



Washington Adventist Hospital, Shady Grove Medical Center and Germantown Emergency Center

**Date: August 26, 2015**  
**LABORATORY ALERT**  
*Mandatory Flu Vaccine*

<b>Effective Date:</b>	Friday, Sept. 25 – Monday, Nov. 23 before 2 p.m <b>100 % compliance required</b>
<b>Condition of Employment</b>	Failure to comply with mandatory flu policy will result in immediate termination at 4 p.m. Nov 23rd. <i>Managers are responsible for enforcing policy.</i>
<b>Obtaining Vaccination</b>	Adventist HealthCare will provide free flu vaccines at all of the entities.
<b>Information</b>	Staff will receive reminders of upcoming flu vaccine clinic dates as they are shared. Look for posted Flyers
<b>Exception Reminders</b>	<ul style="list-style-type: none"> <li>• Employees <u>must submit a signed exemption form each year.</u></li> <li>• AHC has secured egg-free vaccines, so egg related exemptions will <u>not</u> be accepted.</li> <li>• For valid exemption, a <b>face mask must be properly worn over the mouth and nose daily</b>, except during meals, during a timeframe to be determined by AHC.</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• It is employee’s responsibility to meet requirement and deadline.</li> <li>• It is the supervisor’s responsibility to monitor staff compliance to AHC’s mandatory flu vaccine policy, including mask-wearing for those with a valid exemption.</li> </ul>
<b>Monitoring Compliance</b>	<ul style="list-style-type: none"> <li>• Employees must obtain a copy of Flu vaccine sheet they sign AND</li> <li>• Provide a copy of signed documentation to Lab Dept. Admin Assistant for employee personal file and tracking.</li> </ul>
<b>Compliance</b>	Employee compliance is determined by: <ul style="list-style-type: none"> <li>• Copy of signed Flu Vaccination document in employee file.</li> </ul>
<b>Prevent FLU</b>	<ul style="list-style-type: none"> <li>• Frequent hand washing before and after patient care</li> <li>• Stay home if you have influenza-like illness</li> </ul>
<b>Reference</b>	IB AHC_FluMgrDirRolePolicy6_2015-2016