



SCHOOL OF MEDICINE AND PUBLIC HEALTH

POLICY ON FLU VACCINATION

I. PURPOSE

To provide policy and procedures for annual seasonal influenza (flu) vaccination of employees. The Centers for Disease Control and Prevention (CDC) recommends annual influenza immunization for all health care workers to prevent the spread of influenza. As a healthcare organization, the University of Wisconsin School of Medicine and Public Health (SMPH), as part of UW Health, recognizes and supports the benefits of an annual influenza program. Influenza vaccination is a key component in the prevention of influenza to patients and co-workers along with appropriate hand hygiene and standard precautions, including cough etiquette.

II. POLICY

All covered persons are required to either receive an annual vaccine or provide a medical or religious waiver by December 1 of each calendar year. SMPH employees and students can receive the vaccine through the University flu vaccine clinics or through their own health care provider.

III. PERSONS AFFECTED

This policy applies to all faculty, staff, and students, both part-time and full-time, including temporary, per diem and Graduate Medical Education trainees. This policy also applies to all volunteers who regularly work in UW Health facilities, contract employees, medical students and students on clinical rotation in UW Health facilities. For purposes of this policy, all persons affected shall be referred to as "employees" even though no employment relationship may exist. Affiliation agreements and contracts should place the responsibility for this requirement on the school or agency.

IV. PROCEDURE

- A. All employees are required to receive an influenza vaccine or provide documentation of medical or religious waiver by December 1 of each year. Waivers do not need to be submitted annually.
 1. Medical Waiver: A medical waiver must be signed by the health care provider and returned to the Dean's Office Human Resources by December 1. Waivers will be considered confidential medical information and not shared with departments or supervisors.
 2. Religious Waiver: A religious waiver must be completed, signed and returned to the Dean's Office Human Resources by December 1.



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Falsification of waivers may be cause for discipline in accordance with university policies.

- B. Employees who receive exemptions due to waivers (medical/religious) should wear surgical masks when working in a patient care area within 3 feet of patients when there is the presence of influenza in the community as defined by the UWHC Hospital Epidemiologist.
- C. SMPH Dean's Office Human Resources will notify departments regarding employees who are out of compliance after December 1. Managers should monitor employee compliance and encourage employee participation. Managers will be notified of employees who received a vaccine waiver so that they can encourage the employee to mask when providing patient care.
- D. Any employee who is not compliant with this policy by December 1 of each calendar may be disciplined in accordance with university policies.
- E. Employees who are hired during the influenza season must comply within 7 days of the first day worked.

Records will be maintained documenting vaccinations and waivers. If a national vaccine shortage occurs, UW Health leadership may modify, suspend or revoke all or part of this policy.

V. OTHER

UW Health is not a legal entity. UW Health is comprised of three separate entities: University of Wisconsin Hospital and Clinics, University of Wisconsin Medical Foundation and University of Wisconsin School of Medicine and Public Health. When each entity has approved the policy, that entity is responsible for enforcement of this policy for its own employees.

VI. REFERENCES

Center for Disease Control and Prevention: MMWR: Immunizations of Health Care Workers; November 25, 2011.