

SYSTEM POLICY

HR-66 - Influenza Vaccination

Owner: Human Resources

Key Points

- This policy applies to all MetroHealth System (MHS) Workforce Members¹.
- MHS seeks to protect patients and Workforce Members from preventable influenza infections. To this end, MHS maintains an Influenza Vaccination Program for the MHS Workforce.
- This policy outlines the procedures for the Influenza Vaccination Program, exemption process and consequences of non-compliance.

Policy

1. MHS requires that Workforce Members be vaccinated annually against the influenza virus or have an exemption.
2. The Employee Health Clinic (EHC) and Infection Prevention department coordinates the Influenza Vaccination Program. Infection Prevention and Administration determines the timing of influenza vaccinations each year.
3. Individuals vaccinated through services other than EHC provide proof of vaccination to the EHC.
4. New Workforce Members. When applicable, MHS offers new Workforce Members influenza vaccinations as part of the onboarding process.
 - 4.1. New Workforce Members receive the influenza vaccination or provide proof of compliance if the influenza vaccination was received elsewhere.
 - 4.2. Workforce Members seeking an exemption may delay their start date until they receive a final determination.
5. In the event of an influenza vaccine shortage, Infection Prevention and Administration prioritize the distribution of vaccinations among Workforce Members based on job function and risk of exposure to influenza.
6. Parent or legal guardian completes a “Consent for Treatment of Minor” form for any minor prior to the minor receiving the influenza vaccination.
7. Recordkeeping for non-Employee Workforce Members:
 - 7.1. Volunteer Services monitors and maintains records of vaccination of all volunteers.
 - 7.2. Departments that host students and trainees monitor and maintain records of influenza vaccinations for non-employed students and trainees and who are not onboarded through the EHC.
 - 7.3. Areas responsible for contracted or other clinical and non-clinical Workforce Members monitors and maintains records of vaccination for those individuals who are not onboarded through the EHC.

8. Exemptions for receiving the influenza vaccine may be requested based on the following reasons:
 - 8.1. Medical Contraindications: Infection Disease and clinical leadership determine medical conditions considered for exemption, in accordance with current medical guidelines (See Influenza Vaccination Guidelines).
 - 8.2. Non-medical: Management makes determinations regarding requests for non-medically related reasons for requesting exemption, including deeply held religious, ethical or moral beliefs that do not allow influenza vaccination (See Influenza Vaccination Guidelines).
9. Non-compliance - Employees:
 - 9.1. Employees who refuse to comply with this policy are subject to termination of employment.
 - 9.2. Employees who receive the influenza vaccination after the established deadline are subject to discipline in accordance with Corrective Action Policy HR-36.
10. Non-compliance - Non-Employee Workforce Members:
 - 10.1. Non-Employee Workforce Members who fail to comply with this policy are prohibited from providing further services to MHS or entering MHS premises, except for use of MHS' health care services.

End Notes

- ¹ Workforce Member: Employees, providers, volunteers, trainees, and other persons whose conduct, in the performance of work for MHS, is under the direct control of such entity, whether or not they are paid by MHS.

Attachments

[HR-66A - Influenza Vaccination Exemption Request Form](#)

[HR-66B - Nicotine Free Hiring Policy and Influenza Vaccination Policy Acknowledgment Form](#)

[HR-66C – Influenza Vaccination Guidelines](#)

Reference

[HR-36 - Corrective Action](#)

Dates

Initiated February 22, 2012

Reviewed/Revised: July 2014, November 2016, July 2019

Approved

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MHS Policy Committee