2019 Mandatory Influenza Vaccination Program
Frequently Asked Questions

Novant Health continues to be a leader in healthcare by requiring an annual influenza vaccination for all team members, physicians, volunteers, contract staff, students and others who work, or provide services at a Novant Health facility. Last year, we administered more than 40,000 influenza vaccines and had an overall vaccination rate of more than 98%.

This document contains important information you need to know about the 2019 influenza vaccination period. If you want more information about the flu vaccine, visit the [CDC website](https://www.cdc.gov) or call; David Priest, MD, SVP Chief Safety and Quality Officer at 336-718-9996 Lois Foy RN, BS Manger of Employee Occupational Health at 704-384-7578, Lynnette Young, Manager of Practice Support NNHMG at 336-277-2471 or Tammie Willard, BSN, RN, Employee Occupational Health Program Coordinator at 336-277-6673.

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**Important Dates and Deadlines**

**October 1 – October 31:** This is the 2019 influenza vaccination period. The flu vaccine will be offered at employee occupational health flu clinics during this time; see I-Connect for dates and times. Flu vaccines must be received by 5 p.m. October 31. Influenza vaccinations received at other locations prior to October 1 are acceptable as long as they are from the 2019-2020 influenza season.

- **September 09 at 5 p.m.:** The deadline for submitting medical or religious exemption requests and all associated paperwork. We are not able to process exemption requests submitted after September 09 at 5 p.m.

- **October 31 at 5 p.m.:** This is the deadline for receiving the flu vaccine and submitting proof of vaccination if you have not been granted an exemption. Team Members who receive the flu vaccine after the deadline are not compliant with the mandatory vaccination program. Please note: All EOH offices will be closing at 2 p.m. on Oct. 31 to begin reconciling flu data so that an accurate non-compliant list can be forwarded to Employee Relations. If a team member chooses to receive a flu
vaccine after 2 p.m., he or she will need to obtain the vaccine from an alternate source before 5 p.m. on Oct. 31 and fax documentation to EOH prior to the 5 p.m. deadline.

Team members who do not have an exemption and did not receive the flu vaccine or did not submit proof of vaccination by 5 p.m. on October 31 will be suspended. Suspension will be for a minimum of 2 days and will be lifted as appropriate documentation is received in EOH. Those who received the vaccine prior to October 31 and failed to submit proof of vaccination can submit proof of vaccination during this time, however, team members who do not provide documentation that they received the flu vaccine by October 31 at 5 p.m. will be considered to have resigned their employment at the end of the seven day suspension. There will be no grace period. The same type of dismissal process applies to volunteers, contract workers, vendors and others who work in our facilities.

**Flu Vaccine**

- **What kind of flu vaccine is being used this year?** Afluria, which contains four of the most common types of flu viruses. This vaccine is latex free and preservative free. We will have a limited amount of FLUAD, which is recommended for individuals aged 65 and older. This vaccine contains three of the most common flu viruses plus an adjuvant that works to boost the body’s immune response.

- **Does Novant Health have flu vaccines that don’t include eggs, pork or mercury?** Yes. Both Afluria and FLUAD do not contain pork or mercury. Afluria and FLUAD are egg-based and have <1 mcg of ovalbumin per dose. Patients/team members with a moderate or severe egg allergy, will not receive a flu vaccination at an EOH flu clinic, but will be referred to their Primary Care Provider for written clearance to receive the vaccine or have the vaccine administered in their PCP office with health care provider supervision.

- **What is the adjuvant in FLUAD?** FLUAD contains MF59 in squalene oil. Adjuvants help to enhance the immune response to the vaccine. Squalene, which is used as an adjuvant in some vaccines, is a natural substance found in the oils of many different types of fish we eat. Click here for additional information.

- **Can a breastfeeding mother receive a flu shot?** Yes. Breastfeeding is fully compatible with flu vaccination, and preventing the flu in mothers can reduce the chance that the infant will get the flu. By breastfeeding, mothers pass on the antibodies that their bodies make in response to the flu shots to the infant, which can reduce the infant’s chances of getting the flu. This is especially important for infants less than six months old, who have no other way of receiving vaccine antibodies, since they are too young to be vaccinated.

**Vaccination Period**

- **When is the 2019 flu vaccination period?** The vaccination period is October 1 to 31. The dates and times of the Novant Health team member flu clinics will be posted on I-Connect. Influenza vaccinations received at other locations prior to October 1 are acceptable as long as they are from the 2019-2020 influenza season.

- **What is new for the 2019-2020 flu season and how will the enhancements benefit me?**
You will receive emails during the flu vaccination season for reminders to receive your flu vaccine. The enhancements will allow you to go paperless when receiving your flu vaccine at an EOH flu clinic or EOH office. Please review the flu information on I-Connect found on the Team Member Flu Tool Kit. Any questions will still be answered by your Employee Occupational Health (EOH) team members. Information will also be available at the NH flu clinics. After receiving your flu vaccination the documentation will automatically be entered into your Novant Health records and you will receive an email with confirmation of completion. DO NOT DELETE your confirmation you will be able to save and print. Please print your copy if needed for proof of vaccination to other health care providers, other jobs, schools, and your personal records.

What’s the deadline for getting the flu vaccine? The deadline is October 31 at 5 p.m. You must receive the flu vaccine by the deadline and submit documentation of vaccination by this time, unless you have an exemption. Receiving the flu vaccine after the deadline is not considered compliant.

What happens if I don’t have an exemption and I do not get the flu vaccine or submit proof of vaccination by October 31 at 5 p.m.? Team members who do not have an exemption and did not receive the flu vaccine or did not submit proof of vaccination by 5 p.m. on October 31 will be suspended for a minimum of 2 business days. EOH will review any documentation received after 5 p.m. on October 31 and submit a listing of non-compliant team members to Employee Relations. Those who received the vaccine prior to October 31 at 5 p.m. and failed to submit proof of vaccination can submit proof of vaccination during this time, however, team members who do not provide documentation that they received the flu vaccine by October 31 at 5 p.m. will be considered to have resigned their employment at the end of the seven day suspension. There will be no grace period.

Do I have to have my badge with me in order to get a flu vaccine at a Novant Health team member flu clinic? Yes. You must have your Novant Health badge with you in order to get a flu vaccine. We use the badge to ensure correct record-keeping and reporting.

Can I get the flu vaccine from a non-Novant Health location? Yes. You may get the flu vaccine from a non-Novant Health location as long as you get the vaccine and submit proof of vaccination by the October 31 5 p.m. deadline. See the question below for flu vaccines received from NHMG providers.

How do I show proof that I got my flu shot at a non-Novant Health location? To submit proof of vaccination, you need to scan and upload a copy of the proof of vaccination into Novant Health Self-Service using the link located at: Self Service>Employee Forms>Influenza Confirmation Form. You will receive an email confirmation of completion once the uploaded flu document is approved. If you do not have access to scanning there are other options: You can take a picture of your documentation with your camera phone, email it to yourself then upload it. You can also fax the documentation to your regional EOH office. Contact your regional EOH office if you need help.

Do I have to submit proof of vaccination if I get the flu vaccine from my NHMG provider? Yes. You must submit proof of vaccination by 5 p.m on October 31st if you get the vaccine from your NHmg provider because the influenza database does not interface with EPIC. You need to print a copy of your proof of vaccination from the Immunization section in MyChart or ask your NHMG provider for a copy of your completed influenza documentation form. Scan and upload the document into Self-Service using the link located at: Self-Service>Employee Forms>Influenza Confirmation Form.
will receive an email confirmation of completion once the uploaded flu document is approved. Contact your regional EOH office if you require assistance.

**Exemptions**

- **When can I request a medical or religious exemption from the flu vaccine?** The Flu Exemption Committees will be evaluating new requests for exemption from the flu vaccine beginning on August 12. **The deadline for new exemption requests is September 09 at 5 p.m.** All exemption requests and supporting information must be submitted by the deadline. We are not able to process requests received after the deadline.

- **How do I submit a request for a medical or religious exemption?** Submit your completed exemption request form and all required information to the Flu Exemptions mailbox (RZG648@novanthealth.org) by September 10 at 5 p.m. We are not able to process requests received after September 10 at 5 p.m.

- **How will I know if my request for exemption was granted or not?** Exemption determinations are made within 5 days of receipt of submitting a request and the required paperwork. If your exemption request is approved, you and your department manager will receive a letter confirming the approval. Your manager will receive a flu sticker that you will need to affix to your badge indicating your exemption. Please remember that since you have been approved for an exemption, you will need to mask during the entire flu season. Information about masking can be found on I-Connect.

- **My request for an exemption was denied. Do I still have to get the flu vaccine?** Yes. You must get the flu vaccine by the 5 p.m. **October 31** deadline if you do not have an exemption.

- **If I got an exemption last year, do I have to request an exemption again this year?** No. You do not need to request another exemption unless there is a change in your medical condition or religious belief. Once an exemption is approved, it is considered permanent and in effect for all future flu seasons unless otherwise noted in your initial approval letter.

- **I have been approved for an exemption from the flu vaccine. When do I have to begin wearing a mask if I am within 6 feet of patients?** The mandatory masking period will be determined by the prevalence of influenza infections in our communities. When our facilities reach a predetermined level of influenza infections, the mandatory masking period will begin. Team members with an approved exemption and their leaders will receive an email message from EOH that the masking period has begun.

- **How long will I have to wear a mask?** The mandatory masking period will end once the level of influenza infections has decreased to a predetermined level. You and your leader will receive an email message from EOH once the decision has been made to end the masking period.

**Patients & Guests**

- **Will we mask patients who have signs and symptoms of the flu?** The severity of the 2018 flu season may shape some of our decisions. However, we have measures in place to protect team members and other patients from someone within a facility who is exhibiting symptoms of any contagious illness. We just need to make sure that every team member adheres to these safety measures.
- The first line of defense is at the check-in area. Team Members must screen all patients and err on the side of caution. If you suspect that a patient is ill with flu-like symptoms, give him or her a mask and isolate as much as possible.
- Place all suspect patients on droplet precautions as soon as you suspect flu-like illness. A nurse can implement isolation precautions and obtain the physician order at a later time.
- Place a mask on all patients with suspected flu-like illness any time the patient is out of the room or being transported through the facility.
- Team members who get sick with flu-like illness should stay home until they feel better and have been fever-free for at least 24 hours.

**Will we require our guests to wear masks or show proof of vaccination?** Visitation is important to the health and wellness of our patients, so at this time, we have no plans to require masking or proof of vaccination for visitors. However, we will continue our practice of asking guests to refrain from visiting if they are ill even though we know that sometimes a visitor must come to the hospital when he or she is sick. In those cases during influenza season, we will ask visitors to wear a mask to help prevent the spread of illness to our team members and other hospital guests. While we would like everyone who has not been vaccinated to wear a mask, it is simply not feasible to do so. Our larger facilities can have as many as 10,000 visitors per day.

**Students, Vendors & Contractors**

**Will students be vaccinated so they can continue to volunteer, shadow and work in our facilities?**
Yes. We have many student programs that include middle-school-aged children, high-school-aged children and college students in clinical programs who volunteer, shadow or participate in credit classes. The mandatory vaccination program applies to students in all of these programs as well. Students who show proof of vaccination are welcome to continue their participation. A student who cannot show proof of vaccination will not be permitted to continue in his or her program after October 31 through the date that we determine flu season has ended. This is typically the March to April timeframe.

**Are vendors required to have vaccine?** Yes. Vendors must follow the same process as our team members when visiting any Novant Health facility. Materials management staffs communicate this information to the 700+ vendors who are registered to do business with Novant Health. And if a vendor is in one of our facilities and appears ill, he or she should be asked to leave immediately. The health of our patients and staff is our top priority.

**Can contract team members and clinical rotation students get the flu vaccine at a Novant Health team member flu clinic?** Yes. We will provide the flu vaccine to contract team members and students as long as we have the vaccine available.

**New Team Members**

**How will new team members get their flu shot?** New team members will receive the influenza vaccine or may request an exemption when they report to EOH for the new team member health screening.

**Are you telling prospective team members about the mandatory flu vaccine?** Yes. All potential team members are notified that we have a mandatory influenza vaccination program.
members are also asked to sign an attestation form informing them of the mandatory influenza program upon hire.