Annual vaccination against influenza is the best known protection against flu transmission for patients and their families as well as for our students, faculty, staff, and members of the community. Flu vaccination is particularly important this year in order for faculty, staff and students to remain healthy during a pandemic. The School of Medicine (SoM), Duke University Health System, School of Nursing, and PDC have written policies stating the requirements for annual vaccination against the influenza virus.

What is the deadline for compliance with the School of Medicine’s flu vaccination policy?

- The deadline for compliance with the flu vaccination policy is November 10, 2020, at 10:00 a.m.
- Compliance is achieved by obtaining the flu vaccination or receiving an approved medical or religious exemption.

Who is required to obtain a flu vaccination?

- All faculty, staff and students in School of Medicine clinical and basic science departments, centers, institutes, and administrative units are expected to comply with the flu vaccination policy.
- Flu vaccination is strongly encouraged but remains voluntary for School of Medicine Consulting, Adjunct and Emeritus faculty.
- Compliance with this policy is required for research and scholarship positions in job family 27 (including postdoctoral associates, postdoctoral scholars, research associates, research scientists, research scholars, associates in research, and visiting graduate/undergraduate students), students employed by the School of Medicine, paid/unpaid interns and volunteers, non-Duke vendors and contract workers in the School of Medicine.
- House staff must adhere to the Duke University Health System’s flu vaccination policy.
- Faculty and staff employed in the School of Medicine who are leased in any amount to the PDC also must adhere to the School of Medicine’s policy.
- All health professions students in the School of Medicine should adhere to the flu
vaccination requirements specified by their respective programs.

**Are faculty and staff working remotely required to receive a flu vaccination?**

- Yes. Faculty and staff working on campus or in an off-campus facility and those working remotely are required to be vaccinated against the flu or receive an approved exemption.

**Where can faculty and staff get vaccinated?**

- Employees can choose to be vaccinated at a Duke Employee Occupational Health & Wellness (EOHW) sponsored vaccination site or through their primary care physician or at a local pharmacy.
- On campus flu vaccination locations will be available for faculty, staff and students working on campus.
  - Duke University Hospital EOHW Clinic, Duke Clinic Building, Durham
  - Duke Regional Employee Health Clinic, Duke Regional Hospital, Durham
- “Remote” vaccination locations have been established in Durham, Research Triangle Park and Raleigh, and will be providing vaccinations by appointment for faculty and staff beginning September 1:
  - University Tower, 5th Floor, 3100 Tower Boulevard, Durham
  - Karsh Alumni Center, 2080 Duke University Road, Durham
  - DHTS @ The Park, 12 Moore Drive, Research Triangle Park, Durham
  - DRaH - One Renaissance Bldg., Duke Raleigh Hospital Campus, Raleigh

**What is the process for obtaining a flu vaccination at a Duke on-campus or remote location?**

- Duke on campus and remote clinics will be open various days throughout the week at varying hours and are available to all School of Medicine faculty and staff. Visit [flu.duke.edu](http://flu.duke.edu) to see the list of locations with hours of operation.
- Vaccination is by appointment only. This will ensure the safety of all during this pandemic. To schedule an appointment [click here](http://flu.duke.edu) or click the link of the desired location above. You will receive a confirmatory email with site-specific instructions once you have scheduled your appointment.
- Employees receiving the vaccination at Duke EOHW sponsored locations should register just prior to their appointment using the Duke VaxTrax system, Duke’s digitized flu vaccination consent and documentation platform: [https://sites.duke.edu/vaxtrax/](https://sites.duke.edu/vaxtrax/).
- Social distancing and masking requirements will be observed at all Duke EOHW sponsored vaccination locations.

**How do employees prove vaccination if they are vaccinated in a non-Duke EOHW location?**

- Employees vaccinated by their primary care provider or at a local pharmacy must submit evidence of vaccination through Duke VaxTrax.
- A photo of the paper documentation is sufficient.
- The VaxTrax submission form is available at [https://sites.duke.edu/vaxtraxdoc/](https://sites.duke.edu/vaxtraxdoc/)

**How do employees request an exemption?**
• Medical and religious exemption request forms and instructions for submission are available at medschool.duke.edu/fluvaccinepolicy.
• In order to ensure timely processing of your exemption request, medical or religious exemption requests should be submitted by Monday, Oct. 19, 2020.

**How does the School of Medicine track compliance with the flu vaccination policy?**

• Department, Center, and Institute business and HR managers will track employee compliance with the flu vaccination policy using reporting tools available from OESO. If employees have any questions, they should contact their Department, Center, or Institute business or HR manager.

**Where can I find the complete version of the School’s flu vaccination policy and an FAQ?**

• Visit: medschool.duke.edu/fluvaccinepolicy

Thank you for doing your part to help keep yourself, your loves ones, and our community safe and healthy through vaccination against the flu.