



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** G - Personnel  
**POLICY TITLE:** Employee Immunizations  
**FILE No.:** GBHC  
**DATED:** January 9, 2013

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### **1. PURPOSE AND PHILOSOPHY**

Utah law provides the local health department, in the event of a case or an outbreak of a vaccine-preventable disease among District students or employees, with the authority to exclude from school and the workplace all susceptible persons, including students and employees, to prevent the spread of communicable disease and to protect the public's health. This policy is adopted to facilitate the timely identification of employees who must be excluded and to outline the details of their employment status during the period of exclusion.

### **2. RECORD OF IMMUNIZATION**

- 2.1.** All employees are encouraged to maintain and provide to the District a record of immunization or immunity against the diseases listed in Section 4 below for ready access in the event of an outbreak. Employees should complete the electronic Employee Immunization Record, which is accessible through Nebo Data Apps. A record on file of employee immunizations will allow school administrators and local health department officials to immediately identify employees who may remain at work during the outbreak. Employees with no record on file, or whose record does not indicate immunization against the disease identified in an outbreak, may be excluded from the school or workplace until authorized by the local health department to return.
- 2.2.** All new employees are required as a condition of employment to provide to the District verification of immunity or immunization against the diseases listed in Section 4 below prior to their first day of work.

### **3. EXCLUSION PROCEDURES**

- 3.1.** When the local health department verifies that a case or an outbreak of a disease listed in Section 4 below has been identified at a school or other District workplace site, the health department has the authority to exclude individuals it determines pose a risk to the public health. School officials should cooperate with health department personnel, including school nurses, to identify those students and employees who have not provided proof of immunity. School administrators and school nurses shall have access to employee immunization records. If the health department determines that an employee must be excluded, the District will take action according to the following provisions.

- 3.1.1. An excluded employee who has demonstrated a sincerely held religious belief against receiving the immunization shall be placed on paid administrative leave during the time of exclusion. If a substitute is needed, the District will cover the cost of the substitute during the time of exclusion.
- 3.1.2. An excluded employee who has demonstrated by a written notice signed by a physician that the immunization is not possible due to disability or other medical condition shall be placed on paid administrative leave during the time of exclusion. If a substitute is needed, the District will cover the cost of the substitute during the time of exclusion.
- 3.1.3. All other excluded employees shall be placed on unpaid administrative leave during the time of exclusion. If a substitute is needed, the District will cover the cost of the substitute during the time of exclusion.
- 3.2. When the health department determines an employee must be excluded, the school nurse or other health department official shall notify the school principal/supervisor. The principal/supervisor shall notify the employee and the Director of Human Resources of the exclusion.
- 3.3. In the event an employee is excluded, school principals/supervisors and other District administrators shall communicate with health department officials regarding such issues as school schedules, activities, and other information so that the exclusion does not unnecessarily disrupt school operation.

#### **4. RECOMMENDED VACCINATIONS**

In accordance with the recommendation of the Utah Department of Health, all employees are encouraged to be vaccinated against the following:

- 4.1. Measles, Mumps, Rubella (MMR)
- 4.2. Tetanus, Diphtheria, Pertussis (Tdap)
- 4.3. Varicella (Chicken Pox)

#### **5. EFFECTIVE DATE**

To allow employees time to locate their immunization records, receive the necessary vaccinations, and complete the electronic Employee Immunization Record, this policy will become effective at the beginning of the 2013-2014 school year.

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#### **EXHIBITS**

None

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#### **REFERENCES**

Utah Code Ann., §26A-1-114

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#### **FORMS**

Employee Immunization Record (Nebo Data Apps)

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