

Title: STAFF IMMUNIZATIONS OR PROOF OF IMMUNITY POLICY	Policy Number: POL 120.002
Reference(s): Recommended Vaccines for Healthcare Workers, March 25, 2019 www.cdc.gov/vaccines/adults/rec-vac/hcw.html ,	Effective Date: 4/3/2018 Supersedes: Personnel Requirements Relating to Communicable Diseases, September 8, 2015
Approved By: Chris Spitters, MD, Health Officer	Revised Date: June 4, 2020

PURPOSE:

It is an expectation of the District that staff be properly immunized or sign a statement of declination against vaccine preventable diseases that they may be exposed to in the course of their duties or for which they may potentially expose clients. This policy establishes requirements and recommendations for vaccinations or proof of immunity for personnel, temporary staff and interns within the District.

PHILOSOPHY:

The District believes that its staff and clients should be protected against transmission of vaccine preventable diseases in accordance with accepted guidelines and as part of good public health practice. It is the intent of the District to comply with all Center for Disease Control and Prevention recommendations and Federal and Washington State laws and regulations regarding communicable disease risk and exposure.

DEFINITIONS:

Category II and II Staff: District employees whose jobs present the reasonably anticipated risk of exposure to blood or other infectious materials

Declination: Refusal to receive the vaccinations addressed in this policy

Immunity: Protection from a communicable disease through vaccination or history of disease

Immunization/Vaccination: Administration of vaccine against communicable diseases

Medical verification: Documentation of vaccination or laboratory-confirmed immunity by a healthcare provider

Proof of Immunity: Documentation that an individual is immune to certain diseases

Vaccine Preventable Disease: An infectious disease for which an effective preventive vaccine exists

POLICY:

Employees will obtain vaccinations or provide written medical verification of vaccinations and/or immune status as listed in Table 1. Laboratory evidence of immunity or medical health record evidence of disease history and vaccines administered serve as documented proof of disease immunity. No other documentation will be accepted, including self-reports of disease with the following exceptions:

- If an employee was born before 1957, they will not need to show documentation for measles, mumps, or rubella;
- If born before 1980, no documentation is needed for varicella.

Table 1 – Diseases: Vaccinations or Proof of Immunity		
Disease or Vaccine	All Employees	Employees in Categories I or II (bloodborne exposure risk)
MMR	X	X
Tdap	X	X
Varicella	X	X
Hep B		X
Influenza	X (annually)	X
Table 2 – Recommended Vaccinations		
Influenza	The vaccine can be obtained through their healthcare provider or pharmacy. SHD offered health care plans cover 100% of the cost. Due annually by December 1.	
Tetanus	It is recommended that those employees at risk of injury and exposure to contaminated soil be vaccinated against tetanus every 10 years.	
Hep B	It is recommended that those employees serving as First Aid Responders for the agency be vaccinated against Hepatitis B.	

MMR=measles, mumps, rubella Tdap=Tetanus, diphtheria, pertussis Hep B=hepatitis B virus

CONDITION OF EMPLOYMENT REQUIREMENTS

As a condition of employment, new hires must show written medical verification of vaccinations and/or proof of immune status for the following diseases at the time of hire. New employees may sign a declination of immunizations based only on medical, religious, or philosophical objections. New employees are responsible for all costs associated with obtaining immunizations or testing for immunity from their physician.

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|---------------|--|
| 1. Measles | 6. Pertussis |
| 2. Mumps | 7. Varicella (Chicken Pox) |
| 3. Rubella | 8. Hepatitis B (Cat I and II, substantial exposure risk) |
| 4. Tetanus | |
| 5. Diphtheria | |

ANNUAL EMPLOYMENT REQUIREMENTS

Employees shall provide written documentation of the annual influenza vaccination from a healthcare provider or sign a declination form no later than December 1 each year.

EMPLOYEE DECLINATION OF IMMUNIZATIONS

All employees have the right to refuse immunizations for medical reasons, religious beliefs, or philosophical beliefs. Employees who decline to have a titer drawn and/or who are unable to be vaccinated or who have a religious or philosophical objection will complete a declination form. Employees will not be discriminated against or disciplined for signing a declination form. He/she shall not be required to divulge personal health information or declare his/her reason for such declination.

The local Health Officer shall have the authority granted pursuant to RCW 70.05.070, to “control and prevent the spread of any dangerous and contagious diseases that may occur in his or her jurisdiction.” This may include excluding those employees who have not obtained vaccination(s) or are not otherwise immune from regular duties or from work during a declared outbreak. In this case, employees who signed declination forms may (1) be assigned to responsibilities that do not include direct contact with the public; or (2) perform normal

duties that do not require direct contact with the public; or, (3) when the District has no work available, the employee may use any accrued leave or take leave without pay, at his/her discretion.

RESPONSIBILITIES

HUMAN RESOURCES WILL:

1. Upon hire and before the start date, HR will send the immunization requirements and advise the new employee to bring documentation with them on their start date.
2. Inform employee that their immunization/immunity status or declination status will be disclosed to the Prevention Services Division Director or designee for tracking purposes and the Health Officer, as needed, for follow-up or disease control purposes.
3. Maintain immunization documentation and/or signed declinations in respective employee confidential files.
4. Maintain records for all terminated employees pursuant to OSHA regulations.
5. Notify the appropriate program supervisor of employees who remain out of compliance after two requests to update the employee's status.
6. Provide vaccination documentation to third parties such as L&I and state auditors.
7. Monitor staff who change programs within the agency and adjust immunization requirements accordingly.

PREVENTION SERVICES DIRECTOR OR DESIGNEE WILL:

1. Review new employee immunization records and inform them if they need immunizations or immunity status to meet policy requirements.
2. Make two requests to out of compliance employees to update their status. If not compliant after two requests, inform Human Resources and the employee's program supervisor.

PROGRAM SUPERVISORS WILL:

1. Advise the Prevention Services Director of employee transfers into a Category I or II position so she/he may determine employee's risk assessment category and immunization status.
2. Advise human resources of new employee risk assessment category for immunity and vaccination records.
3. Ensure that employees comply with this immunity/vaccination policy.

Employees WILL:

1. Comply with this policy.
2. Obtain recommended vaccinations.
3. Provide declination or verification of immune/vaccination status from healthcare provider, if applicable.