

Title: Influenza Vaccination of Healthcare Personnel	
Number: 914, Version: 13	Original Date: 05/14/2012
Effective: 10/26/2021	Last Review/Revision Date: 03/07/2022
Next Review Date: 03/20/2025	Author: Dr. Marjorie Bessel, Joan Ivanka, System Flu Steering Committee, Mila Powell
Approved by: Administrative Policy Committee, Chief Clinical Officer, PolicyTech Administrators	
Discrete Operating Unit/Facility: Banner Baywood Medical Center Banner Behavioral Health Banner Boswell Medical Center Banner Casa Grande Medical Center Banner Churchill Community Hospital Banner Del E Webb Medical Center Banner Desert Medical Center Banner Estrella Medical Center Banner Fort Collins Medical Center Banner Gateway Medical Center Banner Goldfield Medical Center Banner Heart Hospital Banner Ironwood Medical Center Banner Lassen Medical Center Banner Ocotillo Medical Center Banner Payson Medical Center Banner Thunderbird Medical Center Banner—University Medical Center Phoenix Banner—University Medical Center South Banner—University Medical Center Tucson Community Hospital East Morgan County Hospital McKee Medical Center North Colorado Medical Center Ogallala Community Hospital Page Hospital Platte County Memorial Hospital Sterling Regional MedCenter Washakie Medical Center	Banner Corporate Banner Health Clinics Banner Imaging Services Banner MD Anderson Cancer Center Banner Health Network Banner Home Care and Hospice Banner Plan Administration Banner Pharmacy Services Banner Surgery Centers Banner Urgent Care Centers Occupational Health/Employee Services Post-Acute Care Services Research Rural Health Clinics University Physicians Health Plans

I. Purpose/Population:

- A. **Purpose:** To decrease the risk of transmitting the influenza virus to patients, staff, and visitors and to comply with applicable laws and regulations.
- B. **Population:** All employees, students, volunteers, and contract personnel.

II. Definitions:

- A. Banner Personnel means all employees of Banner, all students, volunteers, and Contract Personnel providing services at Banner.
- B. Contract Personnel means personnel (including registry, traveler, and other clinical and non-clinical contracted staff) providing services at Banner pursuant to a contract.
- C. Exempted Personnel means those Banner Personnel who have received a medical or religious exemption from the mandatory flu vaccine requirement pursuant to this policy.
- D. Influenza is a contagious respiratory illness caused by influenza viruses. Influenza can present as mild to severe disease and contributes to more than 360,000 potentially preventable deaths annually in the United States.
 - 1. Transmission of Influenza in the healthcare setting is an under-recognized but substantial safety concern that puts patients, staff and visitors at risk. Preventing the spread of Influenza requires a comprehensive infection control program that includes work practice controls to reduce and prevent disease transmission.
- E. Urgent Situations means conditions that warrant additional protective action based upon one or more of the following conditions:
 - 1. Influx of patient admissions attributable to Influenza;
 - 2. Advisories by local or state Department of Health officials or the Centers for Disease Control and Prevention;
 - 3. Marked increase in employee absenteeism.
- F. Vendors means vendors (including equipment maintenance and construction personnel) who provide services at any Banner facility in which patients may be present but do not provide direct patient care.

III. Policy:

- A. Banner Personnel may not work at a Banner facility during Influenza season unless they have been vaccinated or are Exempted Personnel.
- B. All Banner Personnel must obtain an Influenza vaccination annually unless they are Exempted Personnel. Banner Personnel must be vaccinated or granted an exemption by December 1 or other date as determined by Occupational Health and Infection Prevention. Any individuals who become Banner employees or volunteers during the annual vaccination program must obtain the appropriate Influenza vaccination for the then-current Influenza season within two weeks of their hire/start date. All other categories of Banner Personnel must obtain the appropriate Influenza vaccination or be granted an exemption before entering a Banner facility in which patients may be present.
- C. Influenza vaccine is available free of charge to all employees of Banner, all Medical Staff/Allied Health members, and all volunteers.
- D. Exemption to immunization may be granted for medical contraindications (including disabilities) or religious beliefs.
 - 1. Medical exemptions:
 - a. Standard criteria for medical exemptions will be established based upon recommendations from the Centers for Disease Control and Prevention. Medical contraindications include:
 - i. Documented adverse reaction to Influenza vaccine;
 - ii. Documented severe allergy to a vaccine component; and

- iii. Medical condition where vaccinations could compromise health.
 - b. Requests for medical exemptions must be signed by the individual claiming the exemption and a physician (MD/DO) or nurse practitioner for the individual.
 - c. An exemption granted for medical contraindications will be subject to revocation if changes in technology or medicine remove contraindications.
 - 2. Religious exemptions:
 - a. Requests for religious exemptions must state that a sincerely held religious belief, practice, or observance is inconsistent with vaccination.
 - 3. Medical and religious exemption requests will be reviewed by a multi-disciplinary team to determine if the exemption request will be granted.
- E. Requests for an exemption by Banner Personnel must be submitted annually.
- F. Exempted Personnel will be required to wear a surgical mask during Influenza season at all times while in any Banner facility in which patients may be present except (1) while eating in a cafeteria, or (2) while eating in a break room or in a conference room if no patient is present. If an Exempted Personnel has a disability, and wearing a mask prevents that person from performing the essential functions of the job, or the disability limits that person's ability to wear a mask, a reasonable accommodation shall be considered.
- G. Banner Personnel must adhere to this policy as a condition of employment or access to Banner Health facilities. Failure to comply will be handled as a performance issue and will constitute a basis for corrective action for employees. Failure to comply with this policy by other categories of Banner Personnel (e.g., students and Contract Personnel) will result in exclusion from Banner facilities where patients may be present and may result in contract termination. Banner will have the right to audit compliance with this policy by third parties for those categories of Banner Personnel as to which compliance with the requirement for immunization or determination of exemption eligibility is the responsibility of such third party (e.g., sponsoring educational institutions)
- H. In Urgent Situations, changes to the requirements may be made. Urgent Situations are determined by Banner's Executive Vice President/Chief Medical Officer or the facility Chief Medical Officer in consultation with Occupational Health/Employee Health, Infectious Disease, Infection Prevention and Control, and Human Resources.
- I. Occupational Health/Employee Health services is responsible for distributing periodic compliance reports to update managers on the immunization rates for employees and volunteers, and on the exemptions for Banner Personnel who work in their respective areas (except Vendors).
- J. Except as more specifically provided in Section IV, Banner Health managers and supervisors are responsible for the enforcement of this policy.
- K. In the event of an Influenza vaccine shortage, the requirements of this policy may be waived for certain categories of Banner Personnel as determined by the Executive Vice President/Chief Medical Officer of Banner Health; provided, however, that the requirements of this policy shall be applicable to those categories of Banner Personnel for whom vaccine is made available except that the period within which such vaccine must be received may be shortened at the discretion of the Executive Vice President/Chief Medical Officer.
- L. Vendors will be notified of the Banner policy and asked to be vaccinated or wear a mask during Influenza season.

IV. Procedure/Interventions:

- A. Annual Influenza Immunization:
 - 1. Determine the dates of the Influenza vaccination program, the dates of the Influenza season, and the dates for wearing masks by Exempted Personnel based upon when

- Influenza is identified in the community. (**Occupational Health/Employee Health and Infection Prevention and Control**)
2. Administer the vaccine to employees, Medical Staff/Allied Health staff members and volunteers, and record vaccination. (**Occupational Health/Employee Health**)
 3. Provide proof of vaccination obtained outside Banner (i.e., physician note, receipt) to Occupational Health/Employee Health. (**Banner Personnel**)
 4. If exemption to immunization is desired, submit exemption request form and supporting documentation. (**Banner Personnel**)
 5. Masking compliance will be monitored and enforced as follows:
 - a. Employees, by the employee supervisor (**Supervisor**)
 - b. Volunteers, by the volunteer supervisor (**Supervisor**)
 - c. Medical students and non-employed residents, by the Medical Staff Services offices responsible for the site. (**Medical Staff Services/Supervisor**)
 - d. Nursing/clinical students, by the supervisor or sponsor, as applicable. (Supervisor/Sponsor)
 - e. Contracted Personnel by the supervisor. (**Supervisor**)
- B. Infection Control Procedures:
1. Maintain a record of Influenza immunizations for employees and volunteers; maintain a record of exemptions for all Banner Personnel. (**Occupational Health/Employee Health**)
 2. Maintain a record of Influenza immunizations for nursing/clinical students. (**Sponsoring Institutions**)
 3. Maintain a record of Influenza immunizations for Contract Personnel (**Banner Staffing Services**)
 4. Maintain a record of Influenza immunizations for medical students (**Medical Staff Services**)
 5. Maintain a record of Influenza immunizations for non-employed residents (**Banner Good Samaritan Medical Education**)
 6. For all other categories of Banner Personnel, records of Influenza immunizations will be maintained by the department responsible for the on-boarding of such Banner Personnel.
 7. Provide managers a periodic listing of (a) employees and volunteers who have not been vaccinated and have failed to demonstrate proof of immunization from another source, and (b) Banner Personnel who have been granted an exemption. (**Occupational Health/Employee Health**)
 8. Declare Urgent Situations as warranted. (**Executive Vice President/Chief Medical Officer**)
- C. Exemptions: (See Section V. Procedural Documentation for link to forms)
1. Medical Exemptions for all categories of Banner Personnel:
 - a. Complete the form requesting an exemption and obtain physician/nurse practitioner signature if requesting exemption due to medical contraindications. (**Banner Personnel**)
 - b. Submit form requesting exemption to Occupational Health/Employee Health. (**Banner Personnel**)
 - c. If requested, provide additional documentation. (**Banner Personnel**)
 - d. Evaluate whether a medical condition should be granted. (**Multi-disciplinary Team**)
 - e. Notify the requester of the decision.
 2. Religious Exemptions for all categories of Banner Personnel:
 - a. Complete the form requesting an exemption, if requesting a religious accommodation. (**Banner Personnel**)

- b. Evaluate whether a religious exemption should be granted. (**Multi-disciplinary Team**)
 - c. Consult Legal before denying the exemption.
 - d. Notify the requester of the decision.
3. Resubmit a new request for exemption each year. (**Banner Personnel**)

V. Procedural Documentation:

- A. Influenza Vaccination of Healthcare Personnel [Exemption Request Form](#).

VI. Additional Information:

- A. N/A

VII. References:

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VIII. Other Related Policies/Procedures:

A. N/A

IX. Keywords and Keyword Phrases:

- A. Influenza
- B. Flu
- C. Vaccination
- D. Vaccine
- E. Immunization
- F. HR Policies

X. Appendix:

A. N/A