



POLICY: Team Member Flu Shot Program

<i>Original Implementation Date:</i>	11.2019	<i>Date Reviewed/ Revised:</i>	9.2022	<i>Area of Responsibility:</i>	<i>Human Resources</i>	<i>Version:</i>	4.0
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PURPOSE: Sun Health will decrease the risk of transmitting the influenza virus to residents, members, clients, team members, and visitors and comply with applicable laws and regulations.

POLICY:

- A. All Sun Health team members may not work in any Sun Health location during Influenza season unless they have received the flu shot or have an approved medical or religious exemption.
- B. All Sun Health team members must obtain a flu shot annually unless they have an approved exemption. Sun Health team members must be vaccinated or granted an exemption by December 1, 2022. Any individuals who become Sun Health team members or contractors during the annual flu shot program must obtain the appropriate flu shot for the then-current Influenza season within two weeks of their hire/start date or obtain an approved exemption.
- C. Flu shot administered at Sun Health locations will be available at no out of pocket cost to all team members of Sun Health. Team member insurance may be billed.
- D. Exemptions:
 - 1. Medical: Standard criteria for medical exemptions will be established based upon recommendations from the Centers for Disease Control and Prevention. Medical contraindications include:
 - a) Documented adverse reaction to the flu shot;
 - b) Documented severe allergy to a flu shot component; and
 - c) Medical condition where the flu shot could compromise health.
 - d) Requests for medical exemptions must be signed by the individual claiming the exemption and a physician (MD/DO) or nurse practitioner for the individual.
 - e) An exemption granted for medical contraindications will be subject to revocation if changes in technology or medicine remove contraindications.
 - 2. Religious exemptions: Requests for religious exemptions must state that a sincerely held religious belief, practice, or observance is inconsistent with a flu shot.
 - 3. Medical and religious exemption requests will be reviewed by appropriate personnel to determine if the exemption request will be approved.
 - 4. Requests for an exemption by Sun Health team members must be submitted annually.
 - 5. Exempted team members will be required to wear the required mask during Influenza season (December 2 through March 31) at all times while in any resident, member, client 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. If an Exempted team member has a disability, and wearing a mask prevents that person from performing the essential functions of the job, or the disability limits that person's ability to wear a mask, a reasonable accommodation shall be considered.

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- E. Human Resources is responsible for distributing periodic compliance reports to update managers on the flu shot compliance rates for team members, and on the exemptions for Sun Health team members who work in their respective areas.
- F. Sun Health managers and supervisors are responsible for the enforcement of this policy, in partnership with Human Resources.
- G. Contractors, and volunteers will be notified of the Sun Health policy and asked to provide proof of flu shot or wear a mask during Influenza season after receiving approval for a requested exemption. Department leaders are responsible for managing compliance for contractors and volunteers.
- H. Sun Health team members must adhere to this policy as a condition of employment or access to Sun Health locations. Failure to comply will be handled as a performance issue and will constitute a basis for corrective action for team members. Failure to comply with this policy by Sun Health contractors and vendors will result in exclusion from Sun Health locations where residents may be present and may result in contract termination. Sun Health will have the right to audit compliance with this policy by third parties for those categories of Sun Health contractors or vendors as to which compliance with the requirement for the flu shot or determination of exemption eligibility is the responsibility of such third party.

PROCEDURE:

- A. Administer the flu shot to team members.
- B. Provide proof of flu shot obtained outside Sun Health to Sun Health Human Resources.
- C. If exemption to flu shot is desired, submit exemption request form and supporting documentation.
- D. Masking compliance will be monitored and enforced as follows:
 - 1. Team members and volunteers, by the supervisor
 - 2. Contracted personnel by the supervisor
- E. Flu shot compliance will be monitored and enforced as follows:
 - 3. Team members by HR
 - 4. Contracted personnel and volunteers by the supervisor

Human Resources Procedures:

- A. Maintain a record of flu shot for team members.
- B. Maintain a record of flu shot for contracted personnel.
- C. Provide managers a periodic listing of (a) team members who have not received the flu shot and have failed to demonstrate proof of flu shot from another source, and (b) Sun Health team members who have been granted an exemption.

Exemptions for Sun Health team members, volunteers and contracted personnel:

- A. Complete the form requesting an exemption. Obtain physician/nurse practitioner signature if requesting exemption due to medical contraindications.
- B. Submit form requesting exemption to Human Resources.
- C. If requested, provide additional documentation.
- D. Appropriate personnel will evaluate whether the exemption should be approved.
- E. If rejected, notify the requester of the decision within five (5) business days after receipt of the request and, if applicable, give appeal rights.