

MEMO

TO: UK HEALTHCARE DIRECTORS, MANAGERS, AND SUPERVISORS
FROM: UNIVERSITY HEALTH SERVICE, EMPLOYEE HEALTH
DATE: August 28, 2019
RE: 2019 – 2020 UKHC INFLUENZA VACCINE CAMPAIGN DEADLINES AND POLICY

School is back in session, the nights are getting cooler, and football season has begun. Pretty soon, the leaves will be changing color and it will be **flu shot** season again.

This is a reminder that annual influenza vaccination is mandatory for all UK HealthCare employees who are required to have an annual TB test. Our employees did a fantastic job last year, with over **90%** being compliant with this requirement. Employee Health wants to make compliance as easy as possible for everyone involved. Please review this memo for important information regarding this year's flu shot campaign.

- 1) **An annual flu shot is mandatory for any UK HealthCare employee who is required to get an annual TB screening.** In addition to regular full time employees, any student, volunteer, vendor or contracted service provider who will be inside a UK HealthCare patient care facility between **October 1 and March 31 of the current year** is required to have a seasonal flu shot.
- 2) The only exceptions made for the flu shot requirement are for employees who have received an **approved** declination through Employee Health. A declination request form is located in Policy A03-010 "Control of Influenza/Flu" (click here). It must be submitted **no later than November 1 of the current year**. Employees should follow submission instructions on the form. The approval process may take several weeks and the employee will receive notice as to the outcome of the request.
- 3) **The deadline for receipt of a flu shot is by the end of business on December 1 of the current year.** Any eligible employee who has not received a flu shot or an **approved** declination at that time will be out of compliance with UK HealthCare policy.
- 4) Any employee out of compliance with this UK HealthCare policy after the end of business on December 1 of the current year should receive a written warning that will go into their permanent employee file in Human Resources. A template for that written warning is available in this packet. (click here)
- 5) All unvaccinated employees, either those who are non-compliant or have an **approved** declination must:
 - A) **Don a mask use during visitor restrictions:** Anytime that UK HealthCare is placed on flu-related visitor restrictions, unvaccinated employees must wear a face mask at all times while in any patient care facility.

1. Any employee not fulfilling these requirements should be given a verbal reminder to do so. If the employee refuses to comply then he/she should be sent home without pay for the remainder of that workday. Managers should use their discretion if sending an employee home would place an undue burden on the unit employees or jeopardize patient care. For any questions or assistance with making this decision, a manager should contact his/her immediate supervisor.

Regards,
University Health Service, Employee Health