

HEPATITIS B PROCEDURE FOR NEW HIRES

1. RSU #56's Human Resource staff will provide the following information to new hires: CDC's Hepatitis B Vaccine Information Sheet, RSU #56's GBAAG-E Hepatitis B Vaccine Declination Form Mandatory, and the RSU #56's Hepatitis B Informational Letter.
2. Employee must provide: documentation of Hepatitis B Series, positive antibody titer or medical evaluation showing vaccination is contraindicated.
3. If the new hire cannot provide documentation of immunity they are to call Swift River's Occupational Health at 369-0146 for Hepatitis B management. This is at no cost to the new hire.
4. However, **if an employee declines the vaccination**, the employee must sign RSU #56's GBAAG-E Hepatitis B Vaccine Declination Form Mandatory. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is to be kept in the Central Office Personnel File.