STATE OF UTAH HEALTH DEPARTMENT	**Number:** 08.22	**Page:** 1 of 3
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POLICIES & PROCEDURES	**Authorized By:** W. David Patton	
Section: HUMAN RESOURCES	**Subject:**	EMPLOYEE IMMUNIZATION

A. PURPOSE

The purpose of this policy is to protect against vaccine-preventable diseases in UDOH employees, children under the age of 18, and immunocompromised individuals. This policy also provides assurance to partner health agencies that staff members comply with health care worker immunization community standards and increases the UDOH's preparedness capacity during a disaster.

B. RECOMMENDED VACCINES

1. All employees are strongly encouraged to be fully immunized to protect themselves, their families, coworkers, the very young, and the very old against disease outbreaks.

a. In an effort to protect employee health and prevent the transmission of vaccine-preventable diseases the following vaccinations are **recommended:**

1) <u>Influenza</u>

2) <u>Pertussis Tetanus, diphtheria, and pertussis</u> (Tdap):
   a) Tdap – a history of one vaccine
   b) Td (tetanus and diphtheria) – one booster of vaccine at least every ten years

3) <u>Measles, Mumps and Rubella</u> (MMR)
   a) Two vaccinations separated by at least 30 days
   b) Exceptions
      i. Born before 1957
      ii. History of disease

4) <u>Varicella</u>: (Chickenpox)
   a) Two vaccinations separated by at least three months
   b) Exceptions
      i. Born before 1957
      ii. History of disease

5) <u>Pneumococcal</u>: (for employees ages 65+)
   a) One vaccine given after the age of 65 -or-

b) Two doses if the first dose was given before age 65 and it has been greater than 5 years since the first dose -or-
c) Two doses if between the ages of 2 to 64 and employee has certain medical conditions

6) Shingles Zoster: (for employees ages 60+)
a) One dose after age 60

7) Hepatitis B:
a) Three doses (given at birth, 1, and 6 months)

8) Hepatitis A:
a) Two doses (given at birth, and 6 months)

C. REQUIRED VACCINES

1. There are required vaccines for those employees who work in or who are transferred to:

   a. Emergency preparedness and outbreak response roles,
   b. Health, dental, and clinic settings,
   c. Health care facility surveyors and child care licensing staff, or
   d. Staff who in the regular course of their employment, have contact with children under 18 years of age, immunocompromised individuals, or are in a setting where these individuals reside or receive care.

2. The required vaccines pertaining to C.1. above are:

   a. Influenza:
      1) Requirement: (any of the following)
         a) Annual vaccination dates – no later than December 31 of each year
         b) Declination (annually)

   b. Hepatitis B: Employees that are potentially exposed to blood (To be determined by the Division/Office Director)
      1) Requirement: (any of the following)
         a) Three appropriate vaccine dates
         b) Proof of immunity (titer)
         c) Declination

   c. Hepatitis A: Employees who are exposed to feces (To be determined by the Division/Office Director)
      1) Requirement (any of the following)
         a) Two or three appropriate vaccine dates – depending on type of vaccine
         b) Declination

   d. MMR: (measles/mumps/rubella)

1) Requirement
    a) Two appropriate vaccine dates
    b) Proof of immunity (titer or born before 1957)
    c) Declination

e. Pertussis Tetanus, diphtheria, and pertussis (Tdap):
    1) Tdap – a history of one vaccine
    2) Td (tetanus and diphtheria) – one booster of vaccine at least every ten years.

f. Varicella: (chickenpox)
    2) Requirement
    a) Two appropriate vaccine dates
    b) Self-reported history of disease
    c) Proof of immunity (titer or born before 1978)
    d) Declination

3. In addition to the required vaccines listed above, there may be some vaccines that are required in specific settings for specific individuals.

    a. Division/Office Directors shall determine which positions are affected by this policy.

D. Required Documentation

Employees covered under this policy will provide documentation of their immunization status or declination form pertaining to the above mentioned vaccines to the Occupational Health Officer. Immunity is documented by showing an immunization record, self-reported history of disease or immunity by antibody titer. Records will be kept by the Occupational Health Officer assigned to each division, office, bureau, or program.

E. Reimbursement of Employee Costs

1. Mandatory immunizations and antibody titers will be provided by the Department to employees at no cost when not covered by their insurance.

    a. Co-pays, if applicable, will be reimbursed upon submittal of receipts and supervisor approval.

F. **Implications**

1. Those employees required to be vaccinated understand that:
    a. Vaccination does not guarantee immunity.
    b. Declination does not release the employee from work duties.
    c. In the event of a disease outbreak, those who declined vaccination may be temporarily reassigned to another area where exposure is limited, or be excluded from work until the outbreak is deemed over by the State Epidemiologist.

1) The employee will continue to receive compensation at their regular pay during reassignment.

G. Confidentiality of Documentation

Employee immunization status records are classified as private records. The Occupational Health Officer is responsible for ensuring the confidentiality and security of employee immunization records under their authority.

H. Compliance

Compliance with this policy is a condition of employment for new employees, volunteers, and for those individuals whose position requires mandatory vaccination. Failure to comply with any aspect of this policy may result in disciplinary action.

I. Exemptions

1. Any employee covered under this policy who declines to adhere to this policy must sign the application for exemption, Form 08.22a, *UDOH Employee Immunization Exemption Application*. The employee will then meet with the division/office director or their assignee to discuss the exemption. That person will approve or deny all submitted applications.
    a. Employees with an approved exemption will wear a surgical mask at all times when they are working in the same room or setting with children or immunocompromised individuals.
    b. All declination forms will be secured in a separate medical file maintained by the Occupational Health Officer assigned to their division/office/bureau.