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**INFLUENZA VACCINATION**

**POLICY**

The purpose of these guidelines are to reduce the risk of transmission of seasonal influenza viruses. The Memorial Healthcare System provides vaccination to all MHS employees, trainees, medical and allied health staff, and volunteers, consistent with the Centers for Disease Control and Prevention Advisory Committee on Immunization Practices recommendations. The Employee Health department coordinates and monitors the administration of vaccinations throughout the System.

These guidelines are intended to supplement and support the Memorial Standard Practice, "Influenza Infection Control." If any of the statements contained in this policy conflict with Standard Practice, then the Standard Practice shall supersede this policy and shall control the outcome of any such conflict.

**PROCEDURES**

**Influenza Vaccination Requirement**

All Memorial Healthcare System staff, paid and unpaid, are required to receive the influenza vaccination unless they are approved for an exemption. This requirement applies to all workers (including employed, voluntary, and contracted) in clinical and non-clinical settings, including remote workers.

Individuals may choose to receive the vaccination by their designated Employee Health department, or may obtain vaccination by a healthcare provider/clinic of their choosing. Those electing to obtain vaccination from their own healthcare provider/clinic must provide Employee Health with documented proof of vaccination, to include the name of the individual vaccinated, the name of the healthcare provider/clinic that administered the vaccination(s), with the date(s) of vaccination, and manufacturer's name. Individuals may send vaccination records to [VaxMedEx@mhs.net](mailto:VaxMedEx@mhs.net), with "Vaccination Record" in the subject line, ensuring that their employee number (if applicable) is included in the e-mail.

After the vaccination series is administered (or proof of vaccination is provided), Employee Health/designee shall provide a sticker for placement on the individual's identification badge. This sticker serves as a visual indicator that the individual is not subject to the masking requirement described later in this policy.

**Exemptions as Medical and Religious Accommodations**

Individuals may request an exemption to this requirement for reasons of medical or religious accommodation. Exemptions for other reasons will not be granted. Those approved for an exemption will be required to wear a mask in clinical settings and follow any other established safety precautions for the duration of the influenza season, or as otherwise directed by Memorial's Chief Medical Officer (CMO).

Individuals seeking an exemption for medical reasons (including pregnancy-related medical conditions) must submit a completed Influenza Vaccination Medical Exemption Request Form to Employee Health ([VaxMedEx@mhs.net](mailto:VaxMedEx@mhs.net)) and must provide supporting documentation from their healthcare provider. Workers seeking an exemption for religious reasons must submit a completed Influenza Vaccination Religious Exemption Request Form to Employee Relations ([VaxRegEx@mhs.net](mailto:VaxRegEx@mhs.net)) and must provide supporting documentation. In certain areas, where patients are especially vulnerable, Memorial may

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	<p>not be able to reasonably accommodate unvaccinated employees.</p> <p><b><u>Auditing and Monitoring of Vaccinations</u></b></p> <ol style="list-style-type: none"> <li>1. The Employee Health Department tracks and reports employee vaccinations.</li> <li>2. The Medical Staff Office tracks and reports medical staff vaccinations.</li> <li>3. Volunteer Services tracks and reports volunteer vaccinations.</li> <li>4. Organizational Development/Education tracks and reports student vaccinations.</li> <li>5. Employee Health reports aggregated vaccination compliance data internally to MHS managers and administrators.</li> <li>6. Department leaders are responsible for monitoring compliance with masking requirements for those who have not received vaccination.</li> </ol> <p><b><u>Policy Compliance</u></b></p> <p>Compliance with this policy and the Standard Practice is a condition of employment for employees. Employees who do not obtain vaccination or have an approved/pending request for exemption by the deadline each year will be considered to have voluntarily resigned their position. Employees who receive an exemption but do not comply with the masking requirements will be subject to disciplinary action, up to and including discharge from employment.</p> <p>Volunteer assignments for unvaccinated volunteers will be suspended for the duration of the pandemic. Students not in compliance will not be permitted to complete clinical rotations. Non-compliance by other non-employed individuals will be managed pursuant to applicable policies (e.g., vendors, voluntary medical staff, contracted staff).</p>
<p><b>DEFINITIONS</b></p>	<p><b>Clinical Setting</b> – for the purposes of this policy, clinical settings are defined as the entire building or office in which patient care or treatment is provided. All rooms and areas within the building are defined as a clinical setting, with the exception of the lobby, cafeteria, and break rooms.</p> <p><b>Mask</b> - standard surgical or procedure mask, not an N-95 respirator.</p> <p><b>Non-Clinical Setting</b> – for the purposes of this policy, non-clinical settings are buildings in which no patient care or treatments occur.</p>
<p><b>REFERENCES</b></p>	<p>Memorial Standard Practice, “Influenza Infection Control”</p> <p>CDC. (2021). Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices – United States, 2021-2022 influenza season. Recommendations and Reports / August 27, 2021 / 70(5);1–28</p> <p>CDC. (2021). <i>The National Healthcare Safety Network (NHSN) Manual</i>.</p> <p>CDC, ACIP. (2013). <i>Immunization of Health-care personnel: Recommendation of the Advisory Committee on Immunization Practices (ACIP)</i>. <i>MMWR Recomm Rep</i>. 2011;60(RR-7):1-45.</p>



## EMPLOYEE HEALTH POLICY

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<b>ORIGINAL ISSUE DATE</b>	June 2014
<b>REVIEW/REVISION DATES</b>	Reviewed: June 2015, June 2016, March 2017 Revised: September 2020, September 2021
<b>POLICY OWNER</b>	<p>Employee Health / Human Resources</p> <p>If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.</p> <p>Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Healthcare System, or as required by any legislative, regulatory, or accrediting agency.</p> <p>Employees who have questions regarding information contained in this policy should contact the Employee Health Department.</p>