



## Employee Immunizations Policy

### I. BOARD DIRECTIVE

- A. Educational institutions are potential high-risk areas for transmission of vaccine-preventable diseases. While immunization is an important health requirement for students in Providence Hall Charter School (PHCS) schools, it is equally important for staff in these settings and other PHCS buildings to be protected against vaccine-preventable diseases. This policy is adopted in conformance with the Salt Lake County Health Department's Health Regulation #38 Utah Code Ann. § 26A-1-114.
- B. The Board delegates to PHCS District Administration the responsibility for developing and administering the policy for employee immunizations.

### II. ADMINISTRATIVE POLICY

#### A. Purpose

Utah law provides the health department, in the event of a case or an outbreak of a vaccine-preventable disease among PHCS students or employees, with the authority to exclude from school and the workplace all susceptible persons, including students and employees, to prevent the spread of a communicable disease and to protect the public's health. This policy is adopted to facilitate the timely identification of PHCS employees who must be excluded and to outline the details of their employment status during the period of exclusion.

#### B. Record of Immunization

All PHCS employees are required to provide PHCS's HR Department/PHCS Nurse a record of immunization/exemption or immunity against the diseases listed in Section C for ready access in the event of an outbreak. In the event of an outbreak, PHCS Nurses will act as a liaison between the health department, school administration and impacted employee(s), who will be required to provide their record of immunization. PHCS Employees with no record on file, or whose record does not indicate immunization against the disease identified in an outbreak, may be excluded from the school or workplace until authorized by the local health department to return.

#### C. Recommended Vaccinations

PHCS will provide policy notification to employees during the new hire onboarding process and each year during the critical policy review. In accordance with the recommendation of the Utah Department of Health, all employees are encouraged to be vaccinated against the following:

1. **Measles, Mumps, Rubella (MMR)** – Employees born in or after 1957 must provide documentation of two (2) doses of the MMR administered at least one month apart, or proof of immunity.
2. **Tetanus, Diphtheria, Pertussis (Tdap)** – Employees must provide documentation of one (1) dose of the Tdap.
3. **Varicella (Chicken Pox)** – Employees must provide documentation of receiving two (2) doses of Varicella vaccine at least four (4) weeks apart or a physician diagnosis or personal recall of Varicella disease or proof of immunity.

#### D. Exemptions

1. Except as otherwise provided, employees may claim an exemption to an immunization for
  - a. medical;
  - b. religious; or
  - c. personal reason(s), as allowed by Utah Code Ann. § 26A-1-114.



1. Each exemption claimed must be accompanied by the appropriate authorized health department exemption form.

## E. Exclusions

When the local health department verifies that a case or an outbreak of a disease listed in Section C has been identified at a PHCS school or other PHCS location, the health department has the authority to exclude individuals from the workplace it determines pose a risk to the public health. PHCS Administrators should cooperate with health department personnel and District nurses to request records of immunization. If the health department determines that a PHCS employee must be excluded, the health department official or PHCS Nurse shall notify the school/building administrator and Human Resources. PHCS District will take action according to the following provisions:

1. **Communication with the Health Department.**

In the event an employee is excluded, PHCS administrators and PHCS Nurses shall communicate with Health Department officials regarding such issues as schedules, activities, and other information to mitigate the exclusion from unnecessarily disrupting school/building operation.

2. **Excluded due to being an Exempted PHCS employee (see section D)**

- a. A PHCS employee who is excluded because the employee submitted a properly authorized exemption form shall be allowed to use his/her available leave as allowed by policy during the time of exclusion.
- b. If a substitute teacher is needed, PHCS will cover the cost of the substitute during the time of exclusion.

3. **Excluded due to being PHCS employee with no immunization/immunity record and/or no exemption form**

- a. A PHCS employee who is excluded because the employee has been unable to provide a record of immunization/immunity or has not submitted a properly authorized exemption form shall be allowed to use his/her available leave as allowed by policy.
- b. If no PTO Leave is available, the employee will be placed on unpaid administrative leave during the time of exclusion.
- c. If a substitute teacher is needed, PHCS will cover the cost of the substitute during the time of exclusion.