

STANDARD OPERATING PROCEDURE

Influenza vaccination



Department: Operations

SOP#139

Applicable to: All Staff

Effective Date: 2/3/2023

2 Pages

Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

Reduce the risk of contracting and/or spreading the influenza to patients, fellow employees, family members and other healthcare workers.

Policy:

All clinical employees shall either:

- Received an influenza vaccination each year prior to the influenza season (November through March), though CDC influenza surveillance may identify peaks requiring a change in the dates or per current CDC advisories.
- If you decline the influenza vaccination you must wear a mask at all times when providing care and transporting a patient or in any patient care areas of a healthcare facility as defined under NYSDOH. You must wear a mask at all times when on duty if you are experiencing Flu like symptoms.

Procedure:

- Prior to the start of each influenza season (Typically November to March, but this is subject to change) BVA shall ensure that all clinical employees are offered the influenza vaccine free of charge. Written confirmation will be held on file in the HR department and a copy will be provided to the employee when requested.
- Employees may choose to go, at their own cost, to their own healthcare provider to receive the influenza vaccination. Those employees must provide written confirmation from their healthcare provider confirming that said employee has received the influenza vaccine for the current influenza season. Copies will go to the Human resource department for filing.
- Employees who receive the influenza vaccination will receive a colored sticker to be placed on their ID badge indicating they have received the current seasonal vaccination.

Any employee declining to be vaccinated will be required to sign a declination form and wear a mask during patient care, in any patient care areas and also if they have any flu like symptoms

- Any employee who does not meet the requirements of this policy may be relieved from duty until such time as the employee conforms to the policy.
- If an employee has an acute illness or other conditions preventing them from receiving the Influenza vaccination, the influenza vaccination shall be postponed until they have a sufficient recovery. If there are any concerns expressed either by the employee or employer regarding health status the medical director shall be consulted. A provision to this policy will be allowed for any employee who has a history of allergic reaction to the vaccination or a negative reaction with a written note from their doctor.

Responsibility:

- The BVA Health and Safety Officer will be responsible for ensuring that this policy is adhered to and that vaccination will be offered to the employees on a yearly basis.
- Employees declining to vaccinate will notify the BVA Health and Safety Officer prior to the Start of the influenza season and will sign the previously mentioned declination form. The employee must wear a mask the current length of the Flu season as defined by the CDC when in any patient care area setting, or presenting as symptomatic.
- Those employees that choose to vaccinate through another healthcare Provider will provide written proof of vaccination prior to the start of the Influenza season.

