



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.5

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff Influenza*

APPROVAL DATE: April 2004

REVISION DATE: October 2009; October 2015

REVISION: November 26, 2013

REVISION DATE: March 2016

REVISION DATE: March 2017

REVIEW DATE: November 2018

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PURPOSE:

Elgin County Homes will provide influenza vaccination to staff members as protection for residents and staff, and to ensure appropriate staffing availability for resident care.

The National Advisory Committee states “Health Care Workers and their employers have a duty to actively promote, implement and comply with influenza recommendations in order to decrease the risk of infection and complications in the vulnerable populations they care for.”

PROCEDURE:

1. Elgin County Homes will promote and provide the influenza vaccine to staff in the Home.
2. Promotional material regarding the vaccine and this policy will be made available in the workplace in the fall of each year.
3. An on-site influenza vaccination clinic, where sanctioned by the Attending Physician through a signed medical directive, will be provided for staff members who have signed consents.
4. The nurse giving the injections may administer the influenza vaccine to eligible County of Elgin staff members according to the applicable manufacturer’s instructions after performing a health assessment, reviewing contraindications and receiving informed consent. Adrenaline 1:1000 IU 1 ml will be available on the injection tray in case of adverse reaction. Registered staff to read the medical directive for dosage of Adrenaline prior to vaccination.
5. Staff members must provide proof of influenza vaccination to the Home by the end of November, or earlier in the event of an influenza outbreak. A list of immunized staff will be compiled in each Home by the MRC.



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6. Staff members who receive their vaccine at the Home will be recorded on the list of immunized staff members in each Home. Upon request by the staff, a record of immunization will be provided by the Home.
7. Staff members who receive their vaccine at a physician's office or clinic shall provide documentation of the immunization to the Manager of Resident Care no later than November 30. If appropriate proof of vaccine is not provided, the staff member will not be recorded on the list of immunized staff for the Home. In the event of an Influenza outbreak, the staff will be sent home without pay until appropriate documentation indicating the employee had been previously vaccinated and/or the outbreak is declared over by the Medical Officer of Health, whichever occurs first.
8. Staff members who are unable to receive the influenza vaccine for medical reasons will provide a note to the Manager of Resident Care from their physician documenting the specific reasons (i.e. anaphylactic reaction to a previous dose or known anaphylactic hypersensitivity to eggs). The Home will provide the employee with *FORM # IC2.5.3* for the physician to complete. The Home will reimburse the staff member for such expense incurred in completing the form by the physician.
9. Pregnancy is not considered a contraindication for the influenza vaccination.
10. Staff members who have not provided proof of influenza vaccination by November 30 will be contacted and advised of the exclusion policy that would take place during an outbreak. Documentation of such discussion and alternatives during an outbreak will be made on the Influenza Vaccine Refusal form, ref: *FORM #IC2.5.2*
11. When an influenza outbreak in a long-term care home is confirmed by the Medical Officer of Health, staff who cannot work because they haven't been vaccinated will be paid the remainder of that scheduled shift or will be reassigned to non-resident care duties for the remainder of that shift or as directed by Medical Officer of Health may complete their shift using approved Personal Protective Equipment (PPE). Un-immunized staff members will not be allowed to return to work at the Home until:
 - a. They receive the vaccine and two (2) weeks have passed, OR



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- b. The outbreak is declared over, OR
 - c. They begin alternative anti-viral measures for the influenza outbreak (as outlined below).
12. Alternative anti-viral measures include:
- a. Un-immunized staff who HAVE NOT had any contact with the affected facility in the period commencing twenty-four (24) hours prior to the onset of the first case of influenza may take antiviral treatment and return to work four (4) hours after ingesting their first dose as long as they do not have influenza-like symptoms or as directed by the Medical Officer of Public Health.
 - b. Un-immunized staff who HAVE HAD contact with the affected facility in the period commencing twenty-four (24) hours prior to the onset of the first case of influenza, may take the alternative measures available and return to work seventy-two (72) hours after their last contact with the facility (one incubation period) and at least four (4) hours after ingesting their first dose, as long as they do not have influenza-like symptoms or as directed by the Medical Officer of Public Health.
 - c. Staff members taking antiviral medication will provide evidence satisfactory to the Home that they received and filled a prescription for antiviral medication.
 - d. Un-immunized staff members WITH an appropriately documented medical reason (refer to *FORM # IC2.5.3*) for not receiving the influenza vaccine and who cannot take the alternative measures or cannot tolerate the alternative measures will be assigned alternate work and hours within the home until such time the outbreak is declared over. This will be done in accordance with direction from Public Health, on a case by case basis provided that the staff member does not have direct resident contact and/or provide direct resident care. Re-assignment will be accomplished in a manner that is consistent with provisions of the collective agreements in force in the Homes.



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- e. Un-immunized staff members WITHOUT an appropriately documented reason for not receiving the influenza vaccine and do not take the alternative measures available will remain off work unpaid until the outbreak is declared over.
13. Staff shall remain on unpaid leave until criteria described in #12 is satisfied.
 14. Exclusion of un-immunized staff members will be applied as per this policy or if necessary, by the Medical Officer of Health through an order under Section 22 of the Health Protection and Promotion Act. The Section 22 will order the Director of the Home to exclude un-immunized staff members.
 15. In the event of a Pandemic, as declared by the Medical Officer of Health, un-immunized staff will be required to report to work within the home as scheduled and/or necessary.

References: Public Health Ontario; Medical Officer of Health; Provincial Infectious Diseases Advisory Committee (PIDAC),



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