

<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p>		POLICY NUMBER	PAGE NUMBER
		700-11	1 OF 3
		DISTRIBUTION:	Public
		SUBJECT:	Staff Hepatitis B Vaccinations
RELATED STANDARDS:	ACA: 5-ACI-6B-06	EFFECTIVE DATE:	September 15, 2024
		SUPERSESSSION:	09/15/2023
DESCRIPTION: Clinical Services	REVIEW MONTH: August	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to ensure *all direct care staff are offered the Hepatitis B vaccine series in accordance with the institution's exposure control plan [ACA 5-ACI-6B-06]* at no cost to the staff member.

## II. PURPOSE

The purpose of this policy is to outline the process of informing all employees of the Department's Hepatitis B vaccination program and of the procedures to schedule appointments to receive the series of vaccinations.

## III. DEFINITIONS

### 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 bodily fluids from an infected person enters the body of a person who is not infected.

## IV. PROCEDURES

### 1. Hepatitis B Vaccinations:

- A. Staff having significant direct contact with offenders housed in a DOC facility, their personal property, or human blood, who have not previously received the Hepatitis B vaccination, will be informed of the process and encouraged to receive this vaccination at time of hire and during basic training.
  1. 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.
  2. Hepatitis B vaccinations shall be administered in accordance with U.S. Public Health Service guidelines. The DOC makes the Hepatitis B vaccine available to staff 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. Staff receiving the

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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 Resources (BHR) 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 and Administration (BHRA) shall be updated as necessary, including the staff member's receipt or declination of the Hepatitis B vaccination.
    - 1) The 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 have not previously received the vaccination, who choose not to receive the vaccination, must sign the *Hepatitis B Declination Form* (attachment #1). The BHRA 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 offenders. Staff may contact their BHR 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/BHRA will cover the cost of the booster for eligible staff.

## 2. Hepatitis B Description:

- A. 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.
- B. 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.
- C. 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
- D. 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.
- E. Potential adverse effects:
  1. Neurological disabilities, such as Guillain-Barré (French Polio), Bell's Palsy and Herpes Zoster.
  2. Thrombocytopenia (decrease in blood platelets).
  3. Tinnitus, visual disturbances (ringing in the ears).

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- F. If you experience moderate or severe reactions to the vaccination such as a high fever, difficulty breathing, hoarseness, weakness, fast heartbeat, or dizziness, call your doctor or medical provider right away.
- G. 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.
- H. If you have questions about whether you should receive the vaccination, please contact your doctor or medical provider prior to receiving the shot.

## V. RESPONSIBILITY

The director of Clinical and Correctional Services is responsible for the annual review and maintenance of this policy.

## VI. AUTHORITY

None.

## VII. HISTORY

September 2024  
August 2023  
December 2021  
November 2019  
November 2018  
November 2017  
November 2016  
February 2016  
November 2015  
November 2014  
November 2013  
December 2012

## ATTACHMENTS *(\*Indicates document opens externally)*

1. Hepatitis B Declination Form\*
2. Hepatitis B Vaccine Information Statement *(Information copied from the CDC Website)*
3. DOC Policy Implementation / Adjustments

## 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 the 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

# Hepatitis B Vaccine Information Statement

## 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](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://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** 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** 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.**

Anyone **59 years of age or younger** who has not yet gotten the vaccine should be vaccinated.

Hepatitis B vaccination is recommended for **adults 60 years or older** at increased risk of exposure to hepatitis B who were not vaccinated previously. **Adults 60 years or older** who are not at increased risk and were not vaccinated in the past may also be vaccinated.

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**



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Centers for Disease  
Control and Prevention

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

Pregnant or breastfeeding people who were not vaccinated previously should be vaccinated. 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, fever, headache, and fatigue (feeling tired) 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](http://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](http://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](http://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](http://www.cdc.gov/vaccines).