

Flu vaccination FAQ

1. Who is required to receive the flu vaccination?

Per policy [HSO-203: Influenza Vaccination](#), “All faculty, staff, house staff, and students working or training in the University Hospitals and Clinics are required to receive an influenza vaccination or to provide written notice that they decline to be vaccinated for medical, religious, or personal reasons on or before November 15 annually, or sooner if warranted by conditions in the community.”

Covered individuals are designated as having patient contact in PeopleSoft. If it is felt that the patient contact designation is incorrect, managers/supervisors can update the ‘Patient Contact’ field in PeopleSoft, but the decision should be made in consultation with Occupational Health as the change may affect other Health System policies. Please refer to the following [tip sheet](#) for instructions on how to update this field. Occupational Health leaders may approve or deny the request.

During peak flu season, all unvaccinated covered individuals will be required to wear a protective mask any time they access a patient care area, enter a patient room, or come within 6 feet of a patient.

2. What is my responsibility as a leader regarding flu compliance?

It is every manager/supervisor’s responsibility to remind and encourage their employees to receive or decline the flu vaccine as soon as possible and no later than the Nov. 15 compliance deadline.

3. How do I check if my direct reports are flu compliant?

Managers/supervisors can click their ‘Supervisor Tab’ in ReadySet to monitor their employees’ flu vaccination status. Please note that they will only have access to their direct reports’ compliance details.

4. How are employees being reminded of receiving the flu vaccination and what email box are noncompliant communications being sent from?

Reminder emails are coming from Occupational Health, and noncompliant notifications are being sent from Employee Relations.

5. If an employee sends me their vaccination documentation, what do I need to do?

Please instruct employees to upload proof of their vaccination into ReadySet, and an Occupational Health nurse will provide final documentation in ReadySet, usually by the next business day. Please use the following [tip sheet](#) for instructions on how to upload documents into ReadySet.

Leader Tip Sheet

6. What if an employee works 100% remote? Do they need the flu vaccine?

No. However, managers/supervisors need to ensure these employees are marked as 'No' to 'Patient Contact' in PeopleSoft to ensure they do not appear on the noncompliant report. See FAQ #1 for additional information on patient contact.

7. If a UTSW employee received the flu vaccine at Parkland Memorial Hospital or Children's Health, is that information automatically shared with UTSW or vice versa?

Not necessarily. Flu vaccine documentation for staff does not cross over to Parkland or Children's. Faculty and APP information is shared between the three institutions via ReadySet; however, it is important for faculty and APPs to check their employee health record by logging in to ReadySet to ensure compliance.

8. How often does ReadySet update? In other words, once a vaccination record is uploaded when will those details be visible in ReadySet?

Occupational Health nurses are updating employee health records daily during business hours. Please allow 24-48 hours for proof of vaccination to be updated in the ReadySet supervisor portal.

9. What should an employee do if experiencing trouble with ReadySet?

Employees should email OccupationalHealth-UTSW@UTsouthwestern.edu as soon as possible to receive assistance with ReadySet difficulties.

10. Whom do employees need to reach out to if they have additional questions?

Employees may email UTSW-OHFluVaccine@UTsouthwestern.edu for questions regarding flu compliance. Please note that proof of vaccination will not be accepted by email.

11. What if my employee has informed me they do not plan on receiving the flu vaccine?

Instruct employees to complete the Seasonal Flu Immunization Survey in ReadySet and select 'I DO NOT WANT the seasonal flu vaccination.'

12. What happens if my employee is still noncompliant after Nov. 15?

Per policy [HSO-203: Influenza Vaccination](#), "Individuals who fail to comply with this policy may be subject to disciplinary action."