

System – Human Resources

TITLE:

Mandatory Influenza Vaccination Program

OUTCOME STATEMENT:

SSM Health (SSM) endeavors to minimize exposure to and transmission of the influenza virus in the workplace, thereby preventing exposure to members of the community which we serve.

Annual influenza vaccination has been found to be both safe and effective in reducing the risk of influenza and health-care related transmission. The Centers for Disease Control and Prevention (CDC) recommend vaccination of all workers in health care settings.

SCOPE:

This policy is applicable to all SSM Health*, SSM Health St. Louis and its wholly-owned operating health ministries, SSM Health Medical Groups, and all other wholly-owned operating health ministries of SSM Health with the exception of Navitus and SSM Health Saint Louis University Hospital which maintain separate policies.

FILE MAINTENANCE INFORMATION:

Original Effective Date: 09/01/2009
 Revision Dates: 07/01/2011, 10/16/2017; 09/06/2018
 Review Dates:
 Author(s): System Director, Human Resources
 Body or Person Last Approved: Chief Administrative Officer

* As required by CMS Regulation §482.12 A-0043 Conditions of Participation: Governing Body, the following hospitals are included as SSM health ministries:
Missouri: (1) SSM Health St. Mary’s Hospital – St. Louis and SSM Health Cardinal Glennon Children’s Hospital, (2) SSM Health DePaul Hospital – St. Louis, (3) SSM Health St. Clare Hospital – Fenton, (4) SSM Health St. Joseph Hospital – Lake St. Louis, (5) SSM Health St. Joseph Hospital – St. Charles and SSM Health St. Joseph Hospital – Wentzville, (6) SSM Health St. Francis Hospital – Maryville, (7) SSM Health St. Mary’s Hospital – Jefferson City, (8) SSM Health St. Mary’s Hospital – Audrain,
Oklahoma: (1) St. Anthony Hospital and Bone & Joint Hospital at St. Anthony, (2) St. Anthony Shawnee Hospital.
Wisconsin: (1) SSM Health St. Mary’s Hospital – Madison, (2) SSM Health St. Clare Hospital – Baraboo, (3) SSM Health St. Mary’s Hospital – Janesville,
Illinois: (1) SSM Health St. Mary’s Hospital – Centralia and (2) SSM Health Good Samaritan Hospital – Mt. Vernon

DEFINITIONS:

None.

PROCESS:

- I. All employees and volunteers must receive an annual influenza vaccination or possess an approved exception by October 31st of each calendar year.
- II. Employees who decline the vaccination must provide a medical or religious waiver by October 31 of each calendar year.
- III. Any employee who is not compliant with this policy by October 31 of each calendar will be placed on an unpaid administrative leave until documentation of vaccination or completed waiver is received. The employee will receive the next level of corrective action, at a minimum a written warning.
- IV. Any employee who has not provided documentation of vaccination or completed a waiver by November 30 will be dismissed.
- V. New employees hired after October 31 and before the end of flu season must comply with the policy on their first day of employment.
- VI. Exception to required immunization will be granted in the following situations:
 - A. Medical Waiver: A medical waiver must be signed by the employee's health care provider and returned to Employee Health by October 31. If due to any of the following medical reasons, the waiver does not need to be renewed annually:
 1. History of Guillain-Barre Syndrome within 6 weeks after a previous influenza vaccination
 2. Severe allergic reaction to eggs or other components of the influenza vaccine
 3. Life-threatening reaction to previous influenza vaccination
 - B. Religious Waiver: A religious waiver must be signed by the employee or volunteer and returned to Employee Health by October 31. This need not be renewed annually.
- VII. If an exception is granted, the individual will wear a mask at all times while in any SSM Health Patient or Clinical Care Area when within three feet of a patient during the influenza season.
- VIII. Records will be maintained documenting vaccinations and waivers. If a national vaccine shortage occurs, Management may suspend or revoke all or part of this policy.
- IX. Each ministry will provide the influenza vaccination annually at no cost to employees and volunteers.
- X. Quadrivalent Inactivated Influenza Vaccine will be administered to employees and volunteers based on vaccine availability and in accordance with published CDC Guidelines.

EXCEPTION REVIEW:

Any exception to this policy must be recommended by the Human Resources Leader of the ministry and presented to the System Vice President of HR for consideration and approval. The exception will only be considered when there is documented evidence of a critical need for the exception.

DOCUMENTATION:

Mandatory Influenza Waiver Form

SSM Health Influenza Consent Form

REFERENCES:

None.