

**HAMILTON CENTER, INC.
ENVIRONMENT OF CARE MANUAL**

Section: **EMPLOYEE HEALTH**

Policy No.: EC.01.01.00.00

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Policy: **EMPLOYEE HEALTH
SERVICES**

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PURPOSE

To promote the well-being of Hamilton Center, Inc. (HCI) employees, to address the prevention of communicable diseases and to reduce the transmission of communicable diseases to employees, consumers, and visitors.

POLICY

- A. The HCI Infection Control/Employee Health (IC/EH) Program and its related services are focused on the prevention and control of infections and infestations and the prevention and/or transmission of health care acquired infections in the work environment. The Infection Control/Employee Health staff, in coordination with the Infection Control Committee:
1. Develop infection control/employee health policies and procedures;
 2. Develop, collect, and review employee surveillance data as provided through the payroll notification system;
 3. Identify and monitor rates of epidemiologically significant infections in health care workers and other employees; and,
 4. Develop preventative programs targeted at the consumer demographics of HCI and the characteristics of employees.
- B. New employees are screened for tuberculosis, as well as the immunity status of measles, mumps, rubella, and varicella prior to orientation as a condition of employment. During new staff orientation, staff must participate in training, including:
1. Airborne pathogens;
 2. Blood borne pathogens;
 3. Universal Precautions;
 4. Centers for Disease Control and Prevention (CDC) Hand Hygiene Guidelines; and,
 5. Employees whose job category identifies them as eligible to receive the Hepatitis B vaccine, receive Vaccine Information Sheets (VIS) regarding the vaccination during new employee orientation and, if consenting, receive the vaccination series. Identified staff that initially decline vaccination may consent at any time during their employment to be inoculated.
- C. Annually, the IC/EH staff conduct tuberculosis screenings for all staff as a condition of continued employment.

- D. All employees identified in exposure control Categories I and II, outline in the HCl Exposure Control Plan, must participate in mandatory annual infection control training on topics including, but not limited to:
1. Airborne pathogens;
 2. Blood borne pathogens;
 3. Universal Precautions;
 4. Hand Hygiene Guidelines; and,
 5. Needle stick prevention.
- E. All HCl employees, contracted employees and students/interns, as a condition of employment, must be immunized against influenza each year.
1. Each year, HCl employees, contracted employees and students/interns must receive seasonal influenza vaccine provided by Hamilton Center, Inc. employee health services or provide written documentation of seasonal influenza vaccine from another source. New hires will be required to present proof of influenza immunization or will be given the influenza vaccine within 14 days of hire if hired during seasonal influenza months, October through March. New employees, whose start date is outside the active vaccination period, will be notified of the policy and will be expected to comply with vaccination the next influenza season. Compliance with annual mandatory seasonal influenza vaccination will be required no later than the end of business day December 31.
 2. Prior to the annual onset of influenza season Infection Control / Employee Health services will notify staff, contracted employees and students/interns at each location of dates for the influenza clinic hours.
 3. Medical and Religious exemptions:
 - a. Staff who have a medical and / or religious exemption should fill out the medical and / or religious exemption form. The process should be completed by December 31. New employees onboard after the exemption request period should complete exemption request within 5 business days of orientation.
 - b. Staff will be notified by the Infection Control / Employee Health Office no later than 15 days from the date of the request of the approval or denial of their request. New Employees will be notified within 5 business days of their request if it occurs after the routine exemption review period.
 4. Incomplete paperwork will not be accepted.
 5. 24 hour care staff who have been granted an exemption to receiving the influenza vaccination will be required to wear a mask at all times during their shift during influenza season; October through March.

- F. An employee medical record containing verification of pre-employment and annual tuberculosis screenings is maintained in the Infection Control/Employee Health office. The file has documentation of acceptance or declination of the Hepatitis B vaccination series for eligible employees. Documentation of the vaccination status for Influenza, measles, mumps, rubella, and varicella is also included in those employees' files who agree to receive the vaccinations from HCI. Employees' medical files may also contain other health-related information given to the IC/EH by Human Resources or the employee. It is the responsibility of the IC/EH staff to maintain the confidential employee medical file.
- G. Oversight of this policy is the responsibility of the IC/EH Staff.