

Policy & Procedure Manual

EMPLOYEE IMMUNIZATION AND DISEASE PREVENTION – HR-XI-7

POLICY:

Vaccines can help adults to stay healthy, make a body stronger and more resistant to disease. As such, all employees should maintain immunization and disease screening as dictated by legislation and recommended by the Chief Medical Office of Health.

PURPOSE:

1. To keep employees healthy and prevent the spread of infection, as recommended by Ontario routine immunization schedule, under the Ministry of Health and Long-Term Care.
2. To protect employees who have the potential for exposure to virus and disease.
3. To ensure compliance with all applicable legislation.

PROCEDURE:

1. Required Immunization for Employees

- a. Upon hire, each employee is required to submit their Immunization record to the Coordinator, Health and Safety to ensure all required immunizations are up to date. The required immunizations are as follows:
 - i. Complete childhood immunization record
 - ii. A tetanus, diphtheria (Td) booster every 10 years
 - iii. Combined measles, mumps, rubella (MMR) vaccination (2 doses if born after 1970).
 - iv. A tuberculin (TB) skin test prior to employment is required. Such test must be within six months prior to employment.
 - v. Covid-19 vaccination. (2 doses)
- b. If further immunizations are required, the Coordinator, Health and Safety/Designate will advise the employee in writing of such information.
- c. The employee must comply by obtaining the required immunization in a timely manner and providing documentation to this effect to the Coordinator, Health and Safety/ Designate. If the employee is unable to provide proof of specific

immunizations, due to extenuating circumstances, this shall be documented to the health file and the Director, Human Resources, shall be made aware.

- d. If the employee fails to produce the immunization record within a one month period, or fails to update their immunization status as requested, it will be assumed that the employee has not met the expectations and a notice will be sent to the Director, Human Resources for follow up.
- e. If for personal reasons, an employee does not wish to be immunized, the employee must submit a note from their Medical Practitioner advising OPTIONS NORTHWEST of such information.

2. Optional - Hepatitis B Immunization

- a. All employees will be offered the opportunity to be immunized against Hepatitis B. All employees providing direct support to people supported are strongly advised to be immunized.
- b. At the initial meeting with the Coordinator, Health and Safety/Designate, the new employee will be provided with the information needed to make an informed decision in regards to his/her immunization against Hepatitis B.
- c. Each employee is required to complete a consent/waiver form which will be filed in the employees Health Record file. (see Appendix A).
- d. If the employee indicates the desire to be immunized, the employee must provide documentation of the immunization for each dose of the vaccine to the Coordinator, Health and Safety/Designate. The dates of the vaccine administration will be recorded in the employee health file. The employee shall present receipts to the Coordinator, Health and Safety/Designate, who will reimburse the employee for the Hepatitis B vaccine charge.
- e. If, for personal reasons, a employee does not wish to receive the vaccine at the time of employment and at a later date indicates that circumstances have changed, he/she may contact the Coordinator, Health and Safety/Designate and complete a new consent/waiver form.

3. Optional – Influenza Immunization

Vaccination of persons at high risk and of people who are potentially capable of transmitting influenza to those who are at high risk, is currently the most effective measure for reducing the impact of influenza. The Thunder Bay District Health Unit recommends annual influenza vaccination for all employees, where possible, before the annual influenza season.

- a. Annually, the Coordinator, Health and Safety/Designate, shall provide to all work areas, the dates and locations of influenza immunization clinics offered by the Thunder Bay District Health Unit. In addition, where feasible, OPTIONS NORTHWEST may hold an immunization clinic.

NOTE: The Public Health Agency of Canada recommends that people receive the flu vaccine annually. Flu vaccines protect against a number of flu viruses including H1N1.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: May 1995

AUTHORIZED BY: Executive Director

SIGNATURE: 



**OPTIONS
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POLICY: HR-XI-7
APPENDIX A

**Human Resources – Health & Safety
HEPATITIS B IMMUNIZATION PROGRAM**

CONSENT/WAIVER

OPTIONS NORTHWEST will reimburse all employees who opt to obtain the Hepatitis B vaccine on a voluntary basis. Note: Receipts are to be submitted for reimbursement.

NAME: _____ **DATE OF BIRTH:** _____

I have been immunized against Hepatitis B **Date:** _____ **Signature:** _____

OR

I wish to receive the Hepatitis B vaccine **Signature:** _____ **Date:** _____

OR

I do not wish to receive the Hepatitis B vaccine at this time **Signature:** _____ **Date:** _____

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