

## Model Flu Vaccination Policy (Mandatory and Voluntary)

### Why you need this policy:

Vaccination is the most effective defense against flu viruses. So it behooves you to ensure that your staff members get flu shots every year at the start of every flu season. But what if someone neglects or just plain refuses to be vaccinated?

### How this policy helps you:

If someone neglects or just plain refuses to be vaccinated, you have two basic options:

- Option 1: Require your office staff to be vaccinated
- Option 2: Encourage your office staff to be vaccinated voluntarily

This Model Policy will help you implement either option.

### How to use this policy:

Choose which policy is appropriate for your medical practice and customize it for your workplace.

**THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.**

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## **VERSION 1: MANDATORY FLU VACCINATION POLICY**

### **ABC MEDICAL PRACTICE INFLUENZA VACCINATION POLICY**

#### **PURPOSE**

The purpose of this policy is to ensure that all ABC Medical Practice (ABC) staff are vaccinated against both seasonal and novel influenza strains like H1N1 once vaccines become available to protect their own health, the health of their co-workers, and the health of their patients.

ABC management has chosen to implement this policy after considering the costs, risks, and benefits of vaccination. We recognize that vaccination is personally invasive and that some individuals may object to it. However, we also recognize that all responsible and knowledgeable experts in public health agree that the scientifically demonstrated benefits of the flu vaccination greatly exceed the risks of receiving it.

#### **POLICY**

All ABC workers are required to obtain influenza vaccinations annually according to schedules established for each particular year. Vaccinations will be made available to staff members free of charge.

#### **EXCEPTIONS**

ABC personnel who have been recently vaccinated elsewhere may satisfy this requirement by providing written documentation of the vaccination they received. Such personnel will also be excused from this requirement if they have legitimate religious objections to being vaccinated.

#### **CONSEQUENCES OF NON-COMPLIANCE**

ABC reserves the right, at its sole discretion, to impose disciplinary actions on employees who refuse to receive a flu vaccination as required by this policy up to and including termination in accordance with applicable laws, contracts and collective bargaining agreements.

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## **VERSION 2: VOLUNTARY FLU VACCINATION POLICY**

### **ABC MEDICAL PRACTICE INFLUENZA VACCINATION POLICY**

#### **PURPOSE**

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and, in some cases, death. Annual vaccination is the most effective way to prevent influenza virus infection. Vaccination protects you, your co-workers, and our patients.

#### **POLICY**

ABC Medical Practice (ABC) will develop, implement and evaluate a program to offer annual influenza vaccination for ABC personnel. In the event of limited vaccine availability, flu vaccination will be allocated on the basis of regulatory requirements and occupational risks. All ABC personnel are required to either receive annual influenza vaccination or complete a statement:

- Acknowledging that they were offered vaccination;
- Indicating that they voluntarily declined it; and

Listing the reasons for declining vaccination.

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