



## **Health Policy: Volunteers, Students, Faculty, Medical/Allied Health Staff, Vendors, and Contracted Personnel 407**

Effective Date:	6/1/1991
Last Review Date:	8/25/2022
Next Review Date:	8/1/2024
Section:	Prevention and Control
Sponsor:	Chair, Infection Prevention and Control Committee
Executive Approval:	President & CEO

### Purpose:

This policy establishes health requirements and guidelines for evaluating illness and infectious disease exposure for volunteers, students, faculty, medical/allied health staff, vendors, and contracted personnel who function within the Medical Center, Mount Nittany Health Surgical Center, or its off-site locations.

### Documentation:

Unless otherwise specified, it is the educational facility or employer's responsibility to maintain the health records required in this policy. Volunteer Services will maintain the health records of volunteers and the Medical Staff Office will maintain health records of physicians and allied health professionals. Hospital personnel responsible for coordinating the educational experience or arranging the contracted personnel services are responsible for ensuring the requirements of this policy are met. A vendor credentialing service verifies compliance with the health requirements for vendors and sales representatives.

### Policy:

Volunteers, students, faculty, medical/allied health staff, vendors, and contracted personnel must have the health information listed below before participating in patient care or other activities within the Medical Center or its off-site locations.

Contract employees working entirely remote are exempt from this policy. If these employees are needed onsite at any time, the hiring manager must notify Employee Health Services and Human Resources, and the employee will be required to abide by the requirements listed in this policy.

1. *Tuberculin skin test* - results of a Tuberculin screening test, either Tuberculin skin test (TST) or blood assay for *M. tuberculosis* (BAMT), performed within the past 12 months.



A two-step TST is required if the individual has not had a negative skin test performed within the previous 12 months. Individuals with positive Tuberculin screening tests must have a chest x-ray performed within the past 12 months, physician certification, or symptom review indicating active Tuberculosis is not present. The requirement for Tuberculin screening is waived for individuals participating in short-term (e.g., 8 hours or less) experiences. Tuberculin screening is only required before participating in patient care or other activities at the Medical Center and as follow-up to an unprotected exposure to a patient with active TB disease. Serial or periodic (e.g., annual) Tuberculin screening is not required. Reference Infection Prevention & Control Policy #414, [Tuberculosis Infection Control Plan](#).

2. *Documentation of Rubella immunity* - either laboratory evidence of immunity or proof of vaccination (one or more doses on or after age one).

3. *Documentation of Rubeola immunity* - either laboratory evidence of immunity, or proof of vaccination (two doses on or after age one or one dose if born before 1957).

4. *Documentation of Mumps immunity* - either laboratory evidence of immunity, or proof of vaccination (two doses on or after age one or one dose if born before 1957).

5. *Documentation of Varicella immunity (chickenpox)* - either laboratory evidence of immunity, proof of vaccination with two doses varicella zoster vaccine or history of herpes zoster (shingles) based on healthcare provider diagnosis.

6. *Documentation of receipt of Pertussis-containing vaccine, Tdap* - proof of vaccination with one dose of a pertussis-containing vaccine (Tdap)

7. *Documentation of receipt of seasonal Influenza vaccine (students and faculty only)* - proof of vaccination with the seasonal influenza vaccine/s as recommended each year in which the student/faculty member participates in an educational experience at the Medical Center. This requirement applies to educational experiences occurring between December and March. The student/faculty member must provide verification of receipt of the vaccine prior to the start of the educational experience. Annual vaccination with seasonal influenza vaccine is encouraged for all Volunteers, Medical/Allied Health staff, vendors, and contracted personnel. The identification badge will be used to denote vaccination status. Healthcare personnel and vendors that decline vaccination are required to wear a surgical mask when working within six feet of patients. This masking requirement is typically in effect December 1 through March 31 but the dates are subject to change as determined by the Infection Prevention & Control Committee based on local disease activity.

To comply with Centers for Medicare & Medicaid Services' Inpatient Prospective Payment System (IPPS) Hospital Inpatient Quality Reporting Program, healthcare



personnel must submit documentation of vaccination received outside the facility, medical contraindications to vaccination, and other documentation as required, and complete a declination form if choosing not to receive vaccination for any reason. This documentation must be provided within a timeframe as determined by the Medical Center.

In the setting of an outbreak, Centers for Disease Control and Prevention and Department of Health recommendations will be considered in determining what, if any, additional requirements related to evidence of immunity may be indicated.

Hepatitis B vaccination is encouraged for students, faculty, medical/allied health staff, vendors, and contracted personnel and is the responsibility of the individual or their employer. Volunteers will not participate in activities that place them at risk for exposure to bloodborne pathogens.

Individuals with known or suspected infectious diseases that may be transmitted to either patients or healthcare workers in the hospital setting are excluded from direct patient care until medically evaluated for suitability as a caregiver, vendor, or volunteer. As indicated, this evaluation may include assessment and potential testing, prophylaxis/treatment, or counseling. Such medical evaluations are at the expense of the individual. In addition, the hospital reserves the right to require a medical evaluation in the Emergency Department, at the hospital's expense.

Healthcare workers exposed to or found to be infected or colonized with of methicillin-resistant *Staphylococcus aureus* (MRSA) and other multidrug-resistant organisms (MDROs) of epidemiological significance will be managed in accordance with Infection Prevention & Control policy #419, Management of Healthcare Workers Exposed to or Infected or Colonized with MRSA or other Multidrug-Resistant Organisms.

Any unprotected exposure to communicable diseases or moist body fluids/substances while on duty must be reported to the hospital personnel responsible for supervising the individual's activities. The exposed individual may be directed to Employee Health or offered evaluation in the Emergency Department depending on the nature of the exposure. Exposure evaluation and management (e.g., tests, treatments, and medications) is conducted in accordance with Employee Health policy.

Payment for services rendered in the Emergency Department for evaluation of unprotected exposures to moist body fluids/substances will be billed to the appropriate Workers Compensation (medical/allied health staff, faculty, vendor, contracted personnel) or insurance carrier (volunteers, students). The hospital's responsibility for payment of services is limited to baseline testing of the source patient. Follow up care is the responsibility of the individual or their employer. (Reference Administrative Policy



#4005, Hospital Events with Potential Injury for more information on exposures involving Volunteers)

Clinical students, clinical faculty, vendors, and contracted personnel who become pregnant should notify their educational institution or employer and the Medical Center as soon as they become aware of their pregnancy. The institution/employer and the Medical Center will collaborate in planning the clinical experience, using Employee Health Policy, #408, Health and Safety of the Pregnant Worker, as a guideline. Specific limitations ordered by the student, faculty, or contracted provider's physician will be addressed on a case-by-case basis.

COVID-19 Vaccination Requirements:

Mount Nittany Health ("MNH") is committed to providing a safe and healing environment for our patients and protect volunteers, students, faculty, medical staff, vendors, and contracted personnel.

This subsection applies to: (1) any contractors, agency staff or other vendors that regularly provide services on-site or involved in patient care; (2) students/faculty; (3) volunteers; and (4) non-MNH medical staff (collectively, "Covered Individuals"). The term Covered Individuals does not include individuals who, as determined by MNH, infrequently provide ad hoc non-health care services.

All Covered Individuals are required to be fully vaccinated against COVID-19 by the deadlines below or, if applicable, to have been granted an accommodation by their employer or educational institution based on a medical condition or sincerely held religious belief that makes them unable to receive any available COVID-19 vaccine.

MNH accepts all COVID-19 vaccines that have been authorized or approved by the United States Food and Drug Administration ("FDA"). A list of FDA-authorized vaccines can be found [here](#).

MNH will accept COVID-19 vaccinations administered outside of the United States provided that the applicable COVID-19 vaccination was either (i) approved or authorized by the FDA or (ii) listed by the World Health Organization ("WHO") for emergency use. A list of COVID-19 vaccinations approved by the WHO for emergency use can be found [here](#).

A. REQUIREMENTS AND PROCEDURES

1. Contractors, Vendors, Agency Staff, Students, and On-Site Faculty



Effective January 27, 2022, contractors, vendors, agency staff, students, and on-site faculty will not be permitted to be on-site at any MNH facility unless they and their employer or educational institution have complied with all of the following:

- a. Submission of a completed COVID-19 Vaccination Requirement Acknowledgement and Attestation Form signed by an authorized representative of the applicable employer or educational institution. Only one COVID-19 Vaccination Requirement Acknowledgement and Attestation Form will be required per employer or educational institution. See Attachment 1 (Contractors/Vendors) and Attachment 2 (Educational Institutions); and
- b. Submission of either (i) proof that each Covered Individual working on-site at MNH facilities has received a first COVID-19 vaccine dose by January 27, 2022 and both doses of a two-vaccine series by February 28, 2022 or (ii) documentation that the employer or educational institution has granted the individual a religious or medical accommodation from the COVID-19 vaccination requirements.
  - i. Proof of vaccination may take any of the following forms: (i) the record of immunization from a healthcare provider or pharmacy; (ii) a copy of the COVID-19 vaccination record card; (iii) a copy of medical records documenting the vaccination; (iv) a copy of immunization records from a public health, state or tribal immunization information system; (v) a copy of any other official documentation that contains the type of vaccine administered, date of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine; or (vi) if vaccinated outside of the U.S., a reasonable equivalent of any of the previous examples.
- c. Medical Students must submit proof of vaccination or proof of accommodation granted by their educational institution to Administration at: [meredith.wood@mounnittany.org](mailto:meredith.wood@mounnittany.org).
- d. Residents or nurse practitioner/physician assistant students must submit proof of vaccination or proof of accommodation granted by their educational institution to the Mount Nittany Medical Center Medical Staff Office at: [credentialing@mounnittany.org](mailto:credentialing@mounnittany.org).
- e. All other students and on-site faculty must submit proof of vaccination or proof of accommodation granted by their educational institution to the MNH Education department at: [education@mounnittany.org](mailto:education@mounnittany.org).



- f. Any contractors, agency staff or other vendors that regularly provide services on-site must submit proof of vaccination or proof of accommodation granted by their employer to the appropriate individual as set forth in the applicable COVID-19 Vaccination Requirement Acknowledgement and Attestation Form.

## 2. Medical Staff Members Not Employed by MNH and Fellows

Effective January 27, 2022, members of the medical staff (including physicians, advanced practice providers, and fellows) who are not employed by Mount Nittany Medical Center or Mount Nittany Physician Group will not be permitted to be on-site at any MNH facility and will have their privileges automatically relinquished unless they have complied with the following:

- a. Submission of either (i) proof that the provider has received a first COVID-19 vaccine dose by January 27, 2022 and both doses of a two-vaccine series by February 28, 2022 or (ii) documentation that the provider's employer has granted the provider a religious or medical accommodation from the COVID-19 vaccination requirements.
  - i. Proof of vaccination may take any of the following forms: (i) the record of immunization from a healthcare provider or pharmacy; (ii) a copy of the COVID-19 vaccination record card; (iii) a copy of medical records documenting the vaccination; (iv) a copy of immunization records from a public health, state or tribal immunization information system; (v) a copy of any other official documentation that contains the type of vaccine administered, date of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine; or (vi) if vaccinated outside of the U.S., a reasonable equivalent of any of the previous examples.
  - ii. Proof of vaccination or accommodation granted by the provider's employer must be submitted to the Mount Nittany Medical Center Medical Staff Office at [credentialing@mountnittany.org](mailto:credentialing@mountnittany.org).

## 3. Volunteers

Effective January 27, 2022, volunteers will not be permitted to be on-site at any MNH facility unless they have submitted proof that the volunteer has received a first COVID-



19 vaccine dose by January 27, 2022 and both doses of a two-vaccine series by February 28, 2022

- a. Proof of vaccination may take any of the following forms: (i) the record of immunization from a healthcare provider or pharmacy; (ii) a copy of the COVID-19 vaccination record card; (iii) a copy of medical records documenting the vaccination; (iv) a copy of immunization records from a public health, state or tribal immunization information system; (v) a copy of any other official documentation that contains the type of vaccine administered, date of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine; or (vi) if vaccinated outside of the U.S., a reasonable equivalent of any of the previous examples.
- b. Proof of vaccination must be submitted to the Manager of Volunteer Resources or his/her designee.

**B. REQUIREMENTS FOR COVERED INDIVIDUALS WHO ARE GRANTED A MEDICAL OR RELIGIOUS ACCOMMODATION**

Covered Individuals who are granted a medical or religious accommodation by their employer or educational institution will be required to comply with all current requirements designed to reduce the risk of transmission of COVID-19 including, but not limited to, requirements related to regular COVID-19 testing, personal protective equipment (PPE), and regular screenings. Medical or religious accommodations will not be considered for volunteers.

Covered individuals granted an accommodation will be required to wear a MNH-issued procedural mask and MNH-approved eye protection while on-site in any Mount Nittany Health Building. For purposes of this subsection, “fully vaccinated” is defined as having received all required doses of a vaccine series, even if the individual has not yet completed the 14-day waiting period required by the CDC.

**C. COVERED INDIVIDUALS WHO WORK EXCLUSIVELY ON A REMOTE BASIS**

Except as otherwise set forth below, Covered Individuals who provide services exclusively on a remote basis, and who represent that they will under no circumstances come on-site to a MNH facility, will not be required to comply with the COVID-19 vaccination requirements set forth in this policy. MNH reserves the right to determine, in its sole discretion, whether a particular Covered Individual is exclusively remote. Students and on-site faculty will not be



eligible for an exemption from these requirements regardless of whether the student or faculty is partially or fully remote.

D. ATTACHMENTS

1. [Contractor COVID-19 Certification UPDATE with Acknowledgement and Attestation Form FOR VENDORS](#)
2. [School COVID-19 Certification UPDATE with Acknowledgement and Attestation](#)

COVID-19 Testing and Reporting Requirements:

Mount Nittany Health (“MNH”) is committed to providing a safe and healing environment for our patients and protect volunteers, students, faculty, medical staff, vendors, and contracted personnel.

Staff volunteers, students, faculty, medical staff, vendors, and contracted personnel are required to notify and be cleared by their managing department (as indicated below) when they are experiencing any COVID-like symptoms and/or test positive for COVID-19. They must abide by the testing requirements and return to work criteria in Policy 315: Risk Assessment & Occupational Management of Employee Exposure to Confirmed COVID-19 Patient and Policy 316: COVID Prevention Plan.

- a. Medical Students must notify and be cleared by Administration at: [meredith.wood@mounnittany.org](mailto:meredith.wood@mounnittany.org).
- b. Residents or nurse practitioner/physician assistant students must notify and be cleared by the Mount Nittany Medical Center Medical Staff Office at: [credentialing@mounnittany.org](mailto:credentialing@mounnittany.org).
- c. All other students and on-site faculty must notify and be cleared by the MNH Education department at: [education@mounnittany.org](mailto:education@mounnittany.org).
- d. Any contractors or other vendors that regularly provide services on-site must notify and be cleared by the Facilities Department: [Jennifer.willits@mounnittany.org](mailto:Jennifer.willits@mounnittany.org) and/or [Kevin.Mckinney@mounnittany.org](mailto:Kevin.Mckinney@mounnittany.org).
- e. Volunteers must notify and be cleared by the Manager of Volunteer Resources or his/her designee.
- f. Medical Staff Members Not Employed by MNH and Fellows must notify and be cleared by Employee Health Services.





- g. Agency staff must notify and be cleared by the Employee Health Services.

## POLICY MODIFICATION

MNH reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

### References:

Centers for Disease Control and Prevention. Epidemiology and Prevention of Vaccine-Preventable Diseases. Atkinson W, Hamborsky J, McIntyre L, Wolfe S, eds. 10th ed. Washington DC: Public Health Foundation, 2007.

Centers for Medicare & Medicaid Services' Inpatient Prospective Payment System (IPPS) Hospital Inpatient Quality Reporting Program, Healthcare Personnel Influenza Vaccination Reporting Requirement

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Reviewed by Medical Executive Committee 9/4/2014