

1.1.C.7 Staff Hepatitis Vaccinations

I Policy Index:



Date Signed: *January 21, 2022*
Distribution: *Public*
Replaces Policy: *4E.15*
Supersedes Policy Dated: *11/14/2019*
Affected Units: *Institutions*
Effective Date: *January 24, 2022*
Scheduled Revision Date: *November 2022*
Revision Number: *20*
Office of Primary Responsibility: *DOC Administration*

II Policy:

The Department of Corrections (DOC) will offer Hepatitis B vaccinations to staff, as specified in this policy. Hepatitis B vaccinations administered to a staff member will be provided at no cost to the staff member.

III Definitions:

Blood:

Human blood, human blood components, and products made from human blood.

Hepatitis B:

A serious disease caused by a virus that attacks the liver. Hepatitis B virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected.

Occupational Exposure:

Reasonably anticipated skin, eye, mucous membrane or other parenteral contact (piercing mucous membranes or skin barrier through such events as needle sticks, human bites, cuts or abrasions) with blood or other potentially infectious material that may result from the performance of a staff member's assigned duties.

Significant Direct Contact:

Contact is defined as the duration of time a staff member spends in proximity with inmates housed in a DOC facility. Significant direct contact is contact between staff and inmates that is within 6 feet and involves at least twelve (12) hours of contact with inmates within a continuous twelve month period.

Staff Member:

Any person employed by the DOC, full or part time, including an individual under contract assigned to the DOC, an employee of another State agency assigned to the DOC, authorized volunteers and student interns.

IV Procedures:

1. Hepatitis B Vaccinations:

- A. Staff having significant direct contact with inmates housed in a DOC facility, their personal property or human blood, who have not previously received the Hepatitis B vaccination, are encouraged to receive the vaccination (ACA 5-ACI-6B-06). The vaccination is made available following employment with the DOC.
1. Newly hired staff assigned to a DOC institution housing inmates, whose job duties include direct contact with inmates, will be issued the Hepatitis B Description form (See [Attachment 1](#)) during pre-service training.
 2. Hepatitis B vaccinations are provided free of charge to staff by local Community Health Care Centers. To receive the vaccine, staff must not have previously received the complete Hepatitis B vaccination series.
 3. Hepatitis B vaccinations shall be administered in accordance with U.S. Public Health Service guidelines. Generally, the vaccination series consists of three (3) inoculations over a period of approximately six (6) months, as determined by the prescribing authority. The second vaccination is usually received one (1) month after the first and the last vaccination is received six (6) months after the first vaccination.
 4. Staff receiving the first vaccination are required to receive the second and final vaccination, unless continued receipt of the vaccine is medically contradicted by their doctor or Community Health (CH) staff, or the staff member's employment with the DOC is terminated.
 - a. Staff receiving the complete Hepatitis B vaccination series will provide written documentation to their Bureau of Human Resource Manager confirming receipt of the vaccination series. If the series was started but not completed, staff will provide documentation of the medical contradiction, as documented by their doctor or Community Health Care staff.
 - b. Staff personal records maintained by the Bureau of Human Resources (BHR) shall be updated as necessary, including the staff member's receipt or declination of the Hepatitis B vaccination.
 - 1) BHR shall ensure staff employment records and in particular, any portion of the record containing medical information, is kept confidential and identifying information is not disclosed or reported without the staff member's expressed written consent, except as required or ordered, consistent with applicable law.
- B. Staff who has not previously received the vaccination, who chooses not to receive the vaccination, must sign the *Hepatitis B Declination* form (See [Attachment 2](#)). Bureau of Human Resources staff will ensure all signed declination forms are kept on file.
1. DOC staff declining the Hepatitis B vaccination may choose to receive the vaccination at any time in the future during their employment with the DOC, provided they are assigned a job position which requires significant direct contact with inmates. Staff may contact their Bureau of Human Resources manager to request vaccination.
- C. If the U.S. Public Health Service recommends a routine booster of Hepatitis B vaccine for those individuals who have received the vaccine, the DOC/BHR will cover the cost of the booster for eligible staff.

V Related Directives:

None.

VI Revision Log:

Removed revisions from March 2002-November 2010.

January 2012: **Deleted** "Non Public" and **Replaced** with "Public". **Deleted** "be directed to consult the Risk Management contact in their institution/ facility/agency or their Bureau of Personnel representative for a copy of these procedures." **Replaced** with "contact Health Service staff and/or their immediate supervisor. If the exposure occurs when an employee is outside the DOC facility i.e. during a transport or while supervising community service inmates in the community, the staff person will contact their supervisor immediately." in Section 3 B. **Added** C. "Staff who have been involved in a blood borne exposure will complete a First Report of Injury and Accident Report" to Section 3.

Added Attachment 1. RM Bulletin #45 and renumbered existing attachments.

December 2012: **Added** definition of "Direct Care Employee". **Added** "during the performance of their assigned duties" to Section 1 B. **Added** "Newly hired" and "within the first month of employment" to Section 1 B. 2. **Added** (Department of Health Staff) to Section 1 B. 2. **Added** "direct care" to Section 2 A. **Added** "Newly hired" and "within the first month of employment" to Section 2 B. 1. **Added** "Direct care" to Section 2 D. **Added** a. and b. to Section 2 D. **Added** "any" and **Deleted** "at a later date" to Section 2 E. **Added** "or offenders released on supervision (paroles or juvenile community corrections staff)" to Section 3 B. **Added** "during the performance of their assigned duties" in Section 3 C. **Added** D. to Section 3. **Added** Attachment 6 and 7 to policy.

November 2013: **Added** "Staff" to title of policy. **Added** "and to those staff who through the performance of their regularly assigned job duties" to Section 1 B. **Replaced** "employee" with "staff" throughout the policy. **Deleted** Section 3 "Possible Exposure to Hepatitis". **Deleted** Attachments 1, 5, and 6.

November 2014: **Reviewed** with no changes.

November 2015: **Deleted** "All Units" and **Replaced** with "All Institutions" in the Affected Units section of the title. **Revised** the definition of Hepatitis A. **Deleted** definition of "Direct Care Staff" and "Level 1 Individual" **Added** "DOC facility housing offenders" in Section 1 A. **Deleted** "Hepatitis A vaccinations are encouraged and will be offered staff assigned to the maintenance department and to those staff who through the performance of their regularly assigned job duties may be exposed to fecal matter" and **Replaced** with "The following is a broad classification of DOC staff who may be at risk of occupational exposure to fecal material or other potentially infectious material containing the Hepatitis A virus:" in Section 1 B. **Added** 1-4 in Section 1 B. **Added** C. and C. 1. to Section 1. **Deleted** "maintenance" and **Replaced** with "assigned to the classification of job positions listed in Section 1 B" and **Deleted** "and offered the Hepatitis A vaccination within the first month of employment" and **Replaced** with "during pre-service training. Staff choosing to receive the vaccination may schedule a time for the vaccination with Correctional Health Services" in Section 1 D. **Added** "to qualifying staff" in Section 1 D. 1. **Deleted** "dose" and **Replaced** with "inoculation" in Section 1 D. 1. and 2. **Added** 3. and 3. a. to Section 1 D. **Deleted** "maintenance staff" and **Replaced** with "Staff assigned to the classification of job positions listed in Section 1 B." in Section 1 E. **Added** "Staff declining" and **Added** "may choose to receive the Hepatitis vaccination at anytime in the future by notifying their supervisor or contacting Correctional Health or a private doctor/health care provider and scheduling a time to receive the vaccination" and **Deleted** "shall be available for maintenance staff that chooses to receive the vaccinations at a later date" in Section 1 F. **Deleted** "direct care staff" and **Replaced** with "Employees assigned to a job position within a DOC facility housing offenders that may be at risk of possible occupational exposure to blood, other bodily fluids or infectious material" in Section 2 A. **Deleted** "Hepatitis B vaccinations and will be offered for all direct care staff that may be exposed to blood or body fluids" and **Replaced** with "Staff assigned to a job position within an DOC facility housing offenders are encouraged to receive the Hepatitis B vaccination free of charge from Correctional Health Service staff" in Section 2 B. **Added** 3. - 4. and 4. a. to Section 2 B. **Deleted** "Direct care" and **Added** "may potentially be exposed to blood, other bodily fluids or infectious material

through their regularly assigned duties within a DOC facility housing offenders who choose” in Section 2 C. **Deleted** “Direct care staff may rescind their letter of declination at any time and receive the Hepatitis B vaccination.” and **Replaced** with “Staff declining the Hepatitis B vaccination may choose to receive the vaccination at anytime in the future by notifying their supervisor or contacting Correctional Health or a private doctor/health care provider and scheduling a time to receive the vaccination” in Section 3 C. 1. **Deleted** 2. in Section 2 C. **Deleted** D. **Updated** Attachments 1-4.

February 2016: **Deleted** definition of Hepatitis A. **Added** definition of “Blood” and “Occupational Exposure” **Deleted** Section 1 referencing Hepatitis A. **Deleted** “assigned duties within a DOC facility housing offenders “ and **Replaced** with “who have direct contact with offenders housed in a DOC facility, offender personal property or human blood” and **Deleted** “to blood, other bodily fluids or materials infected with” in Section 1 A. **Added** “who have not previously received the Hepatitis B vaccination” and **Deleted** “Correctional Health Service staff” and **Replaced** with “a Community Health Care center serving the area” and **Deleted** “assigned to a job position within a DOC facility housing offenders” and **Added** “The vaccination will be available as soon as possible following initial employment with the DOC” in Section 1 B. **Deleted** “Staff choosing to receive the vaccination may schedule a time for the vaccination with Correctional Health Services” in Section 1 B. 1. **Deleted** “correctional health staff” and **Added** “the complete Hepatitis vaccination series” in Section 1 B. 2. **Added** “accordance with U.S. Public Health Service guidelines. Generally the vaccination series consists of” in Section 1 B. 3. **Deleted** “Staff may choose to receive the Hepatitis B vaccination through a private doctor or health care provider (community health nurse)” and **Replaced** with “Staff who receives the first vaccination is required to receive the second and final vaccination unless excused by their doctor or Community Health (CH) staff providing the vaccination or employment with the DOC is terminated” in Section 1 B. 4. **Added** b. to Section 1 B. 4. **Deleted** “The staff member shall be responsible for all fees/co-pays/charges associated with receipt of the vaccination and for providing documentation of receipt of the complete vaccination regiment to Correctional Health staff” and **Replaced** with “Staff who receives the Hepatitis A vaccination will provide documentation to their supervisor confirming receipt of the vaccinations or recommendation from their doctor of CH staff the medical provider against receipt of the final vaccination” in Section 1 B. 4. a. **Added** “Bureau of Human Resources staff will ensure staff who decline to accept the Hepatitis B vaccination sign the Declination form” in Section 1 C. **Deleted** “supervisor or contacting Correctional Health or a private doctor/health care provider and scheduling a time to receive the vaccination” and **Replaced** with “Bureau of Human Resources manager, provided they are assigned a job position that is eligible for the vaccination” in Section 1 C. 1. **Added** D. to Section 1.

November 2016: **Added** definition of “Staff Member” and “Significant Direct Contact”

November 2017: **Reviewed** with no changes.

November 2018: Minor changes.

November 2019: Minor changes.

December 2021: ACA number 4-4387 **deleted** and **replaced** with 5-ACI-6B-06 pursuant to ACA Fifth Edition Standards. **Updated** Attachment #2 and with latest Hepatitis B Declination Form from DOH; **Added** Attachment #3: Hepatitis B Vaccine Information Statement from the Center for Disease Control (CDC).

Doug Clark (Original signature on file)

Doug Clark, Interim Secretary of Corrections

01/21/2022

Date

Attachment 1: Hepatitis B Description

The *Hepatitis B Description* is located in PolicyTech.

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Hepatitis B Description
Please refer to DOC policy 1.1.C.7
Hepatitis Vaccinations

HEPATITIS B DESCRIPTION

Because your employment tasks include the possible occupational exposure to blood, other bodily fluids or potentially infectious material, you have been identified by the Federal Centers for Disease Control (CDC) as having "High/Intermediate risk" for contracting Hepatitis B.

Hepatitis B is transmitted by exposure to blood, saliva and other bodily fluids. The usual means of catching Hepatitis B include through sexual intercourse, receiving contaminated blood or the use of contaminated needles. The most likely exposure to our staff has been identified as handling urinalysis tests.

Hepatitis B is one of at least three (3) viral causes of Hepatitis. Having Hepatitis from one virus, or having the Hepatitis B vaccine, will not prevent you from having Hepatitis from one of the other viruses.

Common symptoms of Hepatitis B include jaundice, abdominal pain, itching skin, low grade fever, fatigue, weight loss, loss of appetite, nausea and vomiting. Many people with Hepatitis B have no symptoms, or such mild symptoms that they do not recognize that they are sick.

The South Dakota Department of Corrections is making the Hepatitis B vaccine available to you at no charge. Three (3) shots are required with this vaccine. The usual schedule for adults is two (2) doses separated by no less than four (4) weeks, and a third dose four to six (4-6) months after the second dose. If an accelerated schedule is needed, the minimum interval between the first two (2) doses is four (4) weeks, and a minimum interval between the second and third doses is eight (8) weeks. However, **the first and third doses should be separated by no less than four (4) months.** Doses given at less than these minimum intervals should not be counted as part of the vaccination series. It is not necessary to restart the series or add doses because of an extended interval between doses.

The vaccine is eighty-seven percent (87%) to ninety-six percent (96%) effective in immunizing individuals.

Adverse reactions to the vaccine are unusual. The most common side effects are related to the injection site and include soreness, redness, swelling, warmth and some thickening in the skin. These side effects are usually mild and go away within a few days. Other side effects may include generalized fatigue, low grade fever - up to one-hundred degrees (100°), various gastrointestinal complaints including loss of appetite, nausea and vomiting, abdominal pain, diarrhea, headache, symptoms of upper respiratory infection and vague muscle pains. As with any vaccine, an anaphylactic reaction is always a possibility.

Potential adverse effects:

1. Neurological disabilities, such as Guillian-Barre (French Polio), Bell's Palsy and Herpes Zoster.
2. Thrombocytopenia (decrease in blood platelets).
3. Tinnitus, visual disturbances (ringing in the ears).

If you experience moderate or severe reactions to the vaccination such as a high fever, difficulty breathing, hoarseness, weakness, fast heart beat or dizziness, call your doctor or medical provider right away.

People with the following conditions should not receive the vaccine:

1. Any serious active infection.
2. Any serious cardiac or pulmonary conditions for which the person is under a doctor's care.
3. Pregnant or nursing mothers.
4. Any demonstrated allergic reaction to any previous vaccination.
5. Hypersensitivity to yeast.

If you have questions about whether you should receive the vaccination, please contact your doctor or medical provider prior to receiving the shot.

Attachment 2: Hepatitis B Declination Form

The *Hepatitis B Declination Form* is located in PolicyTech.



Hepatitis B Declination Form

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine, free of charge; however, I decline hepatitis B vaccine at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I wish to be vaccinated with the hepatitis B vaccines, I can receive the vaccination series at no charge to me.

Employee Name (print)

Employee Signature

Date

7/12/13

Attachment 3: Hepatitis B Vaccine Information Statement

The *Hepatitis B Vaccine Information Statement* is located in PolicyTech.

VACCINE INFORMATION STATEMENT

Hepatitis B Vaccine: What You Need to Know

Many vaccine information statements are available in Spanish and other languages. See www.immunize.org/vis
Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1. Why get vaccinated?

Hepatitis B vaccine can prevent **hepatitis B**. Hepatitis B is a liver disease that can cause mild illness lasting a few weeks, or it can lead to a serious, lifelong illness.

- **Acute hepatitis B infection** is a short-term illness that can lead to fever, fatigue, loss of appetite, nausea, vomiting, jaundice (yellow skin or eyes, dark urine, clay-colored bowel movements), and pain in the muscles, joints, and stomach.
- **Chronic hepatitis B infection** is a long-term illness that occurs when the hepatitis B virus remains in a person's body. Most people who go on to develop chronic hepatitis B do not have symptoms, but it is still very serious and can lead to liver damage (cirrhosis), liver cancer, and death. Chronically infected people can spread hepatitis B virus to others, even if they do not feel or look sick themselves.

Hepatitis B is spread when blood, semen, or other body fluid infected with the hepatitis B virus enters the body of a person who is not infected. People can become infected through:

- Birth (if a pregnant person has hepatitis B, their baby can become infected)
- Sharing items such as razors or toothbrushes with an infected person
- Contact with the blood or open sores of an infected person
- Sex with an infected partner
- Sharing needles, syringes, or other drug-injection equipment
- Exposure to blood from needlesticks or other sharp instruments

Most people who are vaccinated with hepatitis B vaccine are immune for life.

2. Hepatitis B vaccine

Hepatitis B vaccine is usually given as 2, 3, or 4 shots.

Infants should get their first dose of hepatitis B vaccine at birth and will usually complete the series at 6–18 months of age. **The birth dose of hepatitis B vaccine is an important part of preventing long-term illness in infants and the spread of hepatitis B in the United States.**

Children and adolescents younger than 19 years of age who have not yet gotten the vaccine should be vaccinated.

Adults who were not vaccinated previously and want to be protected against hepatitis B can also get the vaccine.

Hepatitis B vaccine is also recommended for the following people:

- People whose sex partners have hepatitis B
- Sexually active persons who are not in a long-term, monogamous relationship
- People seeking evaluation or treatment for a sexually transmitted disease
- Victims of sexual assault or abuse
- Men who have sexual contact with other men
- People who share needles, syringes, or other drug-injection equipment
- People who live with someone infected with the hepatitis B virus
- Health care and public safety workers at risk for exposure to blood or body fluids
- Residents and staff of facilities for developmentally disabled people
- People living in jail or prison
- Travelers to regions with increased rates of hepatitis B



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

- People with chronic liver disease, kidney disease on dialysis, HIV infection, infection with hepatitis C, or diabetes

Hepatitis B vaccine may be given as a stand-alone vaccine, or as part of a combination vaccine (a type of vaccine that combines more than one vaccine together into one shot).

Hepatitis B vaccine may be given at the same time as other vaccines.

3. Talk with your health care provider

Tell your vaccination provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of hepatitis B vaccine**, or has any **severe, life-threatening allergies**

In some cases, your health care provider may decide to postpone hepatitis B vaccination until a future visit.

Pregnant or breastfeeding people should be vaccinated if they are at risk for getting hepatitis B. Pregnancy or breastfeeding are not reasons to avoid hepatitis B vaccination.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting hepatitis B vaccine.

Your health care provider can give you more information.

4. Risks of a vaccine reaction

- Soreness where the shot is given or fever can happen after hepatitis B vaccination.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5. What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at www.vaers.hhs.gov or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff members do not give medical advice.*

6. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Claims regarding alleged injury or death due to vaccination have a time limit for filing, which may be as short as two years. Visit the VICP website at www.hrsa.gov/vaccinecompensation or call **1-800-338-2382** to learn about the program and about filing a claim.

7. How can I learn more?

- Ask your health care provider.
- Call your local or state health department.
- Visit the website of the Food and Drug Administration (FDA) for vaccine package inserts and additional information at www.fda.gov/vaccines-blood-biologics/vaccines.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)** or
 - Visit CDC's website at www.cdc.gov/vaccines.

