NORTHEAST REHABILITATION HOSPITAL NETWORK

POLICIES AND PROCEDURES MANUAL

HOSPITAL-WIDE POLICY

 SECTION: HW.ADM

SUBJECT: Influenza Immunization Program

EFFECTIVE DATE 10/12

REVIEWED: Annually

REVISED DATE: 9/13, 7/14, 8/15, 9/17

POLICY:

It is the policy of Northeast Rehabilitation Hospital Network (NRHN) that all Healthcare Personnel (all persons employed or contracted by the facility to provide service, regardless of clinical responsibility; including full-time, part-time, and per diem staff; adult students, peer visitors, pet therapy visitors, and agency personnel) will adhere to established infection prevention standards for influenza prevention.

This policy pertains to healthcare personnel at all sites including the administrative offices, outpatient clinics and home care.

PURPOSE:

To provide a safe environment in which patients, employees, contracted staff, and visitors (to the extent possible) are protected from exposure to seasonal influenza virus. It is also to decrease the risk of transmission of the Influenza virus in the work setting and avoid unnecessary disruption to staffing.

PROCEDURE:

Healthcare personnel (as defined above) will be offered the influenza vaccine on a seasonal basis, and as necessary for a novel influenza strains. Flu clinics will be held throughout the flu season. Vaccination is free of charge, is available on all shifts and at all locations.

1. Healthcare personnel (HCP) are required to be vaccinated against seasonal and novel influenza.
2. If the HCP has received the vaccine elsewhere, they must provide documentation of vaccination to Employee Health by the designated deadline each year.
3. Those who cannot receive the flu vaccine due to either medical or religious reasons must provide written documentation by either a healthcare provider or certified clergy member.
4. Those who cannot receive the vaccine, whether for medical or religious reasons, must wear a surgical mask during the influenza season.
5. The start and end of the flu season, as well as the vaccination deadline date, will be defined each season by the chair of the Infection Control Committee, in coordination with Employee Health, and with guidance from local and state boards of health.
6. For those who cannot receive the flu vaccine for documented medical or religious reasons, surgical masks must be worn at all times except in break rooms and the cafeteria during meal/ break times or when outside of the facility.
7. It will be the supervisors’/managers’ responsibility to ensure all employees that have not been vaccinated (in accordance with #3 above) adhere to the policy of wearing a mask.
8. Non-compliance with this policy will result in disciplinary action up to and including termination of employment, internship and/or contract work. Employees who fail to comply with this policy during flu season will be given a first and final written warning and five (5) business days to comply with the policy.
9. Individuals who do not comply with this policy after being given five (5) business days to do so as described in #8 above, will be in violation of the Influenza Immunization Policy and will be terminated from employment (or contract/internship status terminated).

APPROVALS:

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Employee Health and Wellness Coordinator VP Human Resources