL Employees to obtain the Influenza vaccination by December 1st of each calendar year. Refusal to obtain the Influenza vaccination without a valid exemption can result in work suspension during the flu season, depending upon risk level and the employee's classification of work. Morehouse Healthcare will provide the seasonal influenza vaccination to Employees based on vaccine availability and published CDC guidelines. Certain clinical areas may be restricted only to vaccinated Employees.

Employees may decline to receive the Influenza vaccine by submitting a request for exemption to the SEHWC by October 1st of each year. The Employee's Medical Director and the Office of Compliance and Corporate Integrity will review each exemption for approval. If approved declinations will fall into one of three categories:

- Declination requiring proper use of masks throughout flu season
- Declination with loss of MSM network and Electronic Medical Record access
- Declination with suspension without pay

PPDs will be required annually. PPDs are accepted by SEHWC, Health Departments and MHC locations with the appropriate documentation.

QuantiferON Testing is available when indicated.

The Hepatitis B vaccine is required for all clinical staff. However, this vaccine is highly recommended for all MHC staff. Non-clinical employees must sign a declination if they do not want the vaccine.

All Morehouse Healthcare Employees will be monitored accordingly and annually for compliance. Supervisors shall be responsible for:

- a) Allowing Employees time to attend a vaccination clinic.
- b) Assuring that Employees comply with this Administrative Policy and Procedure.
- c) Monitoring and tracking compliance to vaccination and screening requirements.

Records documenting vaccinations and request for exemptions will be maintained by the Student and Employee Health and Wellness Center.

5.0 RESPONSIBILITIES

Employees, interns, and other individuals working in clinical settings shall be responsible for:

- a) Familiarizing themselves with this Administrative Policy and Procedure as indicated by supervisor during annual evaluations.
- b) Annually, completing and signing the *Influenza Vaccination Employee Statement*, whether consenting to or requesting exemption from vaccination by the established deadline.
- c) Annually completing the PPD / QFT screenings or if applicable meeting the CxR requirements.
- d) Annually, submitting the signed forms to his or her supervisor (if consenting or if declining) by the established deadlines.

Supervisors shall be responsible for:

- a) Allowing employees time to attend a vaccination clinic.
- b) Assuring that employees comply with this Administrative Policy and Procedure.
- c) Monitoring and tracking compliance to vaccination requirements.

As required by the 1986 National Childhood Vaccine Injury Act (Public Law 99-660), each Employee receiving a vaccine shall be given written vaccine information. This information includes the following:

1. Frequency, severity and potential long term effects of disease to prevented by the vaccine
2. Symptoms or possible reactions, adverse reactions
3. What to do if reaction occurs
4. Contraindications to receiving the vaccine
5. An identification of the groups, categories, or characteristics of potential recipients of the vaccine who may be at significantly higher risk of major reactions to the vaccine than the general population.

ADDENDUM

Health Requirements for Grady ID Badge

The following documentation will be required for ID Badge Clearance

1. MMR – Measles (Rubeola), Mumps and Rubella
 - a. If born 12/31/56 or before documentation of ONE MMR Vaccine or Laboratory evidence of immunity to Measles (Rubeola), Mumps and Rubella. (Titers)
 - b. If born 1/1/57 or afterwards, documentation of TWO MMR Vaccines or Laboratory evidence of immunity to Measles, Mumps and Rubella.

2. Varicella (Chicken Pox)
 - a. History of Chicken Pox disease
 - b. Laboratory evidence of immunity to Varicella
 - c. Documentation of TWO Varicella vaccines

3. PPD (TB Skin Testing)
 - a. Documentation of PPD within last 30 days of the start date
 - i. PPDs are accepted by other Employee Health Services, Health Departments, Occupational Health Services, or Student Health Services
 - ii. PPD tests can be done at Grady for \$18.00
*PPD test results are NOT accepted from Dr.'s offices, CVS Minutes Clinics, etc.
 - b. If History of Positive PPD
 - i. Chest X-Ray less than 12 weeks old (if no treatment) or
 - ii. Documentation of completion of treatment for LTBI for Positive PPD and a chest x-ray at the time of treatment

4. Influenza Vaccines
 - a. Influenza Vaccines are mandatory for ALL Health Care workers during the influenza season documentation must be provided to GMH Employee Health Service for clearance.