

ADMINISTRATIVE POLICY



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SUBJECT: EMPLOYEE INFLUENZA VACCINATION POLICY & PROCEDURES

POLICY: Nationwide Children's Hospital (NCH) has a mandatory influenza vaccine program for the protection of patients and staff, as well as for the protection of infants and children in the NCH Child Care Center.

PURPOSE: To comply with Joint Commission and the Centers for Disease Control recommendations that all personnel working in healthcare facilities receive the influenza vaccine annually.

SPECIAL INSTRUCTIONS:

1. The vaccine is mandated for all who work, practice, observe, or volunteer at NCH, its related and affiliated corporations, and its independent contractors (i.e., physicians, construction workers, vendors) who will be on site in patient-care areas. NCH will provide the vaccine at no cost to employees and all licensed healthcare providers under contract with NCH.
2. The Student Health Policy already requires influenza vaccination for students and rotating residents. To the extent the rotating residents or students are not vaccinated, NCH will determine who will purchase and administer the vaccine to such residents and students.
3. Unless an exemption has been granted as outlined below, consequences for refusing the influenza vaccine will include:
 - a. NCH Employees (including those employed by wholly owned subsidiary corporations and practice plans): Unless proof of influenza vaccination **received by the announced deadline** is provided, employees will not be eligible for a pay increase or annual longevity bonus payment.
 - b. Independent Contractors: Independent contractors who have not received the influenza vaccine will not be permitted in patient-care areas.
4. Exemptions from mandatory vaccination will require approval by the Physician Director of Epidemiology, Employee Health, or Human Resources, as applicable. The procedures are as follows:
 - a. **Medical Exemptions**: Requests for medical exemptions must be submitted to Employee Health and require approval by the Physician Director of

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Epidemiology and the Employee Health Physician. Employees requesting a medical exemption must notify their manager of the exemption request. Such exemptions may be granted for true medical contraindications, including but not limited to anaphylaxis to vaccine, known allergy to vaccine component, or a history of Guillian Barre' within 6 weeks of an influenza vaccine. Such contraindications must be documented by the employee's primary care provider or sub-specialist.

- b. Religious Exemptions: Requests for religious exemptions must be submitted to Employee Relations and require approval by the Chief Human Resources Officer (CHRO) or the CHRO's designee in consultation with Legal Services. Such exemptions may be granted based on an employee's sincerely held religious beliefs.
 - c. Employees who receive an exemption will be eligible for an annual merit or longevity increase, but all other provisions of this policy remain applicable.
5. Unvaccinated Employees Must Wear Masks During Flu Season: Any NCH employee, student, rotating resident, or volunteer who does not receive an annual influenza vaccine must wear a mask at all times during Flu Season when located in an NCH patient-care area, inpatient or outpatient ancillary area, patient registration area, patient or family waiting area, or any other area designated by the Physician Director of Epidemiology. Masks also must be worn if working in patient food services, NCH gift shops, patient transportation, or if working any job that requires frequent or episodic patient or patient family interaction. Patient-care areas include, but are not limited to the following:
- a. All inpatient floors;
 - b. All outpatient clinics, including all clinics not located on NCH main campus;
 - c. All NCH emergency departments and urgent care facilities;
 - d. All conference rooms and common spaces, excluding off-stage areas, located on or within any of the areas described in this section.
 - e. Masks must be worn in compliance with Infection Control policies, including but not limited to changing masks at least every four hours and/or when a mask becomes wet.

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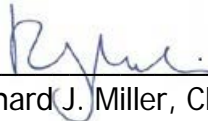
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6. Corrective Action for Failure to Wear Mask: Failure to wear a mask in patient-care areas during Flu Season by an employee or physician who has not received the influenza vaccine may result in corrective action, up to and including termination.

7. Procedure for Determining If Mask Is Infeasible: If an employee has not received the influenza vaccine, and the employee's manager and vice president, in conjunction with the Physician Director of Epidemiology and the CHRO (or CHRO's designee), in consultation with Legal Services, determines that wearing a mask is not feasible in areas serving high-risk patients or children due to the employee's job duties and/or due to patient-care considerations, the employee may be offered an opportunity to transfer to a different position within NCH as a reasonable accommodation.

Approved by: _____


Richard J. Miller, Chief Operating Officer