CONWAY MEDICAL CENTER
PROCEDURE

TITLE:	EH-3.35-PRO Influenza Immunity and Exposure Requirements		
ISSUED BY:	Infection Control/Employee Health	REFERENCE #:	EH-3.35-PRO
APPROVED BY:	Employee Health Coordinator	EFFECTIVE DATE:	1981

SCOPE: Influenza immunity and exposure requirements for Conway Medical Center (CMC) patients and Staff which includes, but is not limited to Patients, Employees, Contractors, Providers, Students and Volunteers.

PURPOSE: To help protect patients, visitors, employees, employee's/patient family members, volunteers, providers, students and the general community from influenza infection through annual immunizations and following other related healthcare best practices.

PROCEDURE:

I. **Immunization Recommendations for Patients**:
   A) All inpatients and general medical office visits to locations which have the vaccination in stock and of age 18 and over will be screened for the need for influenza (flu) vaccination. Any patient found to meet these criteria will be offered the option to receive the vaccine. Patients under the age of 18 will be subject to the discretion of their attending physician and parent/guardian decision.
   B) Flu vaccine for high risk patients will be determined by the attending physician.
   C) The type/method of vaccination will be determined between the patient and attending physician.

II. **Recommendations for positive Influenza Patients**:
   A) Elective admissions and surgery to be postponed if at all possible.
   B) Unnecessary hospitalization of mild uncomplicated flu is discouraged.
   C) Any patient presenting with flu-like symptoms will be placed on Droplet Precautions protocol.
   D) Clinical Staff are educated on Droplet Precautions protocol and proper PPE.
   E) Handwashing protocol should be diligently followed.
   F) In the In-patient setting - the treatment team will institute curtailment of visitors including limiting hospital staff entry/contact as may be needed. Visitation protocol changes ultimately must be approved by the attending physician or Nursing Services Leader.

II. **General Recommendations for Influenza Season Patients Visitors Protocols**:
   A) CMC Facility access by visitors can be restricted/limited with Senior Administration approval when case prevalence is high in the community or other concerns exist.

B) No visitor will be permitted entry with active infection and/or signs/symptoms of flu.
C) Visitors who are permitted entry are educated through signage, flyers and other means on handwashing and droplet precautions.

III. **Immunization Requirements for CMC Employees**:

A) Annual flu vaccinations are specifically required for all CMC employees as a condition of continued employment and are provided at no cost to the employee.
B) The Employee Health (EH) department will facilitate the employee influenza immunization program annually.
C) On an annual basis, Employee Health will determine the receipt date of influenza vaccines and will establish the "timeline" in which the required vaccinations must take place.
D) The employee is required to sign the Influenza consent form (EH-4444-FRM) before receiving the vaccination.
E) Employees may request an "accommodation" to opt out of the required vaccination only on the basis of (a) evidence based medical reasons or (b) confirmed religious objections. Employees otherwise may not opt out or elect an accommodation.
F) Employees desiring to request an "accommodation" to opt out per "V-E" above may only request to do so under two "evidence based" categories in a written request to Conway Medical Center Employee Health Office. The two evidence-based categories are:
    1. Evidence Based Medical Reasons must be specific and documented/signed by the primary medical provider that has knowledge of or provided treatment for the medical condition.
        - Egg Allergy: Given supply availability, Conway Medical Center will provide an "egg-free" influenza vaccination for those with documented egg allergies.
    2. Religious Beliefs
G) Employee(s) without an approved "accommodation" who refuse an influenza vaccination will be allowed to voluntarily resign in good standing or be subject to discharge from employment with Conway Medical Center.
H) Prospective final candidates for CMC hire are required to provide documentation of a current seasonal Influenza vaccination. If proof of vaccination is not provided, Employee Health will provide the influenza vaccine at no cost to the prospective employee. The documentation of flu vaccination completion during flu season is a condition of employment and these individuals are subject to the same requirements as noted in this section for "employees".

IV. General Requirements for Employees, contractors, students, affiliated Providers and other "staff" during the Influenza season

A) Required not to report to work/assignment if have a fever of 100.3 degrees or

greater.

B) Required not to report to work/assignment if exhibiting flu-like symptoms such as:
   1) Body aches (muscle or joint)
   2) Cough
   3) Sore throat
   4) Acute onset of respiratory illness

C) Staff who exhibit flu-like symptoms while on CMC work/assignment are required to:
   1) Stop patient-care activities as applicable, separate from others, don a facemask.
   2) Contact the Employee Health Office for consultation at ext 8061 or 8175 during the day shift or the Nursing Supervisor at extension 7659 for all other hours not covered by Employee Health.
   3) Employees in need of medical attention as deemed necessary by either Employee Health or Administrative RN Supervisor will be referred to the appropriate entry point for testing/treatment as determined and depending on acuity of symptoms and other factors.
   4) Notify their leadership member of their status when possible.

D) Staff who exhibit flu-like symptoms while at home or otherwise prior to reporting to assignment:
   1) Staff who develop a fever of 100.3 or greater should not report to assignment.
   2) Staff who develop respiratory symptoms should not report to assignment and notify their leadership member.
   3) Staff must be symptom and fever free for 24 hours without the use of fever-reducing medication prior to returning to assignment.
   4) Once staff have met return-to-work/assignment criteria as noted in this section the staff member is specifically required not to return to assignment until released by the Employee Health Office. That evaluation may be done by phone or in person as determined by the Employee Health Office representative.

V. Employee Influenza Exposures and Prophylaxis Protocol:

A) Influenza Exposure Definition - a suspected infected person or a confirmed infected person coughs or sneezes within 6 feet of a staff member that has not been properly vaccinated or is otherwise unprotected (i.e., not wearing an N-95 respirator or a Powered Air Purifying Respiratory (PAPR) or other current recommendations by OSHA, CDC or DHEC).

B) Prophylaxis Definition – an action or collection of actions that prevents or treats influenza or inhibits it from spreading.

C) Staff who have presumed immunity based on documented influenza immunization:
   1) will be monitored daily during the 3-5 calendar day period after exposure for fever or symptoms suggestive of Influenza.

2) those who become symptomatic will be tested for influenza and excluded from assignment.

D) Staff presumed to NOT have immunity based on no documented influenza immunization:
   1) are to receive vaccination as soon as possible (within 3-5 calendar days post exposure).
   2) are considered potentially infectious and will be monitored by Employee Health daily.

E) Staff who are not vaccinated and with no presumed immunity and have contraindications to the Influenza vaccine:
   1) If employee develops respiratory symptoms they will be quarantined and monitored by Employee Health for 5 calendar days.

VI. VOLUNTEERS

A) Annual flu vaccinations are specifically required for all CMC Volunteers as a condition of continued volunteer assignment and are provided at no cost to the volunteer. All related requirements noted in section "V" above apply the same to volunteers as they do CMC employees.

VII. ROTATING STUDENTS

A) Annual flu vaccinations are specifically required for all CMC rotating students as a condition of continued presence/assignment in a CMC facility. The vast majority of educational institutions require healthcare students to receive the influenza vaccine as a condition of presence in the program. However, if that is not in effect for a particular student, the vaccination will be provided by the employee health office at "student cost" to the individual when supplies allow. All related requirements noted in section "V" above apply the same to students as they do CMC employees.

VIII. Long Term On-site Contractors, Temporary contractors such as "travelers", Credentialed but not employed Providers

A) CMC will intend to systematically institute contractual changes requiring these individuals as a condition of assignment with CMC to receive the annual influenza vaccination. In the meantime, these individuals are highly recommended to receive the flu vaccination.

RECORDS:

I. Employee Health-Forms 621-622

REFERENCE STANDARDS:

Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices — United States, 2020–21 Influenza Season
CMS Conditions of Participation: 42 CFR §484.42(a) A-0748
Det Norske Veritas National Integrated Accreditation for Healthcare Organizations (NIAHO): A) IC.1 SR.3, IC.1 SR.4, IC.1 SR.5, IC.1 SR.6
The Hospital Infection Control Practices Advisory Committee (HICPAC). Guideline for infection control in health care personnel, 1998.
CDC. MMWR Immunizations of Health-Care Personnel. Recommendations of the Advisory Committee on Immunization Practices (ACIP). November 25, 2011.
https://www.cdc.gov/mmwr/pdf/rr/rr6007.pdf
Infection Prevention and Control Strategies for Seasonal Influenza in Healthcare Settings. August 28, 2025. Infection Prevention and Control Strategies for Seasonal Influenza in Healthcare Settings | Influenza (Flu) | CDC

REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
6-10-2013	All	Reviewed/Revision Dates: September 1999; May 2001; June 2002; March 2003;
7/24/2013		Reviewed. References added
09/19/2013	Standards	Added
09/01/2016	Section II A	Revised wording
03/27/2019	V and VI	Section V: added contraindications of Influenza vaccine. Section VI: added post exposure requirements.
09/15/2020	All Sections	Complete policy overhaul. Essentially every section edited with a primary influence of requiring flu vac for employees, students, and volunteers.
11/10/2022	Header; V, F-2, G, H, I, J, K	Update Approved by title; remove required documentation from clery for flu vaccine declination Removed all references to mask requirements for unvaccinated
3/21/2023	References	Removed IC.1 SR 7 and IC.1 SR 8
05/15/2023	Header	Changed "Approved By" in Header to Director, Employee Health & Wellness
12/5/2025	All	Reviewed. Transferred to new template.
12/17/2025	Section D. 3) Reference Standards	Updated to reflect CDC guidelines. Updated reference standards with CDC source.
12/29/2025	Title, Approved By.	Updated Title and Approved By.

1/7/26	Header	Changed “Approve By” to Employee Health Coordinator.