


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: INFLUENZA POLICY
APPROVED: 	POLICY NUMBER: VII-22
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GENERAL POLICY:

As a leading healthcare provider, Montefiore is committed to preventing the transmission of the influenza (“flu”) virus to our patients, associates, and family members. The flu is a serious infectious disease and a major patient safety concern. Healthcare providers who have acquired the flu can easily spread the infection to patients in their care, leading to severe health consequences.

POLICY APPLICABLE TO:

All new hires, volunteers, and contractors (“workers”) hired during, or leading up to, the flu season.

PROCEDURE:

In order to protect our patients, associates, and others in the Montefiore community from the flu, Montefiore is requiring that all new hires, volunteers, and contractors (“workers”) hired during, or leading up to, the flu season receive a flu vaccination **prior** to their first day of work (or as soon as it is made available). This vaccine is the safest and most effective way to prevent the virus and will be provided by Montefiore to all new workers free of charge prior to their start date. The vaccines are latex and preservative free. Workers with a severe egg allergy will be offered a vaccine that is appropriate for their age and health status.

Montefiore will accommodate new workers who object to the vaccination based on religious beliefs or medical conditions, provided valid documentation substantiating the need for the accommodation is given to Employee & Labor Relations. All unvaccinated workers granted the accommodation will be required to wear a surgical mask while working in areas where patients are typically present. Wearing a surgical mask effectively reduces the risk of flu transmission to patients.

Absent any need for an accommodation, all new workers are required to receive the flu vaccine and will not be permitted to work or continue working until it is received. Any new workers who have questions about this policy should contact the Human Resources Department.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by the Medical Center’s Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.