

<b>Main Line Health, Inc. and Main Line Health, Inc. Subsidiaries</b>		
<b>Working Together to Serve the Community</b>		
<b>This policy applicable to:</b>	<input checked="" type="checkbox"/> <b>All Subsidiaries</b> <input type="checkbox"/> <b>All Hospitals</b> <input type="checkbox"/> <b>All Acute Care Hospitals</b>	<input type="checkbox"/> <b>BMRH</b> <input type="checkbox"/> <b>Mirmont Treatment Center</b>

## EMPLOYEE HEALTH POLICY AND PROCEDURE MANUAL

### **Subject: Influenza Vaccination, Non-patient**

**Policy Purpose:** To protect patients, employees, students, volunteers, members of the Medical Staff, members of the Specified Health Professional Staff, and contracted clinical personnel\* from influenza through annual vaccination.

### **Policy Statement:**

All MLHS employees, students, volunteers, members of the Medical Staff, members of the Specified Health Professional Staff, and contracted clinical personnel\* will be vaccinated against influenza every year. Employees include those with or without direct patient care or contact.

\*Contracted clinical personnel are those who have direct contact with patients or their environment.

**Performed by:** Physicians, Occupational Health Services, Registered Nurses, LPNs, Physician Assistants, and Medical Assistants under a physician’s direction.

### **Procedure**

- A. The vaccination program is coordinated through Occupational Health Services and will officially begin in late September/early October. Vaccinations will be available through March 31st for new personnel. Influenza vaccine is available free of charge to all MLHS employees, students, volunteers, members of the Medical Staff, members of the Specified Health Professional Staff, Board Members and their significant others, and contracted clinical personnel\*. All persons for whom this policy applies must present a valid MLH ID badge in order to be vaccinated through the Occupational Health Services run program.
- B. Employees, students, volunteers, members of the Medical Staff, members of the Specified Health Professional Staff, and contracted clinical personnel\* who are vaccinated through services other than MLHS Occupational Health Services (e.g., private physician’s office, public clinic, drugstore) must provide proof of vaccination to Occupational Health Services. Proof of vaccination may include a physician’s note, a receipt listing influenza vaccination, or a copy of a signed consent form indicating receipt of vaccination.
- C. Any employee, member of the Medical Staff, or member of the Specified Health Professional Staff who is returning from a leave of absence must be vaccinated prior to returning to work. Human Resources and Occupational Health Services are to be contacted by the employee/Medical Staff member to arrange for the vaccination to be administered.
- D. Employees hired during the non-vaccination period of March 31 and September 30<sup>th</sup>, 2019, are required to receive a flu vaccination during this current vaccination period
- E. Persons under the age of 18 will be required to have their personal provider administer the influenza vaccine under this policy and provide proof of vaccination to MLH.

E. Individuals who wish to be vaccinated with the egg-free product or the age over 65 product or would like to discuss the vaccination with a provider must schedule an appointment with Occupational Health Services by calling 484-565-1293. Services are offered 7 days a week.

**F. Exemptions**

1. Exemption to vaccination may be granted relating to a valid medical condition or religious belief. Previously approved requests for religious exemptions will be honored and do not need to be resubmitted.
2. A person requesting a new medical exemption must provide proof such as a letter from his/her healthcare provider. Requests for a medical exemption will be evaluated by Occupational Health Services. If the exemption is granted, the requesting person will be notified in writing by Occupational Health Services within 2 weeks. If the exemption is requested for a temporary condition, the requesting person must resubmit a request for exemption each year. If the request is granted for a permanent medical condition, exemption does not need to be requested each year unless vaccine technology changes to eliminate issues regarding the medical condition. The deadline for receipt of medical exemptions will be October 31, 2019.
3. A request for a new religious exemption will be evaluated by the Human Resources Department. A person requesting a religious exemption must provide a letter from his/her clergy to the Human Resources Director of the employee's hospital/entity by October 31, 2019 and will be reviewed by a committee of Human Resources Directors of hospital/entities. This request must be consistent with prior vaccination history. The requesting person will be notified in writing by Human Resources within 2 weeks if the exemption has been granted or denied. If the requesting person is not satisfied with the decision, he/she may, within 5 days from the receipt of the decision, present the appeal in writing to the Senior Vice President, Human Resources for Main Line Health. This appeal will be reviewed, and the employee will be notified of the final decision within 2 weeks.

**G. Record Keeping:**

1. Occupational Health Services will maintain records of influenza vaccinations for employees.
2. The area responsible for students will maintain records of influenza vaccinations for students. Schools must provide evidence of responsibility for assuring student vaccination compliance.
3. Volunteer Services will maintain records of influenza vaccinations for volunteers.
4. The Medical Staff Office will maintain records of influenza vaccination for members of the Medical Staff and members of the Specified Health Professional Staff.
5. The area responsible for the contracted clinical personnel\* will maintain records of influenza vaccinations for the contracted clinical personnel\*.
6. Vaccinations will begin in late September/early October. All employees, members of the Medical Staff and members of the Specified Health Professional Staff must be vaccinated or granted an exemption by the first Monday in December or are not eligible to continue employment with Main Line Health System or use MLHS facilities. Members of the Medical Staff and members of the Specified Health Professional Staff will be placed on Administrative Suspension until vaccination is documented or an exemption is granted. Employees will be placed on a leave status for the next two weeks in December. If compliance is not achieved during this leave, termination of employment will be implemented on the third Monday in December.

H. In the event of an influenza vaccination shortage, the situation will be evaluated at the MLHS level for the entire organization. Occupational Health, Infection Prevention, Human Resources, Pharmacy, and Administration will conduct the evaluation with other departments as needed when vaccine shortages occur. Influenza vaccine will be offered to healthcare providers based on job function and risk of exposure to influenza. Priority will be given to those who provide direct hands-on patient care with prolonged face-to-face contact with patients and/or have the highest risk of exposure to patients with influenza.

**Equipment:** Influenza vaccine and supplies for administration

References:

Grohskopf LA, Alyanak E, Broder KR, Walter EB, Fry AM, Jernigan DB. Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices — United States, 2019–20 Influenza Season.

MMWR Recomm Rep 2019;68(No. RR-3):1–21.

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Key Contact: Director, Occupational Health

Approved: Influenza Steering Committee