

Policy Name: Non-Discretionary Vaccine Administration

Applies to:			
<input checked="" type="checkbox"/> OSU Wexner Medical Center [University Hospital, East Hospital, Brain and Spine Hospital, Richard M. Ross Heart Hospital, Harding Hospital, Dodd Rehabilitation Hospital, Ambulatory Clinics and Services]	<input checked="" type="checkbox"/> Ambulatory Surgery Centers [New Albany]	<input checked="" type="checkbox"/> Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and Outreach Sites	<input checked="" type="checkbox"/> College of Medicine

Policy Objective

The Ohio State University Wexner Medical Center (OSUWMC) and Arthur G. James Cancer Hospital and Richard J. Solove Research Institute (The James) will provide and require vaccines for all new and current medical staff and employees. Immunizations will be necessary to obtain and/or retain employment within the organization and must be received no later than the deadline established. This policy supports OSUWMC/The James mission and vision to provide the safest delivery of healthcare to those seeking health care services. OSUWMC/The James is complying with recommendations from expert panels and professional organizations, who advise that healthcare providers be vaccinated against measles, mumps, rubella, varicella, and pertussis (post-offer, pre-placement), influenza (seasonally) and SARS-CoV2 (COVID-19 vaccine) (at a frequency to be established). The intent is to protect patients, employees, visitors and the community from vaccine preventable infections while personalizing healthcare to meet the needs of each individual.

Medical reasons for exempting from vaccine requirements will be reviewed and approved whenever feasible. Personal reasons for exempting from varicella, measles, mumps and rubella vaccine will not be accepted. Consideration of personal reason(s) for exemption from Tdap will be reviewed on a case by case basis, (exception: staff assigned in patient facing environments to women and infants will not be granted any exemption from Tdap vaccination requirements).

This policy allows for consideration of medical, personal, religious and/or spiritual reasons for declining Influenza, COVID-19 and Hepatitis B vaccines.

Work-related vaccines and titers are provided free of charge to faculty and staff.

This policy applies to all personnel, irrespective of direct patient contact.

Definitions

Term	Definition
Post-Offer/Pre-Placement	Employment and placement in the position is contingent upon special completion of health screenings and requirement.

Policy Details

A. Vaccine Administration

1. Safety of personnel and visitors/patients is a priority
 - a. Protection from infectious diseases is provided for all faculty and staff
 - b. Workers must meet minimum immunizations requirements or demonstrate proof of immunity

2. Employee Health Services (EHS) will review all faculty and staff's immunization history and administer vaccines or titers as needed to assure immunity to measles, mumps, rubella, varicella and pertussis during the post-offer health screening. MMR and Varicella vaccinations and/or immunity are required
 - a. Vaccine series should be completed prior to the first day of employment. All immunizations must be completed within 45 days of the worker's hire date to retain employment. Departments must allow employees the ability to complete vaccination requirements. Any request for exemptions will be reviewed in collaboration with Human Resources.
 - b. Job offer is contingent on successfully passing all health requirements
 - c. Immunization necessary to obtain/retain employment no later than deadline established.
3. Immunity is required of all staff unless there is a documented medical reason for exemption.
 - a. Requests for exemption due to medical, religious or personal reasons will be reviewed by EHS in consultation with Office of Human Resources and Americans with Disabilities Act coordinator, where appropriate.
 - b. Inability/contraindication to be vaccinated or provide immunity per definition may require accommodations
 - c. Workers without required vaccinations beyond the deadline may be subject to termination.
4. The influenza and COVID-19 vaccine will be offered to faculty, staff, and volunteers upon receipt of the vaccine supply. Unless a recognized exemption applies, all faculty and staff are required to receive the influenza and COVID-19 vaccines before the established deadlines. Personnel who receive the influenza or COVID-19 vaccine at a site other than EHS will be required to provide documentation to EHS, so that this information may be entered into the EHS database.

B. Exemptions

1. Requests for the Vaccine Exemption:
 - a. Staff members wishing to obtain an exemption and be considered compliant with this policy shall:
 - i. Download the [Request for Documentation/Exemption of Influenza Vaccination form](#) or the [COVID-19 Vaccine Exemption Form](#) and have it completed by a licensed medical practitioner (if requesting medical exemption).
 - ii. Submit the completed form and any other associated documentation to Employee Health Services (EHS) by the deadline of 45 days for post-offer, pre-placement for new hires or of the year when the exemption is requested.
 - iii. Complete the eLearnings assigned when the exemption is approved.
 - b. Staff members without access to the Health System's intranet site, *MyTools*, may contact Employee Health Services at 614-293-8146 or e-mail employeehealth@osumc.edu for assistance.
 - c. Requests for exemptions will be reviewed on a case-by case basis and there is no guarantee an exemption will be approved.
2. Limited exemptions from the influenza and COVID-19 vaccination requirements will be granted on a case-by-case basis for individuals who have any of the following:
 - a. Severe allergy to any component of the vaccine.
 - b. For the influenza vaccine, a history of Guillain- Barré syndrome within six weeks of a prior influenza vaccination.
 - c. Religious or spiritual beliefs that prohibits vaccination, if applicable.
 - d. Disability for which exemption status is a reasonable accommodation.
 - e. Elect to submit a written statement which explains any other exemption for consideration. EHS and HR will make a final decision on exemptions for personal reasons.
 - f. Health-related contraindication with appropriate documentation from the individual's treating healthcare provider (e.g., MD, DO, advanced practice provider)
 - g. For the COVID-19 vaccine, severe allergy to any component of the COVID-19 vaccine with appropriate documentation from the individual's treating healthcare provider
 - h. For the COVID-19 vaccine, diagnosis of COVID-19 or infusion of COVID-19 monoclonal antibody within 90 days of the deadline to be vaccinated (temporary exemption until end of 90 day period)

3. If the exemption is granted for a temporary condition, the employee must resubmit a request for exemption each year. If the exemption is granted for a permanent medical condition (e.g., allergy or history of Guillain-Barré) the exemption will not require a letter each year, unless vaccine technology changes to eliminate allergy issues.

C. Compliance Tracking: EHS will issue limitations/restrictions if the worker fails to comply with measles, mumps, rubella, varicella and Tdap vaccine requirements to the worker’s supervisor/HR, and/or Information Technology. Information Technology will provide management with reports on percent compliance with influenza and COVID-19 vaccination per cost center. EHS will be responsible for granting exemptions and documenting compliance for off-site vaccines and exemptions and will maintain the vaccination database.

D. Infection Prevention Procedures: Individuals receiving any vaccination exemption may be required to complete an eLearning module on appropriate workplace conduct to reduce transmission as an unvaccinated individual. For the influenza vaccine, employees who may have exemption, within the 45-day window with approved accommodations, or not yet fully vaccinated may be required to wear a surgical/procedure mask for all work activities, as determined by the Medical Director of Clinical Epidemiology. For the COVID-19 vaccine, if an exemption is granted, the individual will be required to receive a COVID-19 PCR test on a weekly basis until such time as determined by Clinical Epidemiology.

E. Vaccine Shortage: In the event of vaccine shortage or a limited supply, the situation will be evaluated for the entire OSUWMC/The James. EHS, Epidemiology, HR, Pharmacy, Hospital Administration and the Emergency Management Committee will prioritize vaccine administration based on the health care workers’ job function and risk of exposure. Priority must be given to those who provide direct hands-on patient care with prolonged face to face contact with patients or have the greatest risk of exposure to patients.

F. Compliance: Failure to meet the requirements of this policy by the established deadline will result in issuance of limitations/restrictions and may result in progressive corrective action due to non-compliance. If an individual continues to remain non-compliant beyond the established deadline, the individual may be subject to removal of electronic resources and further corrective action up to and including termination. Steps in the corrective action process may be adjusted as determined by Human Resources in conjunction with Corrective Action policies.

Contacts

Office	Telephone	E-mail/URL
Employee Health Services	614-293-8146	Employeehealth@osumc.edu https://www.wow.medctr.ohio-state.edu/Departments/emphealth/ehsfrm.htm

Resources

- [Annual Influenza Vaccination Documentation/Exemption Form](#)
- [Corrective Action](#)
- [COVID-19 Vaccine Exemption Form](#)

History

<i>The Ohio State University Wexner Medical Center</i>		
<i>Approved By (List All Committees):</i>	<i>Approval Date:</i>	<i>Issue Date:</i>
1. Policy Oversight Committee	1. 6/24/2021	8/12/2009
2. Health System Operations Team	2. 7/1/2021	<i>Effective Date:</i>
3. The Ohio State University President’s Cabinet	3. 8/3/2021	8/3/2021
<i>Review Cycle:</i> <input type="checkbox"/> 2 years <input checked="" type="checkbox"/> 3 years	<i>Prior Approval Date(s):</i> 11/8/2017	

Arthur G. James Cancer Hospital and Richard J. Solove Research Institute

<i>Approved By (List All Committees):</i> 1. Policy Oversight Committee 2. Health System Operations Team 3. The Ohio State University President's Cabinet	<i>Approval Date:</i> 1. 6/24/2021 2. 7/1/2021 3. 8/3/2021	<i>Issue Date:</i> 8/12/2009 <i>Effective Date:</i> 8/3/2021
<i>Review Cycle:</i> <input type="checkbox"/> 2 years <input checked="" type="checkbox"/> 3 years	<i>Prior Approval Date(s):</i> 11/8/2017	