



LUTHERAN SOCIAL MINISTRIES OF NEW JERSEY

ORIGINAL DATE: 6/18/2015 LAST REVISION DATE: REVISION NUMBER:

STATE STANDARD: ACCREDITATION STANDARD:

POLICY NUMBER: HR-40

POLICY TITLE: Employee Influenza Immunization Policy

SCOPE: Lutheran Social Ministries of New Jersey – Agency Wide Employees and Contracted Employees.

PURPOSE: LSMNJ recognizes its responsibility to provide employees a workplace free of recognized hazards. This policy is intended to maximize vaccination rates against influenza among LSMNJ employees, especially those who work in a clinical setting. The goal is to protect residents/participants, employees, contractors and others affiliated with LSMNJ, and the broader community from influenza infection.

POLICY: Every employee or contracted employee of LSMNJ is required to receive an annual influenza vaccination, which will be provided by LSMNJ, or possess an approved exception (see Exceptions below).

PROCEDURE: Prior to the annual onset of influenza season and when the most current vaccination recommendations are published by the Centers of Disease Control and Prevention (CDC), LSMNJ will inform employee's about the following:

1. Requirement(s) for vaccination
2. Dates when influenza vaccine(s) are available
3. Procedure for receiving vaccination
4. Procedure for submitting written documentation of vaccine obtained outside LSMNJ
5. Procedure for declining due to a qualified exception
6. Consequences of refusing vaccination

Employees have the right to obtain the influenza vaccination from their own healthcare professional, at the employee's expense. A record of the vaccination and/or acceptable documentation must be provided to Human Resources prior to Nov. 1st each year.

Medical Exception:

Exception to required immunization may be granted for certain medical contraindications such as; severe allergy to the vaccine or components as defined by the most current recommendations of the CDC's Advisory Committee on Immunization Practices; Guillain-Barré within six weeks of a prior influenza vaccine.

Employee's requesting exception must submit a declination form providing documentation of medical contraindications to the Human Resources representative of the community/program.

Religious:

If an employee declines immunization because it conflicts with sincerely held religious beliefs, they must complete a request for religious exception (see Appendix A) and submit it to the Human Resources Representative of the community/program.

Compliance:

If an exception is granted, the individual will be required to wear a pre-approved mask, provided by LSMNJ, at all times while on the premises of any of LSMNJ buildings/programs and/or within six (6) feet of any of LSMNJ residents/participants during the influenza season.

Any employee covered by this policy who fails to comply with the vaccination requirement will be subject to disciplinary procedures, up to and including termination.

Vaccine Shortage:


In the event of an influenza vaccine shortage, LMNSJ will determine an appropriate distribution plan for the resources available. Influenza vaccine will be offered to employees based on risk to resident population cared for, job function, and risk of exposure to influenza. Priority will be given to those who provide hands-on patient care. Those who are prioritized to receive vaccine will be held to the mandatory standard. Those who are not prioritized to receive the vaccine will not be held to the mandatory standard for the duration of the vaccine shortage period, and recommendations will be provided to those who do not receive the vaccine.

Administering the Vaccine:

1. The DON/Assigned Staff member will post influenza immunization availability date(s) for employees.
2. An assigned Nurse will administer the influenza vaccine on the posted date(s) at an assigned location.
3. Each employee must sign an informed consent form prior to receiving the immunization.
4. Continue offering influenza vaccine for new hires during the active flu season (October 1 and March 31st) as recommended by the CDC unless refused or contraindicated.
5. An employee who refuses the influenza immunization or for which it is contraindicated to receive a flu shot must wear a surgical mask while in the facility and providing resident/participant care for the duration of the flu season.

PREPARED BY:

Name/Title:

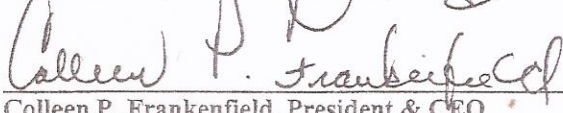


Krista Jacobs, Executive Director, Human Resources

6/18/15
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Colleen P. Frankenfield, President & CEO

6/18/15
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