I. Purpose:

To provide accurate information for influenza prevention.
To maximize influenza vaccination among the staff in order to protect and prevent the spread of influenza among healthcare personnel (HCP), visitors, patients, employees' families and the community.

Scope
This policy applies to all UHealth System affiliated subsidiaries including, but not limited to, hospitals, ambulatory surgery centers, clinics, outpatient centers, and UMMG.

II. Definitions:

<table>
<thead>
<tr>
<th>TERMS</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Personnel (HCP)</td>
<td>The entire population of healthcare workers working in healthcare settings, both paid and unpaid. HCP might include (but are not limited to) physicians, nurses, nursing assistants, students, residents, fellows, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, security, volunteers and trainees.</td>
</tr>
<tr>
<td>Non-Employee HCP</td>
<td>Persons providing care, treatment, or services at the facility who do not receive a paycheck from the facility.</td>
</tr>
<tr>
<td>Employees</td>
<td>All regular full-time and part-time workers employed with the University. All classifications including temporary, per diem, and casual workers are included in the definition.</td>
</tr>
<tr>
<td>Seasonal Influenza Vaccine</td>
<td>A vaccine for seasonal influenza virus strains offered on an annual basis.</td>
</tr>
<tr>
<td>Clinical Setting</td>
<td>“Clinical Setting” shall mean any section or unit of a building, property, or site that is owned, leased, rented, or operated by the University where care, services to patients, or research on human subjects occurs; including, but not limited to hospitals, outpatient clinics, student and employee health centers, and pharmacies. These areas are defined by the physical or recognized borders of any inpatient or outpatient areas where patients may be seen, evaluated, or treated.</td>
</tr>
<tr>
<td>Work Day</td>
<td>The period of time between the commencement of the employee’s first principal activity and the completion of his last principal activity; are hours during that twenty-four (24) hour period which are included in the computation of hours worked.</td>
</tr>
<tr>
<td>Work week</td>
<td>A fixed and regularly recurring period of seven (7) consecutive 24-hour periods.</td>
</tr>
</tbody>
</table>
III. Policy:

UHealth system will provide a healthy and safe environment for healthcare workers, patients and visitors. Influenza vaccination is mandatory for all Health Care Personnel (hereinafter “HCP”) who work in the UHealth system in any capacity, except for those HCP’s who have an approved medical or religious exemption.

UHealth will offer the seasonal influenza vaccine free of charge while supplies last, as part of its annual Employee Health Program. For vaccinations received outside of the University, refer to your benefit plan for coverage options.

A. Vaccination Procedure

Annually, education will be provided to HCP about the vaccine, non-vaccine control and prevention measures, and the diagnosis, transmission and impact of influenza (see Appendix 1).

Flu vaccine will be made available to employees free of charge at sites and times accessible to all staff.

Employees can be vaccinated at the University of Miami Hospital, Sylvester/UMHC, ABLEH/ BPEI, Dominion Towers, UM Healthy Cane Clinic or at any outside pharmacy. Documentation must be provided to Employee Health Office (EHO) when vaccinations received outside of the University. Informed consent is required before administration of the vaccine.

Go to link for site information for Seasonal Influenza Vaccine Schedule.

Seasonal Influenza Vaccine Schedule

IV. Compliance:

Annual vaccination is a condition of employment with the University for HCP covered by this policy. The HCP must receive an annual influenza vaccination or be granted an approved medical or religious exemption. Any HCP covered by this policy who fails to comply with its provisions by the year’s publicized deadline will be denied access to all clinical settings except access to the EHO for the purpose related to influenza vaccination. The HCP will have up to seven (7) calendar days of unpaid administrative leave to be vaccinated. The HCP will have the opportunity to be vaccinated at any point during the 7-day leave and consequently be allowed access to clinical settings once vaccinated. Being placed on administrative leave for failure to comply with the vaccination requirements by the publicized deadline is, in and of itself, a disciplinary matter that will be placed in the HCP’s official file. HCP who do not obtain the flu vaccine by the publicized deadline will be discipline up to and including termination. Please refer to HR Influenza policy.

Trainees (students, residents, and fellows) who are not vaccinated by the publicized deadline will not be allowed to work in any UHealth clinical areas unless they had a medical or religious exemption.
HCP who are not vaccinated by the publicized deadline will not be allowed to work in any UHealth clinical areas.

A. Employees with approved medical exemptions will be encouraged to wear a mask. Any HCP with a respiratory infection will be encouraged to wear a mask within 6 feet of a patient for whom they are providing care/service throughout the year.

B. An employee designated as an HCW who returns from an extended leave during the vaccination period (FMLA or non FMLA), will be given 7 days in order to allow time to comply with this policy. Failure to comply will result in denied access to the clinical settings and disciplinary action as described above.

C. Volunteers, community physicians, and temporary employees must comply with the influenza policy; otherwise, their privileges in clinical settings will be terminated.

D. As a condition of employment, new hires must receive the influenza vaccine during the pre-employment process.

E. Any HCP who has received the Influenza vaccine elsewhere must bring valid proof of vaccination to EHO. The document must include the heading of institution, name of the employee, provider signature, date given, and influenza vaccine documentation including, name of flu vaccine, manufacturer, lot number, and expiration date. If it is determined that proof is not valid, the HCP will have to follow the requirements stated in this Policy.

V. Medical and Religious Exemptions

The deadline to submit either a MEDICAL or a RELIGIOUS exemption application is Friday October 27, 2017.

A. Medical Exemptions

Medical exemption may be granted under certain circumstances. Documentation in support of the medical exemption must be submitted to Medical Committee for review by no later than the publicized date so that decision can be made in time for compliance. The committee shall make a determination within 7 business days from receipt of the request for the exemption. Medical exemptions will generally be granted where an HCP has a severe documented (by medical records) allergy to the flu vaccine or its components or has a history of Guillain-Barre syndrome. The HCP must have his or her physician complete the Influenza Vaccination Request for MEDICAL Exemption form. HCP is responsible for returning the completed form to Employee Health Office. Request form is available at flu@miami.edu

NOTE: An egg allergy is not considered a medical exemption. Egg free Influenza vaccines will be administered to those employees who have egg allergy.

Questions about medical exemptions should be directed to Sandra Chen-Walta, ARNP at schenwalta@med.miami.edu

Employees with approved medical exemptions will not be required to wear a mask this Flu season because they did not receive the flu vaccine. However, if ill with the flu, you should NOT provide care or have contact with patients. All HCP regardless of
vaccination status should wear a mask if they have respiratory symptoms when they are taking care of a patient.

B. Religious Exemptions

If a health care worker is seeking an exemption because it conflicts with sincerely held religious beliefs, he/she must complete and submit a request for religious accommodation to the Office of Workplace Equity and Performance for review. The office shall make a determination within 7 business days from receipt of the request for the exemption.

Request must be submitted by filling out the Influenza Vaccination Request for RELIGIOUS Exemption form by the publicized date, so that a decision can be made in time for compliance. Request form is available at wep@miami.edu. Questions about religious exemptions should be directed to Roy Hinds, Human Resources Director, Work Equity and Performance at wep@miami.edu or 305-243-5518.

Employees with approved religious exemptions will not be required to wear a mask this Flu season because they did not receive the flu vaccine. However, if ill with the flu, you should NOT provide care or have contact with patients. All HCP regardless of vaccination status should wear a mask if they have respiratory symptoms when they are taking care of a patient.

C. Acknowledgment

All employees are responsible for familiarizing themselves with the policies and procedures associated with the vaccination process. Refer to HR Influenza Policy.

VII. Vaccine Shortage Contingency:

In the event of an influenza vaccine shortage, UHealth facilities will determine an appropriate distribution plan for the resources available. Influenza vaccine will be offered to employees based on risk to patient population cared for, job function, and risk of exposure to influenza. Priority will be given to those who provide hands-on patient care with prolonged face to face contact with patient, and or have highest risk of exposure to patients with influenza. Others will be asked to obtain vaccine from outside vendors. Seasonal Influenza Vaccine Schedule

VIII. Employee Illness

A. Reporting

During flu season, UHealth encourages employees to report to their supervisor any flu like symptoms. The purpose of reporting this information is to maintain the safety and continuity of the workplace from preventable exposures to disease/illness, and to facilitate approval of necessary absences and/or leave. Individual medical information will be kept confidential, consistent with existing policies.

B. Illness
Employees, active medical staff, volunteers, contractors and agency personnel who believe they are infected with the flu, or with another serious communicable illness that can be transmitted through ordinary workplace contact, are strictly prohibited from coming to work. Infected individuals will stay at home until symptoms resolve or per current nationally recognized guidelines. Absences from work due to symptoms of a communicable disease during an emergency may be approved absences (assuming proper reporting and documentation, if needed), and concurrent medical or emergency leaves of absence may be approved, by the HR leave coordinator. Employees able and willing to work from home may be provided with assignments that can be completed at home. If no assignments can be provided, then the employee may request leave of absence for 7 days after the onset of symptoms and is eligible to use any available leave time. Employee is accountable to complete application for eligibility.

C. Return to work from absence

During the seasonal flu, those returning to work from an absence due to infection from flu or exposure to flu are required to present reasonable medical documentation certifying they are able and safe to return to work and do not pose a risk to others. Documentation should be furnished to Human Resources, who will maintain the confidentiality of this information.

NOTE: see full Influenza plan and related appendices go to link:
Seasonal Influenza Vaccine Schedule
APPENDIX 1- EDUCATION

BACKGROUND INFORMATION:

A. Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccine each year.

B. While flu season can begin as early as October, most of the time seasonal flu activity peaks in January, February or later.

C. Flu is communicable from 1-2 days before illness to about 7 days (or longer if weakened immune system) after beginning of the symptoms.

D. Persons with heart, kidney, lung disease or other chronic illness are especially susceptible to serious effects of influenza.

E. Healthcare personnel who are clinically or sub-clinically infected can transmit influenza virus to other persons at high risk for complications from influenza.

F. Higher vaccination coverage among healthcare personnel has been associated with a lower incidence of health care associated influenza cases. Vaccination can also save healthcare dollars by decreasing workforce absenteeism and use of healthcare resources.

G. The CDC Advisory Committee on Immunization Practices (ACIP) and the Healthcare Infection Control Practices Advisory Committee (HICPAC) recommend that all health care workers get vaccinated annually against influenza. Health care workers include (but are not limited to) physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the health-care facility, and persons (e.g., clerical, dietary, housekeeping, laundry, security, maintenance, administrative, billing, and volunteers) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from health care workers and patients.

H. Yearly flu vaccination should begin in September, or as soon as vaccine is available, and continue throughout the flu season which can last as late as May.

I. The HHS national influenza initiative for 2020 targets 90% rate of immunization for healthcare workers (http://www.hhs.gov/ash/initiatives/hai/tier2_flu.html).

J. CMS specifies that certain facilities must monitor and report summary counts of healthcare worker influenza vaccinations to NHSN.

ADVERSE EFFECTS OF INFLUENZA VACCINE:

A. Influenza vaccine cannot cause influenza.

B. Up to 64% of people vaccinated with influenza vaccine experience pain at the injection site, which usually resolves in <2 days without treatment.
C. The rate of fever, malaise, myalgia, and other systemic symptoms is similar after influenza vaccine vs. placebo vaccine.

D. Vaccine components can rarely cause hives and angioedema (swelling beneath the skin) to anaphylaxis among certain recipients.

**NOTE:** The risk of Guillain–Barré Syndrome (GBS), a serious neurological condition that can cause paralysis, may rarely be associated with vaccine (most studies have found no increased risk), but the risk of developing GBS after having influenza appears to be higher than the potential risk of developing GBS after vaccination.

**VACCINATION STRATEGIES TO ACHIEVE NATIONAL GOAL**

A. UHealth will improve flu vaccination rates by implementing this required vaccination policy.

B. All UHealth entities will increase vaccination rates consistent with achieving the 90% rate established in the national influenza initiatives for 2020.

C. Leadership should ensure policies are in place, cost and barriers reduced or eliminated, and an institutional culture in which vaccination is required and expected as a component of patient safety goals. Visible participation of senior leadership in the program is vital to encourage participation.

D. Determination of Influenza vaccination rates for the UHealth System, including tracking for all individuals who do not receive a direct paycheck from UM system, will be performed to meet NHSN reporting requirements.

E. Each hospital provides influenza vaccination rate data to key stakeholders other staff at least annually.

**DISSEMINATION**

Influenza illness and vaccination education will be disseminated through various mechanisms which include:

- Required vaccination
- E-mail notices and reminders
- Employee newsletters
- Ground rounds (medical and nursing)
- New Employee Orientation
- Required web-based educational programs (CBLs) with self-administered tests and a minimum passing grade
- Posters that deliver educational messages or advertise vaccination times and locations
- Screen savers that serve as vaccination reminders
- Health Fairs
- Face to face counseling
- Departmental education
- Distribution of Influenza Fact Sheet
- VIS Form
- Photographs of senior administration receiving Flu Vaccine
## APPENDIX 2 – VACCINATION PROGRAM SUMMARY

### Evaluation of the Influenza Vaccination Program for the University of Miami Health System during the 2016-2017 Flu Season and Plans for the 2017-2018 Flu Season

<table>
<thead>
<tr>
<th>Key Factors</th>
<th>Evaluation of the 2016-17 Season</th>
<th>Plans for the 2017-18 Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership support</td>
<td>Senior leadership support was the strongest ever. Communications from the President's and Dean’s offices were timely and clear. The cost of the program was fully absorbed by the University. Multiple opportunities for vaccination were announced and provided throughout the season. Photographs of senior leadership receiving the first vaccines were widely disseminated.</td>
<td>Support from senior leadership is as strong as ever. Required influenza policies are in place; vaccine will continue to be provided free of charge and will be widely available at different venues and vaccination fairs throughout the season. There is an existing institutional culture that HCP undergo required vaccination. Communications from senior leadership informing employees of required influenza vaccination policy.</td>
</tr>
<tr>
<td>Education of health care workers (HCWs)</td>
<td>E-mail notices, reminders, and newsletters regarding the benefits of vaccination and the status of the program were disseminated regularly. Posters delivering the same messages and advertising vaccination times and locations were posted throughout all facilities. Screen savers that served as vaccination reminders were deployed at all UHealth facility computers. The staff of the Employee Health offices carried out large Grand Rounds-type plus other smaller educational programs. A computer-based learning (CBL) module for the entire UHealth workforce.</td>
<td>The strategy for the upcoming required influenza vaccination policy will include e-mail notices and reminders, newsletters, posters at all facilities, and screen savers at UHealth computers. The required CBL program will be focused on HCP with direct patient contact and lower rates of vaccination. We will continue to place special emphasis on dispelling “urban myths” about vaccine side effects, will recruit nursing leadership to offer testimonials about vaccine safety, to collaborate on joint communications and live meetings emphasizing vaccine efficacy and safety.</td>
</tr>
<tr>
<td>Convenience and accessibility of the program</td>
<td>The vaccine was free of charge and offered at various times and locations at our hospitals and clinics, at vaccination fairs and departmental meetings, and throughout the season based on availability at the various employee health offices.</td>
<td>Vaccine will be offered free of charge at widely announced major vaccination fairs at different venues and times and continuously at the various employee health offices.</td>
</tr>
<tr>
<td>Availability of a sensible declination strategy</td>
<td>We now have a very comprehensive picture of the reasons why UM employees decline influenza vaccination. Medical and religious exemptions were granted under certain circumstances. We also have an understanding that certain employee groups had much higher expected or already-achieved vaccination rates than others. This information has allowed us to tailor and</td>
<td>Required Influenza Vaccination Policy will be enforced in order to meet CMS and JC recommendations. Employees with approved medical exemptions will not be required to wear a mask this Flu season because they did not receive the flu vaccine. However, if ill with the flu, you should NOT provide care or have contact with patients. Also, all HCP, regardless of vaccination status, should wear a mask if they have respiratory symptoms.</td>
</tr>
<tr>
<td>Mechanism for measuring the impact of the program</td>
<td>The Influenza vaccine was required for UHealth employees who have contact with patients and all HCPs who work in UMH, Sylvester/UMHC, or BPEI/ABLEH in any capacity, except for those HCP’s who have an approved medical or religious exception.</td>
<td>We will continue to have a Required Influenza Vaccination Policy. This will allow us to fulfill regulatory reporting requirements (e.g. JC) and will also allow us to continue to improve the effectiveness of our employee health program and, ultimately, employee and patient safety.</td>
</tr>
</tbody>
</table>
APPENDIX 3- INFLUENZA PLAN

This Influenza plan applies to all UMH, UMHC, SCCC, BPEI/ABLEH, UMMG, and UHealth employees for 2017-2018.

All health care workers shall be required to obtain an annual influenza vaccination or possess an approved exemption in order to access any clinical setting and as a condition of their employment.

The goal is to provide a safe environment for all health care personnel and patients to reduce the risk of transmission of infectious diseases.

“Healthcare Personnel (HCP)” means all paid and unpaid persons working in healthcare settings who have the potential for exposure to patients and/or infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air.

HCP might include, but are not limited to, physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the healthcare facility, and persons (e.g., clerical, dietary, housekeeping, laundry, security, maintenance, billing, vendors and volunteers) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from HCP and patients.

It is expected that all UM employees actively engage all appropriate measures to prevent the spread of communicable diseases either by vaccination, by hand hygiene, by utilizing personal protective equipment, and by utilizing a combination of these controls where appropriate. All UM employees are required to participate in the required vaccination policy. The Employee Health staff shall offer the Influenza vaccine starting when the influenza vaccine becomes available. Influenza vaccination is free of charge as an ongoing program for all employees. For all employees, the UHealth facilities will obtain one of the following:

1. Documentation that the vaccination was given (all employees will complete consent form).
2. A completed attestation statement that the HCP who has received the vaccination elsewhere must bring valid proof of vaccination to EHO. The document must include heading of institution, name of employee, provider signature, date given, and influenza vaccine documentation including name of flu vaccine, manufacturer, lot number, and date. If it is determined that proof is not valid, the HCP will have to follow the Influenza Policy.
3. A signed document that states an employee who was required to be vaccinated based on their role and who did not receive a medical/religious exemption, refused the vaccination after educational counseling and will be referred to HR for the termination process.

Health Care Provider participation to the Infection Control Program:
1. The program will include all HCPs.

2. On an annual basis and at other times when appropriate (e.g., new hire, outbreak) available vaccinations and when appropriate, vaccination will be offered by the Employee Health Nurse or at his/her direction.

3. Before a vaccine is administered:
   a. Each person who is to receive vaccinations shall receive a copy of the current influenza Vaccine Information Statement (VIS).
   b. A consent form will be completed and signed by the HCP and witnessed by the Employee Health Nurse.

The Infection Control Program will include an Auditing/ Monitoring system and an Education System:

1. A designee of Employee Health shall be tasked with the implementation and maintenance of a reliable system for immunization tracking.

2. The Employee Health Nurse shall report immunization compliance data to its Infection Control Committee or each Hospital committees as appropriate.

3. Evaluate annually the HCP immunization program:
   a. How many staff were immunized?
   b. How does that compare with previous years?
   c. Was the vaccine supply appropriate for the demand?
   d. Try to learn why some staff chose not to be immunized. If their concerns are based on misinformation, educate.
   e. All staff is required on a yearly base to take computer based education
   f. Each employee will receive one on one education and a copy of the VIS during the annual health screening.
   g. Education for new employees during general orientation and for senior employees during staff meetings.
   h. Educational materials about influenza and HCP will be gathered from different web sites: APIC, CDC, Preventinfluenza.org, and others.

Responsible Persons:

The Infection Control Director, Employee Health Nurse and the Administrative Assistant are responsible for implementing, auditing and monitoring this Infection Control Program. Human Resources (staff) and Faculty Affairs (Faculty) will work with department leaders to ensure that the policy is carried out, including disciplinary action up to and including termination as indicated.

Leadership Roles:

Support from members of the Hospitals’ administration.

Designate department leaders in different areas of each hospital for overall vaccination
campaign operations, and leaders for communications systems.

Identify and convene a multi-disciplinary team meeting for the influenza program, with a minimum, physicians, nurses, administrators and pharmacist’s representatives. Invite representatives from departments with the lowest staff immunization rates during last year’s program. Appoint an in-department “champion” to manage the program. Prepare this person to educate leadership about the importance of immunizing HCP against influenza during management meetings, departmental in-service training, orientation sessions for new staff, etc.

Designate an Employee Health Nurse as the manager of supplies, logistics, scheduling and supervision of auditing and monitoring.

**Clinic Advertising:**

Use multi-lingual methods to widely post clinic purpose, dates, locations, times and which staff population will be served. A variety of mechanisms –flyers, posters, emails and department meetings will be used to advertise the influenza vaccination. Clinics will be available during all shifts and to all departments. Deadline dates will be established and communicated by HR and Medical Communications.

**Vaccination clinic locations and management of the crowd:**

Seek out different areas in each hospital that are accessible to the staff members so that they may assist with the “vaccination fair days” and be able to promptly return to their shifts. Provide adequate facilities (e.g., waiting areas and desks to complete forms).

Assist the staff in completing the consent forms and provide the staff the most updated influenza Vaccination Information Sheet (VIS). Fill syringes with vaccine at the time of vaccination ONLY.

**VI. References:**


B. APIC Position Paper: Influenza Vaccination Should Be a Condition of Employment for Healthcare Personnel, Unless Medically Contraindicated [apicifo@apic.org](mailto:apicifo@apic.org)

C. Center for Disease Control and Prevention([www.cdc.gov/](http://www.cdc.gov/))

D. National Center for Immunization and Respiratory Diseases([NCIRD)www.cdc.gov/ncird/index.html](http://www.cdc.gov/ncird/index.html)

E. MMWR Recommendations and Reports Vol 65, No.RR-5   [http://www.cdc.gov/mmwr/volumes/65/rr/rr6505a1.htm?__cid=rr6505a1_e](http://www.cdc.gov/mmwr/volumes/65/rr/rr6505a1.htm?_cid=rr6505a1_e)
Influenza Vaccination Request for MEDICAL Exemption

INSTRUCTIONS AND INFORMATION

The mandatory influenza (flu) Vaccination Policy reinforces the University's commitment to safety and provides consideration for a MEDICAL exemption to anyone who is unable to receive the vaccine for a verifiable MEDICAL reason. Please complete this form and attach medical records from your healthcare provider showing the medical reasons why you should not receive the flu vaccine.

WHAT ARE THE DEADLINES?

— See deadline to submit this form at http://business-services.miami.edu/departments/ehs/employee-health-office/seasonal-flu-vaccine/index.html
— It is the health care worker's responsibility to submit a timely request and any delay in verification may result in a suspension until such time that information can be obtained.
— A determination will be provided within seven (7) business days from the receipt date.
— You can appeal a denial in writing within three (3) business days of receiving a written denial notification.

WHAT PAPERWORK DO I NEED?

— This 3-page form - The Influenza Vaccination Request for MEDICAL Exemption Form.
  o You, the employee, should complete Section 1, and take the form to your healthcare provider (MD, NP, or PA).
  o Your healthcare provider should complete Section 2, and provide you with supporting documentation at the time of your visit.
— Supporting documentation:
  The medical exemption strict criteria include history of GBS and anaphylactic type reaction to previous flu vaccine. Medical record/s with documentation must be provided along with your application form. Please retrieve copies of your medical record (progress notes, visit notes, ED notes) to support the information on your application form. Attach documentation (progress notes, visit notes, ED notes) to this application.

WHERE DO I SEND MY APPLICATION?

The completed form and all required supporting documentation must be submitted to the Employee Health Office for review at flu@miami.edu

WHO REVIEWS MY APPLICATION?

A 3-member physician panel will review your medical exemption application.

MY APPLICATION WAS DENIED. HOW CAN I APPEAL?

— A health care worker who is denied a request for a MEDICAL exemption can appeal in writing within three (3) business days of written denial notification.
— The appeal will be reviewed by a three-person panel chaired by the Associate Vice President for Human Resources, Medical Campus. The letter of appeal should be submitted to flu@miami.edu

WHO DO I CONTACT FOR MORE INFORMATION?

Questions regarding MEDICAL exemptions should be directed to Sandra Chen-Walta, ARNP, Employee Health Office at 305-243-3267 or flu@miami.edu

Influenza Vaccine Medical Exemption
Please submit this completed form to flu@miami.edu

INSTRUCTIONS: Section 1 to be completed by the employee; Section 2 to be completed by the Healthcare Provider. The Medical Exemption Influenza Committee will review this form. The Medical Exemption form is to be completed, signed and dated by a healthcare provider (self-completed forms will not be considered). Since egg free flu vaccine is available, history of egg allergy will not be accepted as a routine medical exemption.

Section 1 (To be completed by the employee)

<table>
<thead>
<tr>
<th>Name: (Last)</th>
<th>(First)</th>
<th>UMID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Personal Phone #</td>
<td></td>
</tr>
<tr>
<td>Department Name:</td>
<td>Job Title or Position:</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>SUPERVISOR Phone #</td>
<td></td>
</tr>
<tr>
<td>Work Address:</td>
<td>Building Name:</td>
<td>Room #</td>
</tr>
</tbody>
</table>

Please answer the following questions (enter n/a if not applicable):
1. What was your date or approximate DATE OF HIRE [include the month and year]?
2. If you ARE a new hire, were you told that the Flu Vaccine was mandatory for you at the time of hire?
3. Did you RECEIVE the Flu Vaccine last year?
4. Where did you receive the vaccine last year?
5. If you received the Flu Vaccine last year, did you have an untoward reaction?
6. Describe the untoward reaction
7. If you did NOT receive the Flu Vaccine last year, were you exempted?
8. If you were NOT exempted last year, why not?
9. Have you ever been PREVIOUSLY exempted from receiving the Flu Vaccine?
10. If previously exempted, what was the DATE of the exemption?
11. If previously exempted, where did you receive your Flu Medical Exemption (UM, etc.)?

Additional information:

________________________________________

________________________________________

AUTHORIZATION AND ACKNOWLEDGMENT

I authorize UM Employee Health Office to request and receive documentation and information regarding my application for medical exemption. This will be used for the purposes of considering a medical exemption from receiving influenza vaccination.

The mandatory influenza Vaccine Program is a condition of my employment as a healthcare worker at the University of Miami. I hereby certify that the information contained herein is accurate and true to the best of my knowledge. I understand that any misrepresentation or the provision of false information will result in disciplinary action up to and including termination of my employment with the University of Miami.

Employee Signature: ________________________ Date: __________________

Influenza Vaccine Medical Exemption
Section 2 (To be completed by the Healthcare Provider- MD, NP, or PA)

Patient Last name_________________ First name_________________ DOB: ____________

1. Please explain the medical reason/s why this applicant is unable to receive the Influenza Vaccine below.
2. Please provide the patient with copies of medical records indicating the contraindication/s for the Flu Vaccine. Copies of progress notes, visit notes, etc. demonstrating Flu Vaccine contraindication must accompany this application.

Please describe the medical contraindication/s why this person should NOT receive the Flu Vaccine:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

By my signature below, I hereby certify that the information contained herein is accurate and true to the best of my knowledge.

Signature of Healthcare Provider (No signature stamp accepted) ______________ Date ____________

PRINTED NAME OF HEALTHCARE PROVIDER: _________________________________

PRACTICE NAME: _______________________________ OFFICE PHONE NUMBER: ______________

Attention Provider
ATTACH MEDICAL RECORDS

Please attach medical records or progress/visit notes that specifically indicate the contraindication/s for the patient receiving the Flu vaccine.

Please note:
The entire patient chart is not required.
Only the progress/visit note of the healthcare provider demonstrating contraindications to the Flu Vaccine is required.

Influenza Vaccine Medical Exemption
Attachment B: Influenza Vaccination Request for Religious Exemption

**UNIVERSITY OF MIAMI**

**Influenza Vaccination**

**Request for Religious Exemption**

**INSTRUCTIONS AND INFORMATION:**

The University of Miami is committed to diversity and respects the religious and cultural beliefs of our health care workers. The mandatory influenza vaccination policy reinforces the University’s commitment to safety and provides consideration for a religious exemption to anyone that cannot receive the vaccine for a verifiable religious reason. Please complete this form, attach a letter from your religious leader on official letterhead speaking to your religious affiliation, and/or a quote from a religious text along with a letter explaining the relevance of the text supporting your beliefs. The completed form and all required supporting documentation must be submitted to the Office of Workplace Equity and Performance (“WEP”) for review at wep@miami.edu. A determination will be provided within seven (7) business days from the receipt date.

It is the health care worker’s responsibility to submit a timely request and any delay in verification may result in a suspension until such time that information can be obtained. A health care worker who is denied their request for a religious exemption can appeal in writing to the Assistant Vice President for WEP within three (3) business days. The appeal will be reviewed by a three-person panel comprised of Associate Vice President for the Medical Campus; Assistant Vice President for the Coral Gables Campus; and Assistant Vice President for Workplace Equity & Performance.

Questions regarding religious exemptions should be directed to Roy Hinds, Director, Workplace Equity & Performance at (305) 243-5518.

**EMPLOYEE’S INFORMATION:**

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**INFORMATION PERTAINING TO EMPLOYEE’S RELIGIOUS BELIEF:**

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AUTHORIZATION AND ACKNOWLEDGMENT:

I authorize WEP to request and receive documentation and information regarding my religious practice or belief for the purposes of considering an exemption from receiving an influenza vaccination required in connection to my employment as a health care worker with the University of Miami. I have included a letter from my religious leader on official letterhead speaking to my religious affiliation and/or a quote from a religious text along with a letter explaining the relevance of the text supporting my beliefs.

I hereby certify that the information contained herein is accurate and true to the best of my knowledge. I understand that any misrepresentation or the provision of false information will result in disciplinary action up to and including termination of my employment with the University of Miami.

Signature: _______________________________ Date: _______________________________
PLEASE PRINT!

Seasonal Influenza Vaccine Consent Form

Name: (Last) __________________________ (First) __________________________ UMID: __________________________

Date of Birth (e.g., 1/2/1972) __________________________ Job Title or Position: __________________________

Department Name: __________________________ Work Phone: __________________________

Work Address: __________________________ Building Name: __________________________ Room #: __________________________

Work Location: ☐ Medical ☐ Gables ☐ RSMA ☐ UMHC/SCCC ☐ BPEI ☐ UMH ☐ Other: __________________________

Job Class: ☐ MD ☐ Med Student ☐ PhD ☐ ARNP ☐ RN ☐ PA ☐ Other UM Student ☐ Other: __________________________

Fluzone is latex and thimerosal free. You should not receive influenza vaccines if:

You have any severe, life-threatening allergies; if you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine (most, but not all, types of flu vaccine contain a small amount of egg protein, however, egg free vaccine is available); if you ever had Guillain-Barré Syndrome (also called GBS); or if you are not feeling well. It is usually okay to get the flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.

Possible reactions to the Flu vaccine:

Mild: Soreness or redness at the site of the shot; fever; body aches. For the intradermal vaccine, you may experience pain, bump, and redness at the injection site.

Severe: Acute allergic reaction – high fever; confusion; difficulty breathing; hives; rapid heartbeat – would occur within a few minutes of the vaccine. Guillain-Barre Syndrome – progressive muscle weakness and paralysis – may occur within days to weeks after the Flu vaccine.

1. Do you work with patients or work in an area where patients are seen? ☐ Yes ☐ No
2. Do you feel sick or have a high fever today? ☐ Yes ☐ No
3. Do you have severe allergy to eggs? (IF YES, give Egg Free Vaccine) ☐ Yes ☐ No
4. Have you ever had a severe reaction or anaphylaxis to a previous flu vaccine? ☐ Yes ☐ No
5. Have you ever had Guillain-Barre Syndrome (a severe paralyzing illness)? ☐ Yes ☐ No
6. Are you allergic to Latex? ☐ Yes ☐ No

7. List any other allergies:

If you have had recent chemotherapy, radiation therapy, or steroids, these conditions may decrease the effectiveness of the vaccine. However, flu vaccination is still recommended. Flu vaccination is recommended for any woman who will be or is pregnant or breastfeeding during the influenza season. Vaccination can be given in any trimester.

Consent

I have read the Influenza vaccine information sheet dated 8/7/2015. I have been provided an opportunity to ask questions about influenza and its treatment. I understand the risks and benefits of the vaccination. I understand that the vaccination that I am about to receive is a single shot and it will not be fully effective for approximately two weeks. However, as with all vaccines, there is no guarantee that I will become immune or that I will not experience side effects. I understand that I should not receive the flu vaccine if I have ever had a life-threatening allergic reaction to a previous influenza vaccine, or have a severe allergy to any part of this vaccine or if I have ever had Guillain-Barré Syndrome (a severe paralyzing illness, also called GBS). I hereby give consent to receive the influenza vaccine.

Signature of Vaccine Recipient: __________________________ Date: __________________________

Do not write below this line. Office use only – please print.

Please note that intradermal and intramuscular vaccines are being administered.

NAME OF YOUR CLINIC (for example, UMH): __________________________

Name of Flu Vaccine: __________________________ Manufacturer: __________________________ Route: ☐ Intramuscular 0.5 ML

Lot Number: __________________________ Expiration Date: __________________________ Location: ☐ R Deltoid ☐ L Deltoid

Administered by (clearly print your name):

Updated: August, 2017

VIS dated 8/7/2015 is to be used in the 2017-2018 Flu Season
Frequently Asked Questions Regarding Required Flu Vaccine

Why are we requiring the flu vaccine?

Each year, approximately 24,000 people die and 150,000 are hospitalized due to the flu. These are preventable deaths. Requiring an annual flu vaccine demonstrates our commitment to protect the safety and health of our patients, many of whom already have weakened immune systems, as well as visitors, co-workers and our families. Vaccination for Health Care Workers (HCW) has been recommended for years, yet vaccination rates remain at 61.9 percent nationally. Over the past few years, voluntary programs have not been effective at significantly increasing vaccination rates. Requiring flu vaccinations is a step that has also been taken by many of the health care systems and hospitals throughout the nation.

Who has adopted the required flu vaccination policy?

All of University of Miami Miller School Of Medicine facilities are being required to adhere to the vaccination policy based on the nature of the facility. For a list of facilities affected, go to Influenza Requirements by Location.

Who does this apply to?

The required influenza vaccination program applies to all HCWs and staff that work in facilities where patient care is provided. At UHealth, HCWs are all those MSOM Workers with face-to-face interactions (both clinical and non-clinical) with patients. This would include all MSOM (both Faculty and Staff) Hospital and Clinic workers regardless of location.

What is considered patient care or clinical areas?

These are defined by the physical or recognized borders of hospitals, clinics or other sites where clinical operations occur. These include but are not limited to: inpatient and outpatient areas where patients may be seen, evaluated, treated or waiting to be seen. For a list of facilities affected, go to Influenza Requirements by Location. If you are still unsure, please contact your Human Resources representative.

How effective are flu vaccines, especially since virus strains keep changing?

The flu vaccine is the most effect method to prevent influenza. The effectiveness of the vaccine depends on a number of factors, including the accuracy of the match between vaccine strains and circulating strains and the age and health of the recipient. Influenza vaccine does not protect against other respiratory viral infections that occur during winter months. Public health officials have a good track record of predicting the three main flu strains that will cause the most illness during each flu season. These strains usually change each year, which is why the vaccine is given annually. Even if you get the flu from a strain of the virus that was not included in the vaccine, having the vaccine can make your illness milder.

Why is wearing a mask and doing a better job of hand hygiene not enough to prevent transmission of flu?
HCWs have frequent contacts with high-risk patients in many settings. HCWs can serve as a vehicle to transmit influenza even when they do not have symptoms. Up to 25 percent of HCW with the flu may have minimal or no symptoms yet can still transmit infection. Studies have found that HCW with influenza-like symptoms work an average of 2.5 days while ill and those infected with influenza can transmit the virus to others even before their symptoms begin.

Additionally, their absenteeism can stress a health care facility or system. Research shows that influenza vaccination of HCWs decreases patient mortality by 40 to 50 percent, risk of nosocomial infection by 43 percent and absenteeism by 20 to 30 percent, while limiting the risk of bringing illness acquired at work home to family members. We are not able to ensure compliance with masking or hand hygiene and thus these measures are not considered as reliable as vaccination in protecting our patients.

**Why can vaccination be voluntary?**

Our highest priority must be to protect our patients, (many of whom are vulnerable to adverse outcomes) and the employees who serve them. Research clearly shows that flu vaccinations vastly increase mass immunity and protect immune-suppressed patients.

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## Importance of Being Vaccinated

### I am not involved in direct patient care. Why should I be vaccinated?

The Centers for Disease Control and Prevention (CDC) recommends the vaccine for all persons over the age of 6 months, especially HCWs. Everyone, including laboratory, clerical, dietary and housekeeping employees as well as security, facilities, maintenance and administrative personnel might be exposed to the flu virus even though they are not directly involved in patient care, and could transmit the virus to others.

### I am very healthy and never get the flu. Why should I get the flu vaccine?

Working in a health care environment increases your risk of exposure. You may become infected and experience only mild symptoms but still pass the virus to patients, co-workers and members of your family.

### I am very familiar with the symptoms of the flu, and I stay home when I am sick, so there is very little chance that I would infect my co-workers or patients. Why should I get the vaccine?

The signs and symptoms of the flu may not appear for two to three days after you contract influenza, during which time you could unknowingly infect patients and co-workers.

### Can I just take antiviral drugs if I get the flu?

It is best to take precautions to prevent the flu with annual immunization. You can always seek treatment for the flu, but in the meantime, you may have already passed on the virus to patients and co-workers since viral shedding may occur up to two to three days prior to the appearance of symptoms. Also resistance to antiviral drugs can develop in circulating virus strains, therefore compromising the effectiveness of the drugs for people who need them the most—those at high risk for severe complications.
About the Vaccine

What viruses will the 2017-2018 flu vaccines protect against?

There are many flu viruses and they are constantly changing. The composition of U.S. flu vaccines is reviewed annually and updated to match circulating flu viruses. Flu vaccines protect against the three or four viruses that research suggests will be most common. For 2017-2018, three-component vaccines are recommended to contain:

- an A/Michigan/45/2015 (H1N1)pdm09-like virus
- an A/Hong Kong/4801/2014 (H3N2)-like virus
- a B/Brisbane/60/2008-like (B/Victoria lineage) virus

Four-component vaccines, which protect against a second lineage of B viruses, are recommended to be produced using the same viruses recommended for the trivalent vaccines, as well as a B/Phuket/3073/2013-like (B/Yamagata lineage) virus.

When should I be vaccinated?

When the flu season is about to begin, you should get the vaccine as soon as possible. It takes about two weeks to develop protection after receiving the vaccine. Check with your local Employee Health office for information about flu vaccination, including locations and times.

If I get the seasonal flu vaccine in the fall, will I still be protected if the flu season continues into March or April?

Yes. Protection from the particular strains included in the vaccine will last for the duration of the flu season.

Is it true that you can get the flu from the flu vaccine?

No, a flu shot cannot give you the flu. Flu vaccines that are administered with a needle are currently made in two ways: the vaccine is made either with a) flu vaccine viruses that have been 'inactivated' and are therefore not infectious, or b) with no flu vaccine viruses at all (which is the case for recombinant influenza vaccine). In randomized, blinded studies, where some people got flu shots and others got saltwater shots, the only differences in symptoms was increased soreness in the arm and redness at the injection site among people who got the flu shot. There were no differences in terms of body aches, fever, cough, runny nose or sore throat.

Will the flu vaccine make me feel ill?

Almost all people who receive the influenza vaccine have no serious problems. Some people may experience minor side effects. If these problems occur, they begin soon after the shot is given and usually last no more than one to two days. The most common side effects are:

- Soreness, redness or swelling where the shot was given
- Low-grade fever and aches

Any HCW who believes that they are experiencing adverse effects related to the vaccination should contact Employee Health Office.
I have an allergy to eggs. Should I get the flu vaccine?

The Centers for Disease Control and Prevention (CDC) recommends people who experienced only hives after exposure to egg can get any licensed flu vaccine that is appropriate for their age and health. People who have symptoms other than hives after exposure to eggs such as angioedema, respiratory distress, lightheadedness, or recurrent emesis or who have needed epinephrine or another emergency care intervention, also can receive any licensed flu vaccine which appropriate for age and health, but vaccine should be given in a medical setting and supervised by a health care provider who is able to recognize and manage severe allergic reactions. Settings include hospitals, clinics, health departments, and other physicians office. People with egg allergies no longer need to wait 30 minutes after receiving the vaccine.

However, a previous severe allergic reaction to flu vaccine, regardless of the component suspected of being responsible for the reaction, is a contraindication to future receipt of the vaccine.

I am pregnant. Should I get the flu vaccine?

Yes, pregnant women should receive the flu shot. It is especially important for pregnant women to get the flu shot, as you are more likely to have serious complications to yourself and your pregnancy if you get the flu. Once you get the flu shot, your body will start producing antibodies that will help protect you against the flu, and this protection can be passed to your unborn baby. According to the CDC, you can receive the flu shot at any time, during any trimester, while you are pregnant. Pregnant women should receive the injectable vaccine.

I have heard there are other types of flu vaccine, such as the high dose vaccine, the intradermal vaccine and the quadrivalent vaccine. Do these alternatives offer me more protection than the trivalent vaccine?

CDC recommends flu vaccination as the first and most important step in protecting against the flu and has not expressed a preference for one vaccine over another for HCW. **UHealth is offering the Quadrivalent, egg free and intradermal vaccine.**

What if I get vaccinated on my own through my doctor’s office or another location other than at University of Miami Medical Campus?

That is acceptable. If you receive the vaccine elsewhere, please provide documentation to Employee Health.

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**Exemptions**

What about an individual who has medical or religious reasons for declining vaccination?

An exemption to the vaccination policy may be requested for medical reasons, including documentation of severe allergy to the vaccine or components as defined by the most current recommendations of the CDC’s Advisory Committee on Immunization Practices (ACIP).

Likewise, if receiving the vaccination conflicts with sincerely held beliefs, a request for religious accommodation may be made.

What documentation do I need to provide to request a medical exemption?

There are very few medical contraindications to receiving the flu vaccine. However, a HCW may apply for a medical exemption if he or she believes a vaccine would cause serious harm (e.g., if he or she has a documented...
history of a serious reaction to a previous flu vaccine). The HCW must have his or her physician complete the UHealth Medical Exemption form and the HCW is responsible for requesting and returning the completed form to Sandra Chen-Walta, ARNP in the Employee Health Office at flu@miami.edu. Request must be submitted by the publicized dates on the website Seasonal Influenza Vaccine Schedule.

**My religion requires me to decline vaccination. What should I do?**

A HCW whose religion prohibits vaccinations may apply for an exemption. A HCW seeking a religious exemption must submit the completed form, along with any supporting documentation, to Roy Hinds in the HR Department of Workforce Equity and Performance at wep@miami.edu. Supporting documentation is any documentation that supports the worker's belief that religion prohibits him or her from obtaining the flu vaccine. Examples of supporting documentation are a letter from a religious leader or a quote from a religious text along with a letter from the HCW explaining the relevance of the text and/or a sworn affidavit confirming that the worker has never exposed him/herself to any vaccinations. Request must be submitted by the publicized dates on the website: Seasonal Influenza Vaccine Schedule.

**I received an exemption last year. Do I have to submit the paperwork again this year?**

Yes. All personnel who have a religious exemption must submit a new request. Because the composition and availability of flu vaccines changes from year to year, certain allergies or concerns may no longer be relevant. All HCW who are requesting an exemption from vaccination should fill out the appropriate paperwork and submit it to Employee Health (medical) or Human Resources/Workforce Equity and Performance (religious) for review. All personnel with a previously approved medical exemption are not required to submit a new request.

**If my declination for medical or religious reasons is approved, will I still be able to work?**

Yes. Employees with approved religious or medical exemptions will be encouraged to wear a mask. Any HCP with a respiratory infection will be encouraged to wear a mask within 6 feet of a patient for whom they are providing care/service throughout the year.

**Compliance**

**What happens if I do not want to get the vaccine?**

MSOM health care workers (HCWs) who do not receive the vaccine by publicized deadline or who do not have an approved exemption (medical or religious) will be placed on a 7-day unpaid leave (those with available vacation time must use vacation pay during the leave). During this time, the HCW will have access to additional educational information regarding prevention of influenza, and will have the opportunity to be vaccinated at any point during the 7-day leave. This is a disciplinary matter that will be recorded in the employee’s file.

HCWs who do not obtain the flu vaccine by November 10, 2017 will be precluded from accessing any area where patient care is provided and from providing patient care and will be disciplined up to and including termination, (Faculty will be disciplined pursuant to the terms of the Faculty Manual).

**More Information**

**Where can I get more information about the flu vaccine?**

You can find more information on the flu vaccine at www.cdc.gov/flu