

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Influenza Immunization for Staff	SECTION: I POLICY: 1
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: January 2006, January 2008, March 2008, November 2010, December 2014, October 2017		

INFLUENZA IMMUNIZATION FOR STAFF

POLICY:

All staff will be notified specifically of the Influenza Immunization for Staff Policy. The Leamington Mennonite Home will promote and provide the influenza vaccine to all staff, volunteers, and family caregivers in our facility. Education and information regarding the importance of immunization in a Long Term Care facility will be made available to all staff through general staff meetings and Departmental meetings. Information will also be provided in writing. Immunization Clinics will be provided by the Leamington Mennonite Home at no cost to all staff in October/November of each year.

PROCEDURE:

- Notice of annual staff immunizations will be included in all staff interviews and letters of employment.
- Annual Immunization Information will be given at Staff & Departmental Meetings held in September, October, and November. Written notification of the immunization will be given to each staff by letter included in their September pay stub.
- LMH will provide Immunization Clinics on site at no cost to staff. Staff unable to attend one of the Immunization Clinics shall request immunization from a Registered Staff on duty during their shift.
- All LMH Staff immunizations will be charted by the Infection Control RN. Proof of staff immunizations completed outside the Home must be provided by the staffer to the Infection Control RN. Such proof will be in the form of a Doctor's Note or clinic certification and is the responsibility of staff.
- In the event of an outbreak, if staff would like a flu shot, they will be given it immediately but must take Tamiflu for two weeks until the flu shot takes effect. Only under these circumstances may the staff member report for work.
- Staff not immunized by November 30 shall obtain a Doctor's prescription for the Tamiflu or Amantadine and submit a copy of that prescription to the Infection Control RN. Failure to do so could result in disciplinary steps. In the event of an Outbreak, this prescription shall be filled with proof of the filled prescription also submitted to the Infection Control RN. Unimmunized Staff are

required to take the prescribed medication until the outbreak is completed.

- In the event of a respiratory Outbreak unimmunized staff will be excluded from the workplace, without pay. Unimmunized Staff shall, in the event of an Outbreak, fill their Amantadine or Tamiflu prescription and will be expected to be ready for work immediately thereafter.
- In the event of a gastro-intestinal outbreak all staff are expected to report for their scheduled shifts. Staff showing symptoms of gastro-intestinal illness shall be excluded from the workplace in accordance with their full time or part time status until they are 48 hours symptom-free. Affected staff are expected to report daily to their Department Leader or Designate.