

SAMPLE LTC EMPLOYEE IMMUNIZATION POLICY

[Facility/Company Name]		
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LTC Employee Immunization Policy		
RATIONALE: Employees of long-term care (LTC) facilities reduce the personal risk of infection and the spread of vaccine-preventable illnesses by ensuring they are up-to-date on all routine and recommended vaccines. Recommendations within this policy follow the Centers for Disease Control (CDC) and Prevention guidelines Recommended Vaccines for Healthcare Workers , and comply with Utah Admin Rule R432-40. Long-Term Care Facility Immunizations.		
Original Effective: mm/dd/yyyy	Revision: mm/dd/yyyy	Next Review Due: example: 3 years after

DESCRIPTION:

This policy includes [Facility/Company Name]'s responsibilities regarding employee vaccination assessment, employee influenza and COVID-19 vaccination opportunities, handling employee vaccination records, and encouraging all employees to receive and stay up-to-date with recommended and routine vaccines.

It also includes the employee's responsibility to provide this employer with a copy of their influenza and COVID-19 vaccinations and the resulting employee consequences for failure to comply.

This policy supersedes any previous [Facility/Company Name]'s policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which [Facility/Company Name] shall adhere.

SCOPE: *[adjust if you require more than employees to follow this policy]*

Unless otherwise noted, this policy applies to all employees of [Facility/Company Name]. Employees are defined as people who are paid to work for [Facility/Company Name] including medical staff, administrative staff, and support staff (e.g., kitchen, activities, etc.).

PROCEDURE:

A. Employee Immunizations

1. Employer responsibilities:

- a) [Facility/Company Name] will access each employee for needed vaccinations or medical contraindications upon hire and use that assessment to:
 - (1) Strongly encourage all employees to obtain a copy of their immunization records and stay up-to-date on all recommended vaccinations;
 - (2) Ensure each employee has the opportunity to receive the influenza vaccination annually during the current influenza season (unless medically contraindicated);
 - (3) Ensure each employee has the opportunity to receive the COVID-19 vaccination within 3-months of being eligible (unless medically contraindicated); and
 - (4) Strongly encourage all employees who do not have proof of receiving the hepatitis B vaccination series or confirmation of immunity to obtain the hepatitis B series (unless medically contraindicated).
- b) [Facility/company name] will document all employee influenza, COVID-19 and additionally provided vaccination records, proofs of immunity, vaccine refusals, and medical contraindications in their personnel files.
- c) [Facility/company name] will keep all employee immunization statuses and records confidential.

2. Employee responsibilities:

- a) Influenza vaccine:
 - (1) Employees will provide the [infection preventionist/HR/manager] with a copy of their annual influenza vaccination upon hire or within [timeline] of receiving the vaccine; or
 - (2) Employees will provide the [infection preventionist/HR/manager] with the medical contraindication or reason for refusal of the influenza vaccination opportunity within [timeline] of receiving that opportunity.

- b) COVID-19 vaccine:
 - (1) Employees will provide the [infection preventionist/HR/manager] with a copy of their current COVID-19 vaccine (as defined by CDC) vaccination upon hire or within [timeline] of receiving the vaccine; or
 - (2) Employees will provide the [infection preventionist/HR/manager] with the medical contraindication or reason for refusal of the COVID-19 vaccination opportunity within [timeline] of receiving that opportunity.

B. Hepatitis B vaccination

1. Purpose:

- a) Hepatitis B vaccination is now universally recommended by the Advisory Committee on Immunization Practices (ACIP) for all adults age 19 years and older. They also state that, "Health care and public safety personnel with reasonably anticipated risk for exposure to blood or blood-contaminated body fluids¹" should receive the hepatitis B vaccine series.

2. Scope:

- a) This applies to all employees who provide direct patient care to residents or with occupational exposure to blood or other potentially infectious materials. The Federal Standard 1910.1030 - Bloodborne Pathogens (OSHA 1991) defines occupational exposure as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that might result from the performance of an employee's duties²."

3. Employer responsibilities:

- a) [Insert your facilities policy for paying for and/or off-setting the cost to the employee for getting either hepatitis B serological testing or vaccination.]

¹ Centers for Disease Control and Prevention (CDC), Viral Hepatitis, "Hepatitis B Vaccination of Adults - Adults recommended to receive HepB vaccine" <https://www.cdc.gov/hepatitis/hbv/vaccadults.htm>

² Occupational Safety and Health Administration (OSHA), Standard 1910.1030 - Bloodborne pathogens. (1991) <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

4. Employee responsibilities:

- a) Employees with reasonable risk of exposure [should or must] receive the hepatitis B vaccine series unless they can show proof of completion of the hepatitis B vaccine series or confirmation of immunity to the [infection preventionist/HR/manager] upon hire or within [timeline] of the request ; or
- b) Employees with reasonable risk of exposure will provide the [infection preventionist/HR/manager] with the medical contraindication or reason for not getting the B vaccine series or serology testing within [timeline] of hire or request.

C. Employee consequences for failure to comply

- 1. Employees are required to comply with sections 1.A.2.a. & b.
 - a) Failure of compliance will result in progressive disciplinary action, up to and including termination.
- 2. Employees with reasonable risk of exposure must also comply with sections 1.B.4.a. & b.
 - a) Failure of compliance will result in progressive disciplinary action, up to and including termination.

Employee signature: _____

Date: _____

[Supervisor] signature: _____

Date: _____

REFERENCES:

Centers for Disease Control and Prevention (CDC), Vaccine Information for Adults, "What Vaccines are Recommended for You" <https://www.cdc.gov/vaccines/adults/rec-vac/index.html>

Centers for Disease Control and Prevention (CDC), Viral Hepatitis, "Hepatitis B Vaccination of Adults - Adults recommended to receive HepB vaccine" <https://www.cdc.gov/hepatitis/hbv/vaccadults.htm>

Occupational Safety and Health Administration (OSHA), Standard 1910.1030 - Bloodborne pathogens. (1991) <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

Utah Office of Administrative Rules, Utah Admin Rule R432-40. Long-Term Care Facility Immunizations. (05/05/2023) <https://adminrules.utah.gov/public/rule/R432-40/Current%20Rules?searchText=Rule%20R432-40>