

# P-11: Administrative Procedures

## Employee Immunizations



### REFERENCES

[Board Policy P-11](#)

### DEFINITIONS

**Certificate of Immunization:** A certification from a licensed physician or authorized representative of the state or local health department stating that the individual has received immunization against communicable diseases required under Salt Lake County Health Department, Health Regulation #38 ("Regulation"), including the dates and types of immunization administered or proof of immunity.

**Exemption:** Relief from the immunization requirements of this Regulation by reason of medical, religious, or personal reasons as defined in Utah Code Ann. §§53G-9-303, 304.

**School-based Personnel:** Faculty and staff and includes teachers, substitute teachers, student teachers, administration, and all other employees whose primary job responsibilities include possible interaction with students on any given school day. Volunteers are not considered "School-based personnel."

### PROCEDURES FOR IMPLEMENTATION

#### I. Immunization, Immunity, or Exception Requirements

In accordance with Salt Lake County Health Department ("Health Department"), Health Regulation #38 ("Regulation"), the district requires its school-based personnel to provide proof of immunizations, exemption, or proof of immunity in the event of an outbreak of a vaccine-preventable communicable or infectious disease.

- A. New employees will be made aware of this requirement as part of their new employee orientation.
- B. Currently, the Health Department requires school-based personnel to have immunity, valid exemption documentation, or documentation that they have obtained the following vaccinations:
  1. Measles, Mumps, Rubella ("MMR"). School-based personnel born in or after 1957 must provide documentation of two doses of the MMR administered at least one month apart;
  2. Tetanus, Diphtheria, Pertussis ("Tdap"). School-based personnel must provide documentation of one dose of the Tdap; and
  3. Varicella ("Chicken Pox"). School-based personnel must provide documentation of receiving two doses of Varicella vaccine at least four weeks apart or physician diagnosis or personal recall of Varicella disease.
- C. Additionally, it is recommended that all school-based personnel receive the following vaccinations:
  1. Hepatitis A, 2 doses;
  2. Hepatitis B, 2 doses; and
  3. Influenza vaccine, annually.
- D. In accordance with state law, school-based personnel may claim an exemption to immunization for medical, religious, or personal reasons. The Health Department, and not the district, sets out the requirements necessary for each exemption and is the entity responsible for granting any such exemption. See, Utah Code Ann. §§53G-9-303, 304.
- E. The Health Department may exclude from schools any school-based personnel:
  1. who have not been immunized based on a statement of exemption; and
  2. who are suffering from, have been exposed to, or will be exposed to a vaccine preventable disease.
  3. In the event an outbreak of a vaccine preventable communicable or infectious disease the Health Department may exclude from school any school-based personnel and staff who have not been immunized, even if an exemption has been submitted.
- F. The Health Department may exclude from school attendance any person, who is suffering from any communicable or infectious disease whether acute or chronic, if the person is likely to convey the disease to those in attendance.
- G. School-based employees who are excluded from their assigned workplace by the Health Department will either use appropriate leave or go unpaid for the duration of the exclusion from the workplace.
  1. An excluded school-based employee's time-off will be considered protected time.
  2. If a substitute teacher is needed, the district will cover the cost of the substitute during the time of exclusion.

- H. For updates on current Health Department vaccine requirements or more detailed information regarding vaccine requirements in public schools, please refer to: <https://slco.org/globalassets/1-site-files/health/regs/imms.pdf>.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 406 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.