Flu Vaccinations
Updated: September 9, 2020

KEY TALKING POINTS:
- Flu vaccinations are a requirement of employment at VCU Health. All team members will need to be compliant by **November 30**.
- Exemptions are considered for medical cause or religious concerns, you will need to submit your information by **September 30**.
- VCU Health allows multiple ways to receive flu vaccinations on-site.
- If you receive the vaccination outside of VCU Health, including if you see a VCU provider instead of getting your vaccination through Employee Health Services’ flu blitz, rolling carts, peer vaccinations or in EHS offices, you will need to provide documentation to EHS.
- If you participate in VCUHS ChoiceCARE health insurance plan, you and your family members will be able to receive flu vaccinations at any MedImpact participating pharmacy.

Frequently Asked Questions:

**Q. Why are vaccinations a requirement at VCU Health System?**
**A.** In 2015, VCU Health required flu vaccinations to create and promote a safe environment for patients, visitors and team members. The established infection control guidelines are considered a best practice for health care entities.

**Q. Who is required to receive a flu vaccination?**
**A.** The flu vaccination policy applies to all VCU Health team members who work, provide services, or receive training or education in Virginia Commonwealth Health System Authority, MCV Associated Physicians, Community Memorial Hospital, CMH Physicians, LLC (collectively and individually referred to as “VCU Health”) clinical and non-clinical leased, owned or otherwise occupied space (“Facilities”).

All team members must be compliant by **November 30, 2020**.

**Q. What happens if I don’t want to get the flu vaccine?**
**A.** The flu vaccination is a requirement of employment at VCU Health. Failure to comply with the policy before November 30, will result in unpaid leave. Unpaid leave will be in effect until December 15, if the proper paperwork is not submitted, the team member will be considered to have voluntarily resigned from his / her position.

**Q. When are flu vaccinations available to VCU Health Team Members?**
**A.** Flu vaccinations will be available to VCU Health team members starting in October.

**Q. What if I am a contractor with VCU Health?**
**A.** You can come to any of the EHS sponsored event as long as you have a VCU Health ID badge.

**Q. I’m a VCU university employee, but work for VCU Health System?**
**A.** University employees who have a VCU Health badge can attend any EHS sponsored flu vaccination event and offering.

**Q. I’m a VCU student, can I participate in EHS flu vaccination offerings?**
A. No. VCU students will have an opportunity to go to university sponsored flu vaccination clinics, more information to be provided by student health. You can also go to your local pharmacy or clinic to receive the flu vaccination, remember to bring your insurance card.

Q. What happens if I have a medical condition that doesn’t allow me to receive the flu vaccination?
A. If you have a medical condition or are allergic to the flu vaccination, please fill out and submit a request for a medical exemption form to HR4U. The form is then reviewed by the medical director of Employee Health Services and an expert medical panel. The council will determine the exception and communicate the decision. You will need to submit your medical exemption by **September 30**.

Team members who have been granted a medical exemption in the previous year(s) only need to submit the medical exemption form to attest that their medical condition has not changed. They will not need to submit medical documentation that has been previously submitted in the preceding year(s). Human Resource Employee Relations and Employee Health Services will evaluate the previously submitted documentation for the coming year.

Q. The flu vaccination is against my religion? Will it still be required?
A. No. For those who have a religious conviction, which doesn’t support the vaccination, an exemption can be granted. You will need to fill out the exemption form and turn it into HR4U.

Team members who have been granted a religious exemption in the previous year(s) only need to submit the religious exemption form to attest that their religious beliefs have not changed. They will not need to submit a written statement that has been previously submitted in the preceding year(s). Human Resource Employee Relations will evaluate the previously submitted written statement for the coming year. If a team member’s religious beliefs have changed, the team member should submit a new request for a religious exemption.

Q. What if I receive the vaccination outside of VCU Health Employee Health Services?
A. We highly encourage VCU Health team members to receive flu vaccination through the October Employee Health blitz, pop-up clinics, peer-to-peer or by going to Employee Health Services.

If team members choose to go outside Employee Health sponsored flu vaccinations, **here is what is required:**

- Take a clear front picture of your VCU Health Employee ID Card.
- Attain a copy of your flu documentation.
- Using your VCU Health.org address, materials (ID Card Photo and Flu Documentation) to [employeehealth@vcuhealth.org](mailto:employeehealth@vcuhealth.org).
  - Due to security reasons, team members are required to use their VCU Health email addresses to submit documentation.

If you are a VCU Health benefited team member, flu vaccinations are covered at most pharmacy locations. The exception is that VCU Health will not cover flu vaccinations at Walgreens.

Q. What if I received a flu vaccination at a VCU clinic (e.g. NOW)?
A. If you did not receive the vaccination from Employee Health Services, then you will need to follow the instructions on if you go outside of EHS sponsored flu vaccinations.
EHS does not have access to pull vaccination records from Cerner or VCU Health clinics and / or portals. You will need to follow the process and instructions.

**Q. Will I receive verification that my flu documentation was marked compliant?**
**A.** Yes. Team members can expect to receive an email verification for compliance. Please have patience as a large volume of submissions will need to be processed. It is recommended that team members keep a copy of the email submission. Once processed, the receipt will be sent to your vcuhealth.org email address.

**Q. If I decide to go outside of VCU Health for a flu vaccination, is it covered by insurance?**
**A.** If you participate in VCUHS ChoiceCARE health insurance plan, you and your family members will be able to receive flu vaccinations at any MedImpact participating pharmacy.

If you have other benefits, or are covered by your spouse or partner, you will need to check your coverage.

**Q. What if I am on short or long term disability during the flu vaccination clinics and other onsite offerings?**
**A.** If you are on a leave of absence, you will need to receive your flu vaccination two weeks from your return / start date.

**Q. How will I know if and when the rolling cart will visit my office building?**
**A.** Exact dates and times for the rolling carts will be communicated to team members directly once the schedule is finalized.