

## **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

**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.

: 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.

: 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.

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

