



NYU Langone Health

Mandatory Influenza Program		
EFFECTIVE DATE: September 2017	REVIEWED DATE:	REVISED DATE:

I. POLICY

To ensure compliance with Joint Commission, Centers for Disease Control, Centers for Medicaid and Medicare Services, and NYS Department of Health, all NYU Winthrop (NYUWH) Healthcare Workers will comply with the Influenza Vaccination Program Policy requirements. NYUWH will report influenza vaccination rates as required to regulatory agencies.

II. PURPOSE: To protect patients, medical staff, volunteers, contracted/agency workers and students from influenza infection through vaccination and compliance with mandatory mask regulation

III. SCOPE: This policy applies to all NYU Long Island School of Medicine’s students, faculty and staff.

IV. DEFINITIONS: N/A

V. POLICY AUTHOR(S)

- Office of Students and Diversity

VI. RELATED POLICIES: N/A

VII. PROCEDURE(S):

A. NYUWH Healthcare Workers

- a. Definition of the term Healthcare Worker as it applies to this policy:
 - i. All NYU Winthrop employees, full-time, part-time, per-diem, including employed and non-employed physicians.
 - ii. Licensed Independent Practitioners (LIPs) includes all active NYU Winthrop medical staff, Physician/PA/NP's, that are credentialed through the Medical Staff Office.
 - iii. Residents, interns and fellows both employed and rotating.
 - iv. Vendors including all vendors who work in the facility, including but not limited to Biomed staff, Sales and Pharmaceutical reps and all other vendors processed through Symplar.(vendor system at information desk main lobby)
 - v. Contract/ Agency staff includes all non-employee staff providing



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services at NYU Winthrop with or without patient contact, including but not limited to temporary agency staff, sharp container disposal staff, equipment repair staff, on-site case management liaisons, Pediatric swallow specialist, Neuromonitoring specialists, and all other contract/agency staff who are not processed through Symplar.

- vi. Volunteer refers to all persons processed through NYU Winthrop Volunteer Department and HR Project Volunteers.
- vii. Students/Interns refer to all students from approved institutes of learning with approved contract with NYU Winthrop

B. Influenza Vaccine Overview

a. Healthcare Worker (HCW) Mandatory Flu Vaccine Program Requirements

- i. Flu Vaccine is mandatory for all healthcare workers at NYU Winthrop with the exception of those who have an approved exemption. Proof of Flu Vaccine is required by December 1. This is the date determined by the organization each year or the date declared by the NYS Commissioner of Health whichever comes first, and upon hire for new employees hired between October 1 and March 31.
- ii. Flu vaccine exemption application must be completed by all employees, medical staff and LIP's annually by November 1. This is the date determined by the organization and announced annually. Exemption applications will be reviewed by Influenza Vaccine Exemption Review Board to determine final status.
- iii. Employees with approved exemption status, as determined by the Influenza Vaccine Exemption Review Board, (IVERB), will be evaluated for an ICRA, Infection Control Risk Assessment to determine the risk level for patients and colleagues. Employees may be required to wear a mask or to be transferred to an area where risk of flu transmission is less.
- iv. Students, HR project volunteers, and Vendors who decline flu vaccination unless there is an approved medical contraindication, will not be allowed an assignment at NYU Winthrop for the Influenza season. If persons in this group provide an approved medical contraindication to EHD they will be required to adhere to



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our exemption policy which includes completing the exemption application form, review by the IVERB, an ICRA and may include wearing a mask or reassignment based on risk assessment.

- b. Medical or Religious Exemption
 - i. Employees requesting exemption from flu vaccination due to medical or religious reasons must submit a completed flu survey in AXION EHD electronic medical record and the completed exemption forms signed by either their PMD or Religious Leader.
 - ii. Approved Medical Contraindication include:
 - 1. Previous serious reaction or anaphylactic response to an influenza vaccine or one of its components.
 - 2. Documented history of Guillain-Barre syndrome occurring within 6 weeks of receiving an influenza vaccine
 - 3. Other: Medical provider must document on the note the nature, duration and severity of the medical condition and why it prevents the employee from receiving the vaccine.
 - iii. All requests for medical exemption will remain confidential and are subject to approval by the Influenza Vaccine Exemption Review Board
- c. Flu Vaccine Availability
 - i. Influenza vaccine will be provided free of charge to Winthrop employees, LIPs and volunteers via the Employee Health Department.
 - ii. The Employee Health Department will offer flu vaccine in multiple formulations, based on availability, Quadrivalent Inactivated Vaccine (QIV) Intramuscular flu shot, High Dose Trivalent (TIV), and FluBlok (egg free) vaccine.

C. Proof of Flu Vaccination

- a. Flu Mask Sticker for Exempt persons
 - i. There will be NO STICKER for vaccinated employees.
 - ii. A flu mask sticker with the appropriate year will be given to the healthcare worker who has been approved by the IVERB for an exemption. The sticker will be placed on the ID badge above the photo.
- b. Vaccination Outside of NYUWH
 - i. All persons who receive a flu shot outside of NYU Winthrop must



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provide documentation of vaccination such as a physician’s note on a prescription pad or letterhead; copy of consent form and administration from private pharmacy, or immunization record.

The documentation must be provided by December 1.

1. Licensed Independent Practitioners and non-employed credentialed medical staff must provide proof of outside vaccination to the Medical Staff Department.
2. Vendors registered through Symplar will be required to provide proof of vaccination at start of flu season
3. Students and HR Volunteers must provide proof of vaccination upon checking into facility for any rotation from October 1 to March 31.

D. Mask Requirement

- a. Healthcare Workers (HCWs) who have an approved exemption granted by the Influenza Vaccination Exemption Review Board (IVERB) will be given a sticker stating, FLU MASK (YEAR) to be worn above the photo on the ID badge.
- b. The designated procedure mask will be determined by EHD and Infection Control annually.
- c. Masks will be made available at entry points to the facility and on all Nursing Units, EHD and off site facilities.
- d. Healthcare Workers required to wear masks will adhere to the following guidelines:
 - i. Mask is disposable and must be discarded and replaced when compromised, wet, soiled or contaminated.
 - ii. Mask cannot be worn around the neck, in lab coats, scrub tops or pockets of any kind.
 - iii. Mask should be discarded upon exiting an Isolation Room.
 - iv. Mask must be worn in accordance with manufacturer recommendations and may not be defaced or changed in any way.
- e. Masks will be worn at all times inside NYU Winthrop facilities with the exception of:
 - i. When HCW is eating or drinking in staff lounges, cafeterias, etc.
 - ii. In a private office with a closed door that is not shared with other persons.
 - iii. When lecturing or giving a presentation on-site.



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E. Responsibilities

- a. Employee Health Department (EHD)
 - i. EHD will determine dates for availability of flu vaccine, deadline for receipt of flu vaccine documentation, declination forms and medical contraindication notes.
 - ii. EHD will publicize, via email, the deadline for compliance.
- b. Department Managers
 - i. Department Managers are responsible for monitoring their individual department compliance with the Mandatory Flu Program. This compliance can be monitored in the AXION ReadySet system.
 - ii. Department Managers are responsible for monitoring compliance with the Exemption Mask Mandate. All employees who have an approved exemption will be identified by the sticker stating FLU MASK (YEAR), above the photo on their ID badge.
- c. Human Resources
 - i. Non-compliant employees will be referred to their Department Head. The employee will be apprised of the current mandate and if he/she refuses to comply, will be removed from duty and referred to Human Resources Employee Relations.
 - ii. Non-Compliant employees referred to Human Resources Employee Relations may be subject to standard HR disciplinary process up to and including possible discharge for insubordination.

F. Vaccine Shortages

- a. Vaccine Shortages
 - i. In the event of an influenza vaccine shortage, the situation will be evaluated by EHD and Infection Prevention/Infectious Disease. Priority will be determined by the Chief of ID and based on job function and risk of exposure to influenza virus and will be given to those HCWs who:
 - 1. Provide direct hands on patient care with prolonged face to face contact with patients
 - 2. Provide care for patients at high risk for complications from influenza and/or have the highest risk of exposure to patients with influenza



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VIII. REFERENCES (LCME references, Functions and Structures of a Medical School March 2020)

12.7 Immunization Requirements and Monitoring

A medical school follows accepted guidelines in determining immunization requirements for its medical students and monitors students' compliance with those requirements.

12.8 Student Exposure Policies/Procedures

A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including the following:

- The education of medical students about methods of prevention
- The procedures for care and treatment after exposure, including a definition of financial responsibility
- The effects of infectious and environmental disease or disability on medical student learning activities
- All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.

IX. TYPE OF POLICY Curricular

X. APPROVALS: EPEC

XI. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine

Responsible Officer: Associate Dean of Students and Diversity

Responsible Office: Office of Students and Diversity