

University Health Services, working with the Environmental Health & Safety office, coordinate the immunization program and administer the shots. The HBV immunization is a three-shot process:

- First shot
- Second shot administered one month later
- Third and final shot administered six months after the first shot

Employees must receive all three immunization injections to be fully immunized. Receiving only the first or second shot will leave the employee only partially immunized. The vaccine is considered safe.

_____ will set up a time for the employee to go to the Witmer Health Services Center to receive their first injection (or sign the waiver declining immunization). At that time, two follow up appointments will be set to facilitate the next two injections. The employee will be provided with these dates and is responsible for making both follow-up appointments.

It is the responsibility of the employee to go to the Witmer Health Services Center at the designated date and time and receive each immunization shot. Supervisors must make time available for employees to go to Witmer to receive their immunization shots. Off-shift employees may need to come in early/stay late to get to the Health Services Center during their normal work hours.

Failure to show up at the appointed date and time without prior authorization to reschedule, will be considered insubordination. If the employee misses the appointment due to leave:

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- The use of personal protective equipment (PPE) to safely handle any blood or body fluid
- Assuming all blood and human body fluids are contaminated and treating them as potentially infectious
- Proper cleaning and disinfecting of blood or body fluid
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- Proper storage of these containers
- Proper disposal of all blood and body fluid, including waste

Any employee that fails to use Universal Precautions when handling or working around potentially infectious human blood or human bodily fluids/material will be considered insubordinate.