

**LAC+USC MEDICAL CENTER  
DEPARTMENT OF INFECTION PREVENTION AND CONTROL  
POLICIES AND PROCEDURES**

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<b>Policy # IPC-05</b>	

<b>Subject:</b> <b>Influenza Vaccination of Workforce Members</b>	Original Issue Date:07/76	Effective Date: <b>November 2022</b>
	Supersedes:9/13, 4/16	
<b>Departments Consulted:</b> Epidemiology Hospital Administration Employee Health Services	<b>Reviewed &amp; Approved By:</b> Paul Holtom MD, Hospital Epidemiologist Noah Wald-Dickler MD, Associate Hospital Epidemiologist Chair and Vice-Chair, Infection Control Committee	<b>Approved By:</b>  Brad Spellberg, MD Chief Medical Officer

**PURPOSE:**

The purpose of this policy is to minimize exposure to and transmission of the influenza virus among healthcare workers (HCW), patients, visitors, and community members by promoting and offering annual influenza vaccination. Annual influenza vaccination has been found to be safe and effective in reducing the risk of influenza transmission in healthcare settings. The Centers for Disease Control and Prevention (CDC) recommend influenza vaccination to all healthcare workers.

**POLICY:**

LAC+USC employees (including contract workers and volunteers) will be required to either be vaccinated or provide a signed declination of the vaccine. In addition to this LAC+USC Medical Center policy, HCWs may refer to the LA County Department of Health Services policy entitled "Influenza Vaccination for Workforce Members" on the DHS Intranet SharePoint site [here](#).

The influenza vaccine will be offered and provided free of charge at various times and locations to reach a goal of 100% compliance. Compliance with annual mandatory influenza vaccination shall be required by November 1st of each year. This deadline may be modified if influenza vaccine availability is limited for the current season or based on information available from local and/or state public health officials.

**ALL** healthcare workers who have not received the influenza vaccination by November 1<sup>st</sup>, will be required to wear a surgical mask whenever they are within three (3) feet of a patient or are in a patient care area including elevators, hallways, and nurses' stations. The requirement for masking of HCWs who have not received an annual influenza vaccine will begin on November 1<sup>st</sup> each year and remain in effect for the duration of the influenza season. The influenza season ends each year when the Department of Public Health surveillance ends, and Public Health formally notifies the Department of Infection Prevention & Control. Healthcare workers will be required to acknowledge receipt of this policy and declare adherence to its provisions on an annual basis.

**DEFINITION**

Here the term "Healthcare Worker" includes all employees, contract staff, affiliates, volunteers, trainees, students, and any other person who performs work under the auspices of LAC+USC Medical Center and/or other DHS facility, whether they receive compensation from the County or not. This policy also applies to vendors who work in LAC+USC medical center and have access to patients or are required to provide a service in patient care areas.

Furthermore, a healthcare worker can be (a) a person working directly in contact with patients, or (b) a person not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from health care workers and patients (e.g., information desk, cashier, financial services, security, and clerks).

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## PROCEDURE

### Communication

Prior to the onset of the annual influenza season, LAC+USC Medical Center will inform all staff of the requirement to be vaccinated, the dates the influenza vaccine will be available, and that the vaccine will be provided to them at no cost. LAC+USC Medical Center will provide education to healthcare workers about the influenza vaccine, non-vaccine control measures (appropriate precautions), and diagnosis, transmission, and potential impact to the patients and workforce members, and consequences for failure to adhere to the policy.

### Verification and Declination

In accordance with DHS Policy 925.100, "Immunization of Workforce Member" (available online from the DHS Policy SharePoint site [here](#)) employees who decline the influenza vaccination must complete and submit a Seasonal Influenza Declination Form to the hospital/facility Employee Health Services department.

If influenza vaccination was performed outside LAC+USC Medical Center, the healthcare worker must provide written documentation/proof of vaccination to LAC+USC Employee Health Services. Verbal statements of outside influenza vaccination are not acceptable. Acceptable forms of documentation include:

- Signed HCW statement indicating when and where the healthcare worker received the influenza vaccine.
- Electronic form or e-mail from the HCW or HCW's personal physician or licensed healthcare practitioner indicating where the healthcare worker received the influenza vaccine.
- Note, receipt, or vaccination card from the outside vaccinating entity stating the healthcare worker received the influenza vaccine at that location.

## **MASKING OF HCWs WHO DECLINE ANNUAL INFLUENZA VACCINATION**

LAC+USC Medical Center healthcare workers who were not vaccinated for influenza must wear a mask for the duration of the influenza season while in contact with patients or working in patient care areas. Cloth masks are not permissible. Employees must discard surgical masks and replace with new ones if they become wet and/or soiled. LAC+USC Medical Center will provide surgical masks at the start of the flu season.

In public areas, unvaccinated staff must wear a mask when performing work-related duties and when in direct contact with patients, i.e., while transporting a patient, a mask must be worn as the personnel is performing a work-related duty in this scenario.

### Accountability

Managers/supervisors are responsible for ensuring their healthcare worker is made aware of and adhere to the provisions of this policy. Any healthcare worker who does not have a sticker on their badge indicating they received the influenza vaccination must wear a surgical mask whenever working within 3 feet of a patient.

Healthcare workers who do not comply with this policy will be subject to disciplinary actions consistent with LAC+USC Medical Center and DHS policies. Supervisors must contact Human Resources for assistance with appropriate disciplinary actions.

### Follow-up and Review

LAC+USC Medical Center Employee Health Services must conduct an annual review of all declination forms/statement to identify why healthcare workers did not participate in the vaccination program and develop strategies/innovations to address those reasons to increase vaccination rates. Employee Health Services will also maintain records of all medical center staff vaccinations, including influenza vaccines.

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**EXCEPTIONS**

None

**RESPONSIBLE FOR IMPLEMENTATION**

Infection Control Committee  
Infection Preventionists  
Employee Health Services

**REFERENCES**

1. Joint Commission Standards – Infection Control 02.03.01, 02.04.01
2. SB 739 (Chapter 526, Statutes of 2006)
3. California Health & Safety Code, Section 1288.7
4. California Code of Regulations, Title 8, Section 5199
5. LA County DHS Policy 925.100 “Immunization of Workforce Members”