

	DOCUMENT TYPE: POLICY	EFFECTIVE DATE: 08/13/2021
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ORGANIZATION(S):

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| <input checked="" type="checkbox"/> North Carolina Baptist Hospital (NCBH) | <input checked="" type="checkbox"/> Wake Forest Health Network (WFHN) |
| <input checked="" type="checkbox"/> Lexington Medical Center (LMC) | <input checked="" type="checkbox"/> Wake Forest University Health Sciences (WFUHS) |
| <input checked="" type="checkbox"/> Davie Medical Center (DMC) | <input checked="" type="checkbox"/> Wake Forest University School of Medicine |
| <input checked="" type="checkbox"/> Wilkes Medical Center (WMC) | <input checked="" type="checkbox"/> NCBH Outpatient Endoscopy |
| <input checked="" type="checkbox"/> High Point Medical Center (HPMC) | <input checked="" type="checkbox"/> Wake Forest Baptist Imaging, LLC (WFBI) |

PURPOSE

The purpose of this policy is to protect patients, employees, students, trainees, volunteers, and the community from influenza infection through annual immunization, including COVID-19 of all WFBH employees, students, trainees, and volunteers.

SCOPE

This policy applies to All WFBH employees, students, trainees, volunteers, and other “persons of interest” who are granted badge access to WFBH facilities.

DEFINITIONS

- A. **Policy:** A statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities. A policy may help to ensure compliance with applicable laws and regulations, promote one or more missions, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors, and others are expected to operate.
- B. **WFBH:** Wake Forest Baptist Health (WFBH) is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Wake Forest Baptist Imaging, LLC (WFBI), NCBH Outpatient Endoscopy, Wake Forest Health Network (WFHN), and Premier Surgery Center.
- C. **Employees** include faculty, regular full-time, part-time, and PRN employees, House Officers and contract employees.
- D. **Students** include medical students, physician assistant students, graduate students within WFBH, students of the Doctor of Nursing Practice Program and students of the Nurse Anesthesia Program, student interns and administrative residents.

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- E. **Trainees** include post-doctoral program trainees (postdocs).
- F. **Volunteers** include all persons performing volunteer work in WFBH, including all volunteers in the Volunteer Services Department.
- G. **Other Persons of Interest** include all other persons who are granted WFBH badges to access facilities. This includes independent consultants and employees of vendors

POLICY GUIDELINES

- A. Teammates are required to receive the influenza vaccine (Flu shots) and the COVID-19 vaccine, which are considered necessary for the health and safety of our patients and our coworkers within the published time frames. For the purposes of this policy, “fully vaccinated” means the teammate has received the full vaccine series.
 - a. Newly hired teammates are required to be vaccinated, submit proof of vaccination, or request an exemption as part of the health assessment with Employee Health at time of hire.
 - b. Teammates on approved leave of absence will have two weeks after returning to work to become compliant with this policy. Any offer of a new role is contingent on compliance with this policy.
 - c. Teammates who receive the vaccine from a third party must provide proof of vaccination to Employee Health including the record of vaccine, date administered, lot number, location where the vaccine was administered and the name of the vaccine administrator.
- A. Medical or Religious Exemptions
 - a. Teammates may obtain approval for an exemption based on a documented medical or religious belief that prevents them from receiving the vaccine. To receive an approved exemption, Teammates must follow the exemption request process and submit a request with documentation within the published time frame. All exemption requests will be reviewed by a committee that will approve or deny the request. The outcome of the review will be timely communicated to the teammate.
 - b. Teammates who obtain a medical or religious exemption from a vaccination will also be required to complete certain educational training to further reinforce behaviors that promote the health and safety of our coworkers and patients.
 - c. Teammates who do not receive the required vaccinations due to an approved medical or religious exemption are required to follow COVID-Safe Behaviors at all times until instructed otherwise. Unvaccinated teammates may be required to continue these behaviors even after vaccinated teammates are permitted to discontinue certain behaviors (for example, wearing masks).

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- d. Teammates that do not follow this policy can receive counseling for failing to receive required vaccinations in accordance with Performance Management policy, up to and including end of employment.
- B. MANDATORY vaccinations include:
- a. The Hepatitis B series or declination
 - b. Measles, Mumps, and Rubella (MMR) (required for all)
 - c. Tetanus-diphtheria booster and Tetanus diphtheria and pertussis (TDP)
 - d. Varicella (chicken pox). This is offered to non-immune teammates identified during the post offer health review.
 - e. Influenza Vaccine (required for all)
 - f. COVID-19 vaccination or vaccination series (including boosters)(required for all)
- C. When a teammate comes in contact with an infectious disease Wake Forest Baptist Health makes every effort to provide a safe and healthy environment for all teammates. Report any incident of contact with an infectious disease to Employee Health for care and investigation. Employee Health follows guidelines approved by Infection Prevention.
- a. Sometimes, for the safety of the teammate and others, the teammate will be removed from work as a precautionary measure. If this happens, please know:
 - i. Teammates are responsible for using universal precautions, COVID-Safe behaviors, and hand-washing at work and at home to greatly decrease the spread of many infectious diseases.
 - ii. The Attendance policy continues to apply towards any unscheduled absences, unless related to vaccine reaction recovery.
 - b. Some examples of infectious diseases include, but are not limited to, the following:
 - i. Anthrax
 - ii. Bloodborne pathogen exposure
 - iii. Bordetella Pertussis (Whooping Cough)
 - iv. Conjunctivitis (Pink Eye)
 - v. Conditions causing the teammate immune system to be compromised (weak)
 - vi. COVID-19
 - vii. Draining or open wounds or lesions
 - viii. Hepatitis
 - ix. Herpes Whitlow (Cold Sore)
 - x. Herpes Zoster
 - xi. Influenza
 - xii. Meningococcal Meningitis
 - xiii. Methicillin-resistant Staphylococcus Aureus (MRSA)
 - xiv. Methicillin-sensitive Staphylococcus Aureus (MSSA)
 - xv. Pneumonia

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- xvi. Salmonella
- xvii. SARS (Severe Acute Respiratory Syndrome)
- xviii. Tuberculosis
- xix. Varicella (Chicken Pox)
- xx. Varicella Zoster (Shingles)

If the teammate's contact with the infectious disease is believed to be work-related, the teammate or leader should complete an Employee Occurrence Report See Policy, Workers' Compensation.

D. Infectious Disease Prevention – Fit Testing Teammate Health provides, and at times requires, respirator fit testing and training for teammates in jobs that may be at a risk for at-work contact to an airborne infectious disease(s) upon hire by appointment. Thereafter, annual fit testing is completed by Employee Health.

E. Teammate Responsibilities

- a. On or before applicable published deadlines, all teammates must receive the required vaccine and submit to Teammate Health documentation of vaccination or receive an approved a medical or religious exemption. If proof of vaccination is not provided or if an exemption is not approved, teammates will be assumed to have not completed the vaccine requirement on time.
- b. When a teammate has symptoms that could be related to a potential infectious disease, the teammate should not come to work, notify their supervisor, and immediately contact Employee Health at 336-716-4801.
- c. Follow COVID-Safe Behaviors, safety precautions and fit testing guidelines when required.
- d. If a teammate believes that they have had a potential exposure to an infectious disease, the teammate is to contact Employee Health for information and health-related counseling.

F. Leader Responsibilities

- a. Ensure all teammates are aware of this policy, its requirements, the exemption process and provide appropriate educational materials.
- b. Ensure teammates are aware of COVID-Safe behaviors and department-specific requirements for protective equipment.
- c. Ensure teammates with exemptions follow COVID-Safe behaviors, any additional restrictions or safety precautions.
- d. When a leader becomes aware that a teammate has a potential exposure to an infectious disease, it is the leader's joint responsibility (with the teammate) to make sure the teammate immediately contacts Employee Health.

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- e. If a leader observes that a teammate has symptoms that may be a safety issue to others, it is the leader's responsibility to make sure the teammate contacts Employee Health.
- f. Maintain the confidentiality of medical information disclosed by teammates. Leaders may ask their teammates whether they have received a COVID-19 vaccine in order to provide further instruction that is consistent with this policy. However, leaders should not ask additional questions regarding why a teammate has not obtained a COVID-19 vaccine, as doing so may lead the teammate to reveal private medical information. Instead, leaders should direct teammates to other resources for information and education or for obtaining an exemption under this policy.
- g. Leaders should not request or collect their teammate's private medical information but instead should refer the individual to Employee Health for assistance.

REFERENCES

TJC Hospital Standards IC.02.04.01
CMS Conditions of Participation
CDC Guidelines

ATTACHMENTS

None

REVISION DATES

09/2009, 09/2011, 04/2014, 04/2017, 02/15/2021, 7/21/21