



Influenza Vaccination Policy

Policy: GEN002

Responsible Executive: Chief Risk Officer

Responsible Office: Office of Health, Safety and Environment

Approved by: Senior Planning Group

Effective Date: 09/11/2023

Last Revised: 05/02/2023

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Policy Statement

The Johns Hopkins University (“JHU” or “University”) is committed to maintaining a healthy and productive workplace and academic setting. Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. One effective way to prevent infection from an influenza virus or transmission of that virus to others is through annual influenza vaccination. Annual influenza vaccination thus protects both individual affiliates and our community as a whole.

This Influenza Vaccination Policy (“Policy”) is intended to maximize vaccination rates for influenza among Johns Hopkins affiliates. The goal is to protect employees, employees’ family members, students, patients, other affiliates, and the broader community from influenza infection.

Who Is Governed By This Policy

All JHU Covered Persons are governed by this Policy as defined below. This Policy does not cover employees or students/trainees of the Johns Hopkins School of Medicine or patients or visitors to Johns Hopkins Medicine Facilities. Employees and students/trainees of the Johns Hopkins School of Medicine follow Johns Hopkins Medicine policies. This Policy does not apply to the Applied Physics Laboratory.

Purpose

This Policy outlines the University’s mandatory vaccination requirements and process for exceptions.

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Definitions

JHU Covered Person	<ol style="list-style-type: none"> 1. All faculty and staff of JHU, excluding those of the School of Medicine, who will be performing duties on JHU campuses or in University Property; 2. All students, excluding those of the School of Medicine, who will be participating in activities (classes, research, work, etc.) on JHU campuses or in University Property. 3. Non-employee personnel who provide services on University Property, such as food service, childcare, transportation, custodial, security, property management, construction, etc.
Influenza Season	An annually recurring time period characterized by the prevalence of outbreaks of influenza. The season typically occurs during the fall and winter months.
University Property	Any property within the United States that is owned, leased, or otherwise controlled or operated by the University, including buildings, other structures and grounds, and vehicles owned or leased by the University.

Policy**A. General**

This Policy requires that all JHU Covered Persons receive an influenza vaccination or an approved exception to the requirement in accordance with the University's annual guidance released prior to start of the Influenza Season.

Students, faculty, and staff who are participating in University on-campus activities at a foreign location are strongly encouraged to receive the influenza vaccination.

B. Compliance

Any JHU Covered Person who fails to comply with the vaccination requirement may be denied access to University Property and JHU resources during the annual influenza season. Such persons may also be subject to the relevant disciplinary procedures established by their respective institutional entity as it relates to conditions of employment, appointment, student enrollment or access. Contractors or vendors who fail to comply with the vaccination requirement will be banned from doing business with JHU.

C. Requirements

To be compliant with the requirement, all JHU Covered Persons must:

1. Receive the influenza vaccine by the deadline established and posted annually by the University, which will be provided free of charge by the University to Johns Hopkins' affiliates;
2. Provide proof of immunization if vaccinated through services other than the University or from a University-designated pharmacy or provider (e.g., private physician office, public clinics) by annually designated deadline. Proof of immunization must include a copy of documentation indicating the vaccine was received;
 - i. Employees must provide such proof to Occupational Health.

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- ii. Students must provide such proof to the appropriate student health department (the Student Health and Wellness Center [“SHWC”] for non East Baltimore students, and University Health Services [“UHS”] for School of Nursing [“SON”], School of Medicine [“SOM”] and Bloomberg School of Public Health [“BSPH”] students).
- iii. Vendors must submit such proof to their procurement or contracting official prior to working on site at University Property; or
- 3. Comply with the designated procedure for obtaining a permissible exemption by the deadline established and posted annually by the University.

D. Exemptions

JHU Covered Persons may seek an exception on medical or religious grounds pursuant to the current University exception process. Any such request must be submitted in a timely fashion and approved by the University annually for a Covered Person to be exempted from the vaccination requirement.

Procedures

Prior to the annual Influenza Season the University will inform JHU Covered Persons about the following:

- 1. Requirement(s) for vaccination;
- 2. Dates when influenza vaccine(s) are available;
- 3. Procedure for receiving vaccination;
- 4. Procedure for submitting written documentation of vaccine if obtained outside JHU designated providers;
- 5. Procedure for declining due to a qualified exception; and
- 6. Consequences of refusing vaccination.

Policy Enforcement

Enforcement	<p>The Office of Human Resources is responsible for employee enforcement personnel issues with this Policy and is responsible for investigating suspected violations, and may recommend disciplinary action, up to and including termination or dismissal in accordance with any applicable University policy or process.</p> <p>For faculty enforcement of this Policy, contact the respective Dean’s office. They will be responsible for investigating suspected violations and may recommend disciplinary action in accordance with applicable University policy or process.</p> <p>For student enforcement of this Policy, contact the Office of Student Conduct at 410-516-2506 or studentconduct@jhu.edu. The Office of Student Conduct will be responsible for investigating suspected violations and may recommend disciplinary action in accordance with applicable University policy or process.</p> <p>The office that sponsors the non-employee personnel is responsible for enforcement of this Policy regarding any contractors, vendors, or volunteers and will be involved as appropriate in the investigations of suspected violations and any recommendations for disciplinary action.</p>
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Reporting Violations	Suspected violations of this Policy should be reported to the appropriate office identified in the Enforcement Section or to the Speak2Us Compliance Hotline at 844-SPEAK2US (844-773-2528) or via the online form . Student reporting may also be processed through the Student Conduct Incident Reporting Form .
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Related Resources

University Policies and Documents
https://covidinfo.jhu.edu/health-safety/flu-vaccine-policy/
Vaccine Management System
Exception Form
Outside Resources
JHHS Mandatory Seasonal Influenza Vaccination Policy HEIC002
JHM Policy on Mandatory Immunizations /Vaccinations P&F018

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation (General)	Health, Safety and Environment	410-955-9213	HSEinfo@jhmi.edu
Policy Clarification and Interpretation (Employees)	Human Resources	667-208-8755	EmployeeRelations@jhu.edu
Policy Clarification and Interpretation (Students)	Office of Student Conduct	410-516-2506	Studentconduct@jhu.edu