Immunization Requirements Policy

The effective date of this Administrative Policy and Procedure is (date).

Name of Individual Approving

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of head of agency/facility for approval

Purpose:

The purpose of this policy is to promote a safe and healthy work environment for (insert company’s name) employees, volunteers and clients being served through minimizing transmission of the influenza virus and other contagious illnesses in the workplace.

Policy:

All employees and non-employees (i.e. volunteers) of the (name of workplace) shall provide evidence of immunity or receive immunizations for any position within (name of workplace) according to the immunization list provided, which employees will be required to adhere to.

Vaccinations will be offered (free of charge if worksite is able to cover the cost) at various times and locations. Records will be maintained documenting vaccinations and declinations.

Procedures:All employees and non-employees will be required to obtain the influenza vaccine along with other required immunizations or sign the declination on an annual basis. Employees report to Human Resources and Non-employees report to Intern/Volunteer Coordinator.

Human Resources shall be authorized to maintain employee health records which will include employee’s immunization records and will be kept confidential.

Human Resources will provide copies of policy and procedure to employees during orientation and on an annual basis for the influenza vaccine. Should an employee not be in compliance the supervisor will be notified.

It is the responsibility of each supervisor and/or manager to ensure that all employees within his/her reporting line of supervision comply with this policy on a timely basis. Supervisors should encourage time for employees to obtain vaccinations.