

Policy & Procedure			
Title:	COVID Immunization for Health Care Workers		
Policy #:			
Issuing Dept.:	Infection Prevention and Employee Health	Effective Date:	12/28/2020
Approved by:	AltaMed Quality Committee	Revision Date:	
Distribution:	☒ AltaMed Health Services Corporation ☒ AltaMed Primary Care Services ☒ AltaMed PACE/Senior BuenaCare ☐ Other:	Review Date:	

Contact information

Director of Infection Prevention

Purpose

To reduce morbidity and mortality by preventing Coronavirus Disease 2019 (Covid-19) by vaccinating all individuals who meet criteria under an Emergency Use Authorization (EUA) for active immunization.

Definitions

Providers – include medical doctors such as medical doctors (MD) and doctors of osteopathic medicine (DO) as well as advanced practice clinicians such as physician assistants (PA) and nurse practitioners (NP).

Policy

1. The health and safety of our employees, patients, and participants is AltaMed Health Services Corporation's (AltaMed) highest priority. The availability of an emergency use vaccination for COVID-19 allows AltaMed to take steps to protect the health and safety we value. For the purposes of COVID-19 vaccination, AltaMed recognizes two (2) categories of employees.
 - a. **Patient-facing employees** – those employees who directly or indirectly come into contact with and/or have close proximity to patients. In addition to providers, front office and back office staff, this includes screeners, greeters, environmental services, PT/OT workers, patient transport personnel (including couriers that visit patient facing sites), home visit personnel and any other roles coming into contact with patients and/or participants. This category also includes employees whose patient and/or participant contact is infrequent (e.g., one (1) clinic day a week).
 - b. **Non-patient-facing employees** – those employees whose work environments do not expose them to patients or participants. Examples include Corporate employees who do not visit the field and employees whose work is 100% remote from home.

- c. Employees who are unsure of their classification can contact their supervisor for clarification.
- 2. For patient-facing employees with no contraindications for, or exemption from, receiving the COVID-19 vaccination, they will be required to be vaccinated. Patient facing employees will be vaccinated prior to non-patient facing employees in accordance with the California Department of Public Health recommendations.
 - a. Employees who decline the COVID-19 vaccine will be required to sign a written declination which will be kept on file by the Human Resources Department.
 - b. AltaMed reserves the right to reassign patient-facing employees who decline the COVID-19 vaccine.
 - c. For employees who are required to get a vaccine and must travel and/or receive the vaccination on their own time:
 - i. Employees can choose to get the vaccine outside of AltaMed. If they do, they will be required to submit proof of vaccination to the Employee Health Department (employeehealth@altamed.org). Employees who obtain vaccination this way will be compensated for their time and travel as noted below.
 - ii. Employees will be paid for the time required to travel to get the vaccination, time to receive the vaccination itself, and any time required to wait after vaccine administration.
 - iii. Employees who are required to travel will be compensated for mileage in accordance with our Travel Time Pay policy HR-MS-004.
- 3. Non-patient-facing employees are recommended to receive the COVID-19 vaccination. When AltaMed receives enough supply of vaccines for non-patient-facing employees, vaccination will be handled the same way as the annual flu campaign. Employees will be notified of available dates/times when vaccines will be administered and they can sign up.
- 4. AltaMed will cooperate with contracted providers to provide vaccines for those who provide care within AltaMed facilities and continuing care to AltaMed patients and Participants. Contracted providers will be required to show proof of vaccination or declination. Contracted providers are expected to cooperate with the continued care of assigned patients and Participants consistent with their contracts. If a contracted provider declines to be vaccinated, AltaMed reserves the right to collaborate with that provider to be redeployed and to ensure the continued care of AltaMed Patients and Participants.

Procedure

- 1. The COVID-19 vaccine should be administered alone with a minimum interval of fourteen (14) days before or after administration with any other vaccine unless otherwise specified by the vaccine manufacturer, Centers for Disease Control (CDC) or Advisory Committee on Immunization Practices (ACIP).
 - a. If COVID-19 vaccine is inadvertently administered within fourteen (14) days of another vaccine, doses do not need to be repeated for either vaccine.
- 2. Registered Nurses (RN) may administer COVID-19 Vaccine pursuant to a standing order that has been approved by a physician and others pursuant to California Business and Professions (B&P) Code 2725.
 - a. The supervising physician does not have to be physically present when the RN is administering the vaccine, but he/she must be available by telephone.
- 3. Licensed Vocational Nurses (LVN) may administer COVID-19 Vaccine upon a standing order.
 - a. The supervising physician does not have to be physically present when the LVN is administering the vaccine, but he/she must be available by telephone.
 - b. LVNs must refer the patient to a provider or RN if the patient answers "yes" to any of the questions on the screening questionnaire.
- 4. Medical Assistants (MA) may only administer COVID-19 Vaccine under the direction of an RN (not

associated with a clinic visit), and upon a standing order. The supervising physician or advanced practice provider must be physically present in the building.

- a. MA must have vaccine and dosage (including pre-filled syringes) verified by an LVN, RN, or licensed provider.
5. Names of Individuals who are vaccinated will be reported to applicable agencies as required by law. We are required to report vaccine administrations via the California Immunization Registry (CAIR2). You may opt-out of CAIR sharing this information with anyone by completing a CAIR2 Decline Data Sharing Request Form, which can be obtained from Front Office Staff or through Employee Health.
6. If a second dose is required by the manufacturer, it will be administered as per the procedure above in accordance with manufacturer's recommendations.

Education & Training Plan

1. Education and training: Registered Nurses (RNs), Licensed Vocational Nurses (LVNs) and Medical Assistants (MAs) will have education and training and complete Skills Competency.
2. A vaccine implementation plan will be rolled out and communicated by the Direction of Infection Prevention and communicated through the *Beat* and the *Lead*.
3. Prospective employees will be educated about vaccination requirements during pre-boarding by Employee Health when the pre-employment physicals and screenings are done.

Implementation Monitoring Plan:

1. Method: The initial list of patient-facing roles will be identified and slotted for immunization times. Non-patient facing roles will be notified when vaccines are available for them to schedule. Employee Health will screen prospective employees at their pre-hire physicals.
2. Frequency: Reports will be run periodically during implementation to ensure compliance.
3. Reporting: Clinical managers will first be informed of non-compliant employees and will reach out to the HR business partners if needed.

Forms & Attachments

1. COVID pre-screen questionnaire and COVID vaccine consent
2. COVID Declination Form
3. COVID Clinical Competency Validation form – vaccine administration
4. COVID Clinical Competency Validation form – post-vaccine observation
5. CAIR2 Decline Data Sharing Request Form

References & Citations

1. CDC. Vaccine Recommendations and Guidelines of the ACIP **COVID-19 Advisory Committee on Immunization Practices (ACIP) Vaccine Recommendations** MMWR, December 13, 2020.
2. Fact Sheet for Healthcare Providers administer Vaccine. Emergency Use Authorization of The Pfizer-BioNTech COVID-19 Vaccine to Prevent Coronavirus Disease 2019 (COVID-19)
<https://selfservehosteu.pfizer.com/pfrrdownload/file/fid/77056>
3. Fact Sheet for Healthcare Providers administer Vaccine. Emergency Use Authorization of The Pfizer-BioNTech COVID-19 Vaccine to Prevent Coronavirus Disease 2019 (COVID-19)
<https://selfservehosteu.pfizer.com/pfrrdownload/file/fid/77051>

<https://www.cdc.gov/vaccines/acip/meetings/downloads/slides-2020-12/slides-12-12/COVID-03-Mbaeyi.pdf>