



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE: Influenza Vaccination

REFERENCE: N/A

CATEGORY: Human Resources

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SUPERSEDES: N/A

APPROVER: /s/

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PURPOSE

The University of Miami ("University") recognizes its ongoing commitment to public and patient safety. In an effort to limit the spread of influenza infection, the University is requiring Influenza Vaccination for all Healthcare Workers. At the University, Healthcare Workers are defined as personnel who have ongoing interactions with patients as a function of their clinical or non-clinical job. This policy will help us better serve our community and protect our patients, employees, families, and associates from the unnecessary spread of the influenza virus.

POLICY

It is the policy of the University that all health care workers receive an annual influenza vaccination or possess an approved exemption to access any clinical setting. Applicants for positions in clinical settings who accept an offer of employment during the influenza season (i.e., generally from September to March; however, this definition may be modified in practice based upon guidelines from the Centers for Disease Control and Prevention) must receive an influenza vaccination prior to commencing work with the University. Said applicants will be given five (5) work days from the date of their acceptance of employment to receive their vaccination or provide proof of vaccination to the Employee Health Office. An applicant who does not comply with this condition of employment shall have their offer rescinded. All others including patients and visitors are not covered by this policy but are highly recommended to take precautions while visiting any University clinical setting.

DEFINITIONS

"Business Day" shall mean the part of a day during which most businesses are operating, usually from 9 am to 5 pm Monday through Friday, and shall not include Saturday, Sunday, a publicly recognized holiday, or a University-recognized holiday.

"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 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. The specific facilities subject to this policy shall be listed in the annual communication issued by the University.

“Influenza Season” shall mean an annually recurring time period characterized by the prevalence of outbreaks, which typically occurs during the fall and winter months (i.e., generally from September to March). However, this definition may be modified in practice based upon guidelines from the Centers for Disease Control and Prevention (CDC).

“Employees” shall mean 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.

“Guest” shall mean an individual or group that is invited to the institution to take part in a function organized by the University or required as part of an accreditation review to access the facilities.

“Health Care Worker” shall mean an individual in a clinical or non-clinical role who delivers or provides services to patients, families, or the community in a medical-related field or healthcare industry. The term “health care worker” may include employees (faculty & staff), volunteers, independent contractors, vendors, researchers, fellows, students, interns, residents, and guests of the University.

“Student” shall mean an individual who is enrolled at the University of Miami and requires access to the clinical setting for an authorized academic purpose, including but not limited to undergraduate students, graduate students, researchers, fellows, residents, students participating in an authorized work-study program, and interns.

“Vaccination Deadline” shall be designated with each year’s flu season communication as timing may be subject to modification based on CDC guidelines, pharmacy supplies and other variables.

“Vendor” shall mean anyone doing business with the University and requiring access to a clinical setting for a University-related purpose.

“Work Day” shall mean the periods 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.

“Work Week” shall mean a fixed and regularly recurring period of seven (7) consecutive 24- hour periods.

PROCEDURE

I. VACCINATION REQUIREMENT

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.

As a condition of employment with the University, a health-care worker must receive an annual influenza vaccination when the individual is scheduled or expected to work in said clinical setting during Influenza season, or possess an approved medical or religious exemption as provided below. Any individual covered by this policy who fails to comply with its provisions will be denied access to all clinical settings (except access to the Employee Health Office (“EHO”) for the purpose related to influenza vaccination); and serve up to seven (7) business days of unpaid suspension. Failure to comply with this policy after serving a suspension will result in termination of employment.

II. VACCINATION PROCESS

Prior to the start of influenza season, the University will provide information to employees regarding the requirement for vaccination; dates when the influenza vaccine is available; procedure for receiving vaccination; the approval process for outside vaccinations; and the exemption process. The vaccine will be offered free of charge to University employees, while supplies last. The flu shot is available at no cost to employees. For vaccinations received outside of the University, please refer to your benefit plan for coverage options. In addition, the vaccine will be offered by EHO to all employees upon request while supplies last.

In all cases, proof of vaccination must be provided to EHO prior to the vaccination deadline in order to comply with this policy. Verifications of vaccinations obtained outside of UM, can be submitted directly to umhealthoffice@med.miami.edu.

Once vaccination has been verified, an employee will receive an identifier to be placed on their identification badge, which must be worn at all times.

In the event of an influenza vaccine shortage, EHO will identify and prioritize staff based on risk to patient populations, job function, and risk of exposure.

III. EXEMPTIONS

A. MEDICAL EXEMPTIONS

Medical exemption may be granted under certain circumstances. Documentation in support of the medical exemption must be submitted to EHO for review. EHO shall make a determination within seven (7) business days from receipt of all required documentation to review exemption request. A health care worker who is denied their request for a MEDICAL exemption can appeal in writing to the Employee Health Manager 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 or designee. The letter of appeal should be submitted to flu@miami.edu.

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 Exemption, Attachment “A”, to the Office of Workplace Equity and Performance (“WEP”) for review. WEP shall make a determination within seven (7) business days from receipt of all required documentation to review exemption request. A health care worker who is denied their request for a religious exemption can appeal in writing to the Assistant Vice President for Workplace Equity & Performance within three (3) business days of written denial notification. The appeal will be

reviewed by a three-person panel comprised of Associate Vice President for Human Resources - Medical Campus; Associate Vice President for Human Resources - Gables Campus; and Assistant Vice President for Workplace Equity & Performance. The letter of appeal should be submitted to wep@miami.edu.

C. **ACKNOWLEDGMENT**

All employees are responsible for familiarizing themselves with the policies and procedures associated with the vaccination process.

IV. **COMPLIANCE**

Any health-care worker covered by this policy who fails to comply with its requirements will be denied access to all patient and clinical settings during the annual influenza season. Employees who do not present verifiable proof of vaccination or an exemption prior to the deadline will be placed on an unpaid suspension for up to seven (7) business days. A suspended employee can return to work at any time during the unpaid suspension by presenting proof of vaccination or by receiving approval of an exemption request as provided for above. Any employee who fails to comply with the policy standard will be terminated from employment by the University and said employee shall be ineligible for rehire. All suspension notices and terminations must be reviewed by Workplace Equity & Performance.

Temporary guests, health care workers hired after the vaccination deadline, and an employee who returns from an extended leave during the vaccination period, shall be permitted to wear a surgical mask for one (1) work week in order to allow time for compliance with this policy. Failure to comply will result in denied access to the clinical settings and disciplinary action as described above.