Directors, Managers and Supervisors: Do you have questions about the seasonal influenza vaccine requirement? The following are a few Frequently Asked Questions. If you have additional questions or need clarification please contact Employee Health at employeehealth@uky.edu

**What is the expectation?**

**In what policy is this requirement?**

**Who is required?**

**When is the deadline to comply?**

**How can I be in compliance?**

**What if an employee receives the vaccine from somewhere else?**

**What type of flu vaccine is offered?**

**Is the live vaccine available?**

**What if I am allergic to eggs?**

**What if an employee needs special accommodations?**

**What is the declination process?**

**Will the manager be notified of the outcome of the declination process?**

**What are the consequences of non-compliance?**

**When can I get a flu shot?**

**Are they free?**

**How will managers know who is compliant and who is not?**

**Will employees have to be masked during flu season?**

**Where can I go for additional questions/resources?**

---

**What is the expectation?**

The expectation established by UK HealthCare Leadership is that all UK HealthCare employees who are required to participate in the annual TB screening are to receive the seasonal influenza vaccine. This is to ensure the protection of our employees, patients, visitors and families during influenza season. Influenza is a contagious virus; however, there are many ways we can prevent the spread and transmission. Vaccination is recognized as a key measure of prevention and safety.

---

**In what policy is this requirement?**

This, along with the other required immunizations, is supported by the Enterprise policy A03-005. Additionally, policy A03-010 is specifically designated for the “Control of Influenza”. Click here for direct access to both policies.

---

**Who is required?**

All employees are required to participate in the annual TB screening are required to receive the seasonal influenza vaccine annually. That is, all UK HealthCare employees and employees of any of the colleges of
health sciences who are being tracked for the annual TB screening. Additionally, all contracted service providers located in a patient care facility such as Crothall and Morrison’s employees as well as any volunteer and/or student worker located in a UKHC patient care facility.

**When is the deadline to comply?**

*December 1, 2015* is the deadline to comply.

**How can I be in compliance?**

There are several ways to meet this requirement and be in compliance.

- Receive a free flu shot from Employee Health
- Document with Employee Health an outside flu shot*
- Manager check-out service for co-worker vaccination**

*Note: an “outside“ flu shot includes, but is not limited to, receiving the flu shot from your UK Primary Care provider. Even if you receive one from a UK PCP, you still need to complete the short documentation form as Employee Health does not have direct access to UK PCP immunization records.

**Some restrictions apply to the manager check-out service. See the FAQ on restrictions for check-out.

If an employee has a UK HealthCare primary care provider, and received the seasonal influenza from Employee Health, please encourage them to send their primary care provider a secure message through the UK HealthCare Follow My Health patient portal.

**What if an employee receives the vaccine from somewhere else?**

That is great! Employee Health needs to be aware so we can properly document the compliance with this requirement. Please find the “Outside Receipt of the Flu Shot” form on our website or in this packet of resources.

Fax (859-257-9814) or email this completed form to Leslie at employeehealth@uky.edu to document this vaccine.

*Note: an “outside“ flu shot includes, but is not limited to, receiving the flu shot from your UK Primary Care provider. Even if you receive one from a UK PCP, you still need to complete the short documentation form as Employee Health does not have direct access to UK PCP immunization records.

**What type of flu vaccine is offered?**

Employee Health offers the current seasonal adult intramuscular vaccine. We do not stock vaccines recommended for elderly patients. We also offer the current seasons adult live nasal spray vaccine. The nasal spray vaccine **must** be administered by Employee Health at the main clinic located in the University Health Service building as there are restrictions on who may receive the live vaccine. Employee Health can also order an egg-free vaccine for those with egg allergies.
Is the live vaccine available?
Yes! However, the nasal spray vaccine must be administered by Employee Health at the main clinic located in the University Health Service building as there are restrictions on who may receive the live vaccine.

What if I am allergic to eggs?
Employee Health can order an egg-free vaccine upon request.

What if an employee needs special accommodations?
If an employee needs special accommodations for exemption from the requirement, a declination form is available upon request. Please note that completion of this declination form does not grant automatic exemption and an approval process must take place. The declination form is made available to managers and is also available upon request from Leslie at laharg3@uky.edu. The deadline to submit a declination request is November 1, 2015. See the FAQ below for additional details on the declination process.

What is the declination process?
The declination form is available from a manager or from Leslie at laharg3@uky.edu. Completion of the declination form does not grant automatic approval for exemption. The form must be turned in to Leslie via fax (859-257-9814) or email along with supporting documentation relevant to the reason for requesting special accommodations. The form is reviewed by the Medical Director of Employee Health. Additional supporting documentation may be requested at this time. Once reviewed, a determination will be made to approve or deny the declination form. The outcome of the declination form will be communicated to the employee as well the supervisor via an official memo from Employee Health. This will also be documented in the employee’s Medical Record here in Employee Health. Managers, if approval for exemption has been given, please take into consideration that Employee Health cannot confirm immunity to declined disease(s) and additional precautions should be taken if/when an employee is exposed to the disease(s). During influenza season, an employee with an approved declination shall wear a mask during all activity in a patient care facility if visitation restrictions are placed by Infection Prevention and Control. Additionally, an employee who is granted approved exemption shall complete a brief educational training designed to provide alternative ways to protect themselves, their patients and families during influenza season. This is only accessible once the approved declination memo has been issued to the employee and supervisor by Employee Health.

Will the manager be notified of the outcome of the declination process?
Yes, the manager as well as the employee shall receive an official memo from Employee Health regarding the outcome of the declination form.

What are the consequences of non-compliance?
The prescribed consequence of non-compliance with the vaccination by the deadline is a written warning. A template written warning is available upon request from Employee Health and/or Employee Relations. Adherence to this requirement is defined in Enterprise policy and therefore non-compliance with policy shall be addressed in a manner of similar transgressions. Additional corrective action for non-compliance with mask donning by unvaccinated healthcare workers includes suspension from duties at the discretion of the supervisor with support from upper management. The role of corrective action rests with the supervisor and/or manager. Employee Relations provides Human Resources support and Employee Health provides the avenue for which compliance can be obtained; including promotion, administration, tracking and reporting.
When can I get a flu shot?
Employees with scheduled birth month appointments may receive the seasonal influenza vaccine during their appointment. Beginning in October, Employee Health will sponsor several outreach vaccination clinics for UK HealthCare employees. Click here to view a schedule of vaccination clinics. Managers may also elect to check-out a specific number of vaccines from Employee Health to administer to their department. It is not permissible for the live nasal mist vaccine to be checked-out from Employee Health as additional limitations as to who may receive this particular vaccine exist. Click here to view the “check-out guidelines”. After all outreach clinics are complete, employees may walk-in to Employee Health and request the vaccine. Please note that wait times are unpredictable when walking in to Employee Health.

Are they free?
Yes! The seasonal influenza vaccine is free to any UK HealthCare employee with a valid Medical Center badge.

How will managers know who is compliant and who is not?
Employee Health will report compliance status at least weekly to managers and supervisors. Additionally, compliance will be fed into the Manager Self-Service portal of SAP. Also, employees who receive the flu vaccine will receive a small lapel pin to place on their badge and signify a current vaccination status. Employees who turn in documentation of an outside flu vaccine will also receive the lapel pin for visual confirmation of vaccination compliance.

Will employees be masked during influenza season?
Employees with no or unknown vaccination status will be asked to wear a mask while in a patient care facility during times of increased influenza prevalence in the community. It is during these times when Infection Prevention and Control will place visitation restrictions on inpatient care.

Where can I go for additional questions and resources?
Please direct questions to Leslie at employeehealth@uky.edu
Also, visit the Employee Health webpage