

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.60.15	Page 1 of 6
	Original Effective Date: 11/19/14	New Effective Date: 08/31/23
	Supersedes: 500.60.15	Dated: 04/22/19
	Administrator's Approval: Sarah Cooper, Administrator – 07/28/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		

POLICY

All Division of Adult Institution facilities shall offer influenza vaccination to health care workers based on Division of Public Health Services, Bureau of Health Services/ Department of Corrections and Center for Disease Control guidelines.

REFERENCES

Advisory Committee on Immunization Practices ACIP Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-B-02– Infectious Disease Prevention and Control
DAI Policy 300.00.59 – Emergency Response CPR and AED Use
DAI Policy 500.60.01 – Infection Prevention and Control Program
DAI Policy 500.60.13 – Airborne/Droplet Infections
<http://www.cdc.gov/flu>
CDC in the Influenza Vaccine, Vaccine Information Statements Influenza Vaccine Information Statement (VIS) --
<http://www.immunize.org/vis/www.immunize.org/vis>

DEFINITIONS, ACRONYMS AND FORMS

BHS – Bureau of Health Services

CDC – Centers for Disease Control/Annual Summary Recommendations

DAI – Division of Adult Institutions

DHS – Department of Health Services

DOC – Department of Corrections

DOC-3611 – Influenza Vaccination Screening Questionnaire and Consent (adding this as of 5/11/22)

DOC-3727 – Health Care Worker Declination of Influenza Vaccination

Flu Season – The period of time when influenza is active in the community as determined by the CDC and Wisconsin Department of Public Health.

Health Care Worker – Health Services, Dental Services, Psychological Services staff, including Limited Term Employee health staff, agency health staff.

DAI Policy #: 500.60.15	New Effective Date: 08/31/23	Page 2 of 6
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		

Health Care Worker Influenza Tracking and Reporting Tool

HSU – Health Service Unit

Influenza Like Illness (ILI) – Defined as a measured temperature of over 100 degrees F with cough or sore throat. Cause of the symptoms isn't known.

LPHA – Local Public Health Agency

MMWR – Morbidity and Mortality Weekly Report

NCIRD – National Center for Immunization and Respiratory Diseases

NIOSH – National Institute for Occupational Safety and Health

OSHA – Occupational Safety and Health Administration

PIOC – Persons in Our Care

POC-0040A – Infection Control Personal Protective Equipment (PPE)

Respiratory Disease Outbreak – Two or more patients and/or staff from the same unit with illness onsets within 72 hours of each other and who have pneumonia, acute respiratory illness/ influenza-like-illness or laboratory-confirmed viral or bacterial infection (including influenza).

VIS – Vaccine Information Statement

WIR – Wisconsin Immunization Registry

PROCEDURES

I. General Guidelines

- A. According to the CDC, receiving the influenza vaccine is the single most effective method of preventing influenza.
- B. A memorandum from the BHS Medical Director shall be completed annually authorizing HSU and Employee Health staff to initiate administering influenza vaccinations.
- C. Health Care Workers shall be offered an influenza vaccine per CDC guidelines free of charge.
- D. Health Care Workers shall receive a VIS which details vaccine information including contraindications.

DAI Policy #: 500.60.15	New Effective Date: 08/31/23	Page 3 of 6
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		

- E. Health Care Workers who wish to be vaccinated on-site shall complete DOC-3611 – Influenza Vaccination Screening Questionnaire and Consent.
- F. Health Care Workers who have received a vaccination outside of the DOC shall submit verification, including provider name and date received.
- G. Health Care Workers electing not to be vaccinated are required to read and sign the DOC-3727 – Health Care Worker Declination of Influenza Vaccination indicating the reason for not receiving the vaccine.
- H. Correctional Officers working in the HSU are not considered health staff. They will be offered the vaccine but not required to sign a declination form if they do not wish to receive it.
- I. Health Care Worker declinations and vaccination consent forms shall be sent to the facility Employee Health Nurse by December 31 of the current flu season for filing in the employee health folder.
- J. Health Care Worker Influenza Tracking and Reporting Tool shall be sent to the Infection Prevention Coordinator/designee for trending and tracking purposes.
- K. A list of employees declining the influenza vaccination shall be maintained by the HSM to enforce masking of unvaccinated employees during an outbreak.
- L. Facilities experiencing an influenza outbreak shall require all Health Care Workers who have declined the vaccination to wear a medical-surgical mask at all times until outbreak has been identified as resolved by HSU Manager and facility leadership.
- M. Vaccinations may be entered in the Wisconsin Immunization Registry by the Employee Health Nurses.
- N. Health Care Workers who experience influenza or ILI shall be advised to not report to work until 24 hours after they no longer have a fever without use of fever reducing medicines.
- O. If symptoms such as coughing or sneezing are present, vaccinated and unvaccinated Health Care Workers shall wear a medical –surgical mask.
- P. Under the direction of the HSU Manager, the Infection Control Nurse/designee shall gather, monitor and report statistics identifying the number of declinations and the percentage of vaccinations administered to health care workers annually.

DAI Policy #: 500.60.15	New Effective Date: 08/31/23	Page 4 of 6
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		

Q. Statistics shall be submitted to the DOC Infection Control Committee designee as requested. Reasons for declination shall be reviewed by the Infection Control Committee to identify educational opportunities.

R. The Infection Control Nurse/designee shall promote Health Care Worker vaccinations through staff education referencing current CDC guidelines.

II. Emergency Care for Allergic Reaction

A. In the event of a severe allergic reaction, 911 shall be initiated.

B. In the interest of health and safety, the Medical Director has approved a standing order for the administration of Epi-Pen by a licensed nurse or physician for severe allergic reactions to the Influenza Vaccine.

Health Care staff shall provide care according to DAI Policy 300.00.59.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.60.15	Page 5 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
New Effective Date: 00/00/00	DAI Policy Number: 500.60.15	Page 6 of 6
Chapter: 500 Health Services		
Subject: Health Care Worker Influenza Vaccination Program		