



Why do I need to get an influenza (flu) shot?

Sun Health requires all **team members and contract personnel** to receive the flu shot or obtain an approved medical or religious exemption on file with Human Resources by **11:59 p.m. (PST), December 1, 2022**. We believe this is the right thing to do to protect our residents, team members and contract personnel in a healthcare setting. The flu can be prevented and getting a flu shot is a very effective way to decrease the spread of the virus.

Flu Shot Documentation

I'm a Sun Health team member. Where can I receive my flu shot?

Sun Health will provide the flu shot to team members. Watch for additional information to be posted by timeclocks and on the Sun Health Employee Portal - <https://employees.sunhealth.org/flu/>.

If you decide not to receive your flu shot at Sun Health, you will need to submit proof of flu shot or an approved exemption form by **11:59 p.m. (PST), December 1, 2022** via one of the following:

- A note from your doctor that states you've received your flu shot
- Proof of flu shot from another location (CVS, Walgreens, Fry's Pharmacy, etc.)
- **Only FDA-approved flu shots will be accepted**

Proof of flu shot must be presented to your local HR representative, or e-mailed to HRSupport@sunhealth.org. This information will be maintained in your team member file.

I got a flu shot at my doctor's office, am I considered compliant if I can prove I got the shot before December 1, 2022 (PST)?

Yes, if you've submitted proof and documentation of your immunization by the **11:59 p.m. (PST), December 1, 2022** deadline. If you had the flu shot before the deadline but fail to submit proof by that date, you will be subject to corrective action, unpaid administrative leave, and then termination if non-compliant the deadline.

If I choose to get the shot from my own doctor, will Sun Health pay for it or for my co-pay/deductible?

Sun Health will accept documentation of an individual receiving a flu shot from any provider. If you have Sun Health medical insurance, then your usual fees will apply to receiving this service. Sun Health will not, as part of its Team Member Flu Shot Program, provide additional monies for team members to receive the flu shot outside of the free offerings through Sun Health.

Flu Shot Exemptions, Masking and Compliance

What is the process for obtaining a medical or religious exemption?

Both medical and religious exemption request forms can be found on the Sun Health Employee Portal - <https://employees.sunhealth.org/flu/>.

Medical exemptions must be signed by the person requesting the exemption and the person's primary care physician (MD, DO or Nurse Practitioner). Religious exemptions must be signed by the individual requesting the exemption.

Both medical and religious exemption requests must be turned into Human Resources or scanned and emailed to HRSupport@sunhealth.org. This must be done by **11:59 p.m. (PST), December 1, 2022**, to be considered compliant.



Those persons with an approved medical or religious exemption will be required to wear a mask while in any resident's home or onsite in any Sun Health location, except while eating in a break room or in an office if no one else is present during the official flu season, through March 31, 2023 – end date subject to extension.

What if I choose not to be immunized or do not have an approved medical or religious exemption by December 1, 2022?

Compliance is an expectation of employment at Sun Health because of the health benefits it provides to you and anyone you come in contact with. If you fail to be immunized, submit proof of immunization, or do not have an approved exemption by **11:59 p.m. (PST), December 1, 2022** you will be unable to work as of **Noon, December 1, 2022**. At this time, all team members and contract personnel who have not received their flu shot or obtained an acceptable exemption will be removed from the schedule.

- Team members will remain off the schedule with no pay and will have until **Noon (PST), December 1, 2022** to bring verification of a flu shot or exemption. If one has not been received, all non-compliant team members will be terminated for flu shot/exemption non-compliance.
- Contracted personnel will not be able to return to Sun Health until they are compliant with policy.

What if I have an exemption and I'm not following masking guidelines outlined?

The first time an exempted team member or contractor is observed not following the masking guidelines, leaders will remind them of the requirement and let them know they are in violation of the flu policy expectations. If the manager identifies the team member or contractor has another occurrence of not following the expectations, the leader will partner with Human Resources to take the following actions.

- For Team members: Follow established corrective action guidelines for team members. Corrective action could be accelerated, as we do with any other performance concern, depending on the team member's behaviors and prior performance.
- For Contract Personnel: Take them off the schedule and reach out to the contract company for further actions.

Why do I need to wear a mask?

While the flu shot is a very effective way to prevent the flu, some people cannot receive the flu shot due to medical or religious reasons. The flu virus can be spread before you feel sick. Wearing an approved mask during flu season when in facilities with patients, protects the patient in the event you have the flu virus and protects you from getting the flu from sick patients.

I am returning from a leave of absence after the December 1, 2022 deadline. What are the expectations for my return?

Any team member or contract personnel returning from a leave of absence will continue to need a release to return to work, which now includes receiving a flu exemption or flu shot. During the return to work visit, Human Resources will screen for a flu shot. The returning team member can choose to be immunized by a Resident Services team member, provide documentation of outside flu shot or apply for a medical or religious exemption. The team member or contractor will be given seven days from their release from their treating physician to decide how they wish to comply but will not be cleared to return to work unless compliant.

If the team member declines the flu shot, or fails to receive an approved medical or religious exemption when going through this process with Sun Health after the seven-day window, it will be considered their voluntary separation of employment from Sun Health.

**Where can I get more information?**

Visit on the Sun Health Employee Portal - <https://employees.sunhealth.org/flu/> for more information.

Influenza Facts**What is the flu?**

The flu virus is contagious and easily spread by coughing, sneezing or nasal secretions. While anyone can get the flu, rates of infection are higher for some than others. Flu symptoms typically last a few days and include fever/chills, cough, sore throat, muscle aches, fatigue, cough, headache and a runny or stuffy nose.

Young children, people 65 years of age and older, pregnant women and people with conditions such as heart, lung or kidney disease or a weakened immune system can get sicker. Flu can cause fever and pneumonia and make existing medical conditions worse. Thousands of people die annually from the flu and even more require hospitalization. By getting a flu shot, you can protect yourself, patients and family members from the flu, thus limiting the spread of the virus.

When does flu season occur?

Flu season can vary depending on where you live and from year to year. Generally, flu season runs from December through March.

Can I get the flu by getting a flu shot?

No, you cannot get the flu from the flu shot because the flu shot does not contain live viruses. After getting the shot, mild symptoms such as mild soreness, redness, or swelling at the injection site can occur. A headache or low-grade fever may occur as well.

Are there any risks from getting the flu shot?

After getting the shot, mild symptoms such as soreness, redness, or swelling at the injection site can occur. A headache or low-grade fever may occur as well. As with any medicine, there is the potential for problems such as severe allergic reactions. Life-threatening allergic reactions are very rare. If a severe reaction occurs, call a doctor immediately. Team members who may be experiencing a severe reaction to the flu shot may present to the Emergency Department or Urgent Care.

Are there people who should not get the flu shot?

Yes, those with severe (life-threatening) allergies. Allergic reactions to flu shot, however, are rare. Be sure to let your doctor know if you have ever had a severe reaction after a dose of flu shot. Those who have had Guillain-Barre' syndrome should also let their doctor know.

I am allergic to latex, can I get a flu shot?

The flu shot we are using is preservative and latex free, as it has been in years past.