



STAFF AND VOLUNTEER IMMUNIZATION OR PROOF OF IMMUNITY POLICY

PURPOSE

To establish requirements and recommendations for vaccinations/immunity for designated personnel within Spokane Regional Health District (SRHD). Staff must be properly immunized against vaccine preventable diseases, which they may be exposed to in the course of their duties or for which they may potentially expose clients.

APPLICABILITY

Designated SRHD staff and volunteers.

EMPLOYEE/VOLUNTEER RISK CATEGORIES FOR IMMUNIZATION AND VACCINATION

Risk categories are based on employee classifications that may, as a result of their duties associated with SRHD, require direct contact with patients or clients and potential exposure to blood or other potentially infectious materials exposing them to infectious diseases.

Category A: Employees/volunteers who provide direct patient or client care, including those who perform procedures that put them at risk of respiratory and blood/fluids exposure to communicable diseases.

- **Public Health Nursing**
 - Public Health Clinic (all programs)
 - Community and Family Services
 - Opioid Treatment Program (OTP)
 - Intermittent nurses
- **HIV/AIDS Program: all staff & volunteers**
- **CFS : Dental Hygienist**
- **Opioid Treatment: staff who collect or handle specimens**
- **DPR: 5930 staff who collect or handle specimens**
- **Laboratory staff who perform blood/body fluid testing**
- **Maintenance staff**
- **ERT Team**

Category B: Employees/volunteers who provide direct client interactions (face-to-face), including those who are at risk for exposure to respiratory disease, but do not perform procedures that put them at risk for exposure to blood or bodily fluids.

- **OTP Staff: all staff except those defined in Category A**
- **Client Services: all staff**
- **WIC Staff: all staff**
- **CFS Staff: Family Resource Coordinator; Early Childhood Development Specialist**

IMMUNIZATION AND PROOF OF IMMUNITY REQUIREMENTS

Employees within designated risk categories will be required to receive or provide written verification of vaccination, and/or immune status as listed in Table A.

Table A

Diseases Requiring Vaccinations or Proof of Immunity		
Disease or vaccine	Category A	Category B
MMR	X	X
Tdap	X	X
Varicella	X	X
Hep B	X	Recommended not required
	Recommended Vaccinations	
Influenza	The Health Officer will make a recommendation annually based on yearly epidemiology of influenza and vaccine supplies. The vaccine will be offered to employees by SRHD at a reduced fee or can be obtained through their health care provider.	
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

When initially employed, SRHD employees/volunteers must show proof of immunity or vaccination for the following diseases at the time of hire or obtain within one month after starting work. New employees/volunteers are responsible for all costs associated with obtaining required immunizations either from their physician, or the SRHD clinic at discounted employee rates.

1. Measles
2. Mumps

3. Rubella
4. Tetanus
5. Diphtheria
6. Pertussis
7. Varicella (Chicken Pox)
8. Hepatitis B (except when required by law, in which case SRHD will be responsible for paying for staff vaccinations)

CURRENT EMPLOYMENT REQUIREMENTS (If hired prior to implementation of this policy)

Designated employees and volunteers in categories A or B will need to provide written documentation from a medical provider with verification of vaccination dates and/or immunity to the specified communicable diseases. For current employees who do not have documentation of immunity, vaccinations and titer testing (as appropriate) will be paid for by agency programs*. All other non-designated employees will be exempt, except in the event of an outbreak in the community. In this instance, the Health Officer will decide if employees previously considered exempt will be required to show proof of immunity or vaccination for the relevant disease.

EXEMPTION TO IMMUNIZATIONS

All employees/volunteers have the right to refuse immunizations for medical, religious or personal beliefs. However, the Health Officer has the authority to exclude un- or under-immunized employees from regular duties or from work during outbreaks or other situations that put the employee or the public at risk.

Employees/volunteers who refuse or who are unable to be vaccinated must complete an exemption form. During an outbreak situation they may be assigned to responsibilities that do not include direct contact with the public, or they may be excluded from work.

RESPONSIBILITIES

SPOKANE REGIONAL HEALTH DISTRICT:

Provide required vaccinations and/or titer testing to designated current employees/volunteers at no cost.¹ SRHD will also provide new employees/volunteers required vaccinations or titer testing at discounted employee rates.

*SRHD recognizes that some employees may prefer to receive required or recommended vaccinations and/or medical screenings (titers) directly from their personal medical provider. In these cases, SRHD will allow employees to use work time to receive the vaccinations and/or screenings and will reimburse employees for associated costs, up to the amount that would have been paid had the employee utilized SRHD services

PUBLIC HEALTH CLINIC:

1. Assess new employee/volunteer's vaccination or titer testing records and determine the need for immunizations.
2. Maintain KIPHS database of employee/volunteer vaccinations and immune status. Updates KIPHS with historical information as provided.
3. Notify SRHD employees/volunteers and managers when vaccinations are due. A report with the employee's name and vaccinations will be sent monthly via confidential email to the HR Manager or designee.

HUMAN RESOURCES:

1. Obtain authorization to disclose medical information from employees/volunteers to allow the sharing of vaccination records and titer testing between the Public Health Clinic, Program Managers and Human Resources.
2. Maintain all signed exemptions in respective employee confidential files.
3. Maintain records for all terminated employees pursuant to OSHA regulations.
4. Purge the names of terminated employees from the active vaccination screening database.
5. Notify the appropriate program manager of employees who remain out of compliance after two requests to update their status.
6. Provide vaccination documentation to third parties such as L&I and state auditors.

PROGRAM MANAGERS:

1. Determine employee/volunteer risk assessment category for new or transferred employees/volunteers.
2. Advise Human Resources of new employee/volunteer risk assessment category for immunity and vaccination records.
3. Ensure that employees/volunteers comply with the immunity/vaccination requirements.

EMPLOYEES/VOLUNTEERS:

1. Abide by the requirements established within this policy and acquire recommended vaccinations and/or titer testing. Employees/volunteers should also consider obtaining any recommended vaccinations. Provide verification of immune status or vaccination from their health care provider to SRHD, if applicable.

REVISIONS

Date	Item