



2019-2020 Influenza Vaccination Verification Process for Contract Workers

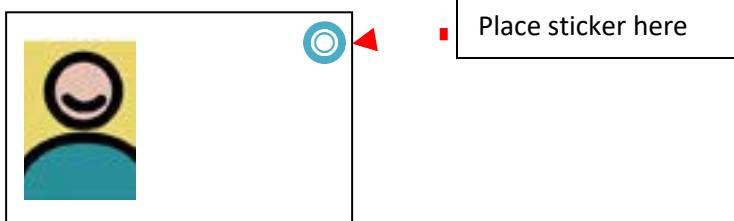
October 25, 2019

- Provide a list of **ALL** contract workers who will be on the OU Medicine, Inc. campus between 11/1/2019 - 3/31/2020 using the spreadsheet provided.
- Anyone who has declined vaccination will be required to wear a mask while in patient care areas starting 11/1/2019.

- Provide a new spreadsheet as contract workers are hired, including any updated information on current contract workers .

Flu Stickers

After the tracking form with the contract workers vaccination information has been sent, someone may come and get the stickers for the individuals vaccinated and sent on the spreadsheet. Agencies must submit both the attestation spreadsheet and Acknowledgement and Attestation Letter before any stickers will be given to the Agency Representative. Anyone that has been given the stickers is only to give the stickers to those contract workers that have been attested to on the spreadsheet. Stickers must be placed on the upper left hand corner of the contract worker badges. Those that decline the flu vaccination will need to wear a mask in registration/admitting, procedural, and patient care areas.



Spreadsheet Instructions

Please see attached template: [Contract Worker Flu Upload Template .xlsx](#).
(Please note this template requires Excel 2010.)

There are **only 6 columns** A-F, you **cannot add additional columns or remove existing** columns.

YOU CANNOT CHANGE THE HEADERS or our system will not upload the information correctly!

Column A: LastName: Must use legal last name (as appears on W2), proper case (Smith)
– All caps, all lower case, parenthesis, quotation marks, and any other special characters are not accepted. However, hyphens, periods, spaces, and apostrophes are allowed.

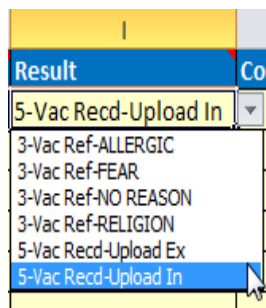
Column B: FirstName: Must use legal first name (as appears on W2), proper case (Linda)
– All caps, all lower case, parenthesis, quotation marks, and any other special characters are not accepted. However, hyphens, periods, spaces, and apostrophes are allowed.

Column C: EmpType: Select **DHP** from the dropdown menu.

Column D: BirthDate. You must enter the date as mmddyyyy (Example: If the birthdate is January 1, 1952, you would enter 01/01/1952). The template is formatted such that if you enter the date as 01/01/1952, Excel will recognize it as a date field and format it correctly as 01011952 without the slashes.

Column E: CrActDate. Date field. This should be the date the vaccination was given or the declination was made. Date must be in mmddyyyy format. The template is formatted such that if you enter the date as 09/01/2015, Excel will recognize it as a date field and format it correctly as 09012015 without the slashes.

Column F: Results: Select either the '3-Vac Ref' (Refusal Reason) or if the vaccination record was received please select '5-Vac Recd-Upload Ex'. * **Do not select '5-Vac Recd-Upload In'.**



*****Proof of vaccination or declination must be accessible in the event of an audit and should be kept by the Agency.*****