

2022-2023 FLU/COVID Clinic Agreement

The Regional FLU/COVID Clinic staffing team members: Ruthie Berrell, Primary Care Operations; Kirsten Paric, ELR; Sheryl Miller, SEIU; Melissa Garcia, SEIU; Beth Swanson, SEIU, Tiffani Martin, OFNHP, Joshua Holt, OFNHP; Kara Wills; EH

All parties agree to the following:

Traditional appointed walk-in and/or drive-up FLU/COVID clinic delivery care models will be offered in the current FLU/COVID season.

1. For the purposes of this agreement and continuous agreements, what was previously known as FLU clinic will now be known as FLU/COVID Clinic.
2. All RNs, LPNs, and MAs will provide FLU/COVID vaccinations.
3. Current employees will be used to fill shifts prior to using agency staffing for all FLU/COVID clinics. This will include both regular, overtime and premium hours per applicable contract language.
4. FLU/COVID clinics include ambulatory, inpatient, ambulatory surgery centers (ASC), regional and support facilities, Care Essentials, medical dental integration (MID) locations and homebound members.
5. The parties have agreed that for the purposes of the current FLU/COVID season, if the traditional walk-in clinics need to be changed to offsite drive-up clinic due to the current COVID-19/or another pandemic then:
 - a. Employees that would have normally had the traditional FLU/COVID clinic at their home location, will have the first right of shifts at the off-site location.
 - b. Clinic manager and Kaiser Security personnel will be onsite at the off-site location during all hours of operation.
 - c. Should a need arise for future offsite locations due to COVID-19/other pandemic, the parties agree to come together to discuss and bargain potential impacts of that change.
 - d. Meals/breaks: Employees will be provided with a safe and separate area for lunch and meal breaks.
 - e. Inclement weather: Tents will be set up to protect employees from weather. Fans and/or heaters will be provided if necessary.
 - f. Hours/Days of operation: All clinics are scheduled to start 9/24/22. If demand is high, they could be extended through 11/18/22.
 - g. All clinics are scheduled M-F, 0830am - 5pm. Times may vary based on need, but parties agree to discuss if times need to be changed.
 - h. Personal belongings: there will be a bank of lockers and a small refrigerator to store their personal belongings or lunch if needed.
 - i. Off-site location clinics will be voluntary, and no employee will be forced to work at an offsite location.
6. Employees within the designated location(s) of the ambulatory FLU/COVID clinic office will be provided an opportunity for shifts at their location's FLU/COVID clinic first, followed by staff in locations within the geographic service area and finally staff in the region. Contract language considering seniority will be followed. Example: A FLU/COVID clinic at Sunset medical office will first find volunteers from Sunset medical office, secondly from the Westside service area and lastly across the region, including inpatient. Staff with pediatric vaccination experience will be available at each

location. Volunteers will first be sought and then be assigned by seniority or inverse seniority based on operational need and member demand.

7. Employees must fulfill their regularly coded hours before they can volunteer to work hours in a FLU/COVID clinic; the one exception will be zero coded float employees. Staffing the FLU/COVID clinic will not cause a negative impact on normal operation staffing. Staffing will follow applicable contract language.
8. Shifts available to and/or worked in the FLU/COVID clinics shall not count towards the On Call/Coded Replacement contractual availability requirements. Staffing these clinics shall not negatively impact the normal staffing of the employee's home departments.
9. If the demand and/or operating hours are reduced, staff working in that clinic may be assigned supplemental duties within their job description (at that clinic) for which they are competent for the entirety of their scheduled shift. If demand requires more staff than available, the locations where a FLU/COVID clinic is located on a campus of multiple buildings, such as Sunnyside campus, managers will ask for volunteers to temporarily assign to the FLU/COVID clinic on the same campus to assist with the clinic to meet demand. For example, at Sunnyside campus temporarily assigning ambulatory staff from Mt. Talbert to Mt. Scott to assist with FLU/COVID clinic demand. Employee may also elect to voluntarily leave, and the Employer would only pay hours worked.
10. All staff, both current employees and agency staff, who want to work in a FLU/COVID clinic must complete the current regional FLU/COVID clinic online training and, if applicable, the ambulatory nursing instructor led FLU/COVID training classes. Staff wishing to work in a FLU/COVID clinic who have not given an IM injection in the last 12 months are required to contact Ambulatory Nursing and Optimization to arrange and successfully complete IM technique validation. Staffing Office is unable to validate completed training.
11. If more than one current employee signs up for an available shift, then contract language seniority will apply. Staffers will keep a list of additional employees for shift to use as replacement if needed.
12. In the event the schedules/hours of operations are adjusted for the FLU/COVID clinics, the respective contractual language will apply. The manager will notify staff as soon as possible.
13. FLU/COVID clinic staffing, including additional staff shifts that occur in/at the medical office buildings in addition to potential offsite locations, for FLU/COVID immunizations, may be adjusted up or down as needed by the local manager. In the event of unforeseen circumstances (vaccination shortage, no patients to vaccinate, etc.) staffing decisions will be made. In this event, agency staff will be cancelled on the same day two hours prior to start of shift or a minimum of four hours worked same day (per the agency contract), not incorporated here. If additional staff reductions are needed, volunteers will be sought first from overtime staff and then straight time staff. In the event a FLU/COVID clinic is cancelled, or operating hours are reduced, FLU/COVID clinic staff will be offered alternate work for the entirety of their scheduled shift (see #7).
14. If additional staff are needed for FLU/COVID vaccination administration after the regional FLU/COVID clinics, applicable contract language regarding procedures for filling shifts will be followed. After the regional FLU/COVID clinic shift postings, if the region is unable to fill shifts with current employees, the use of agency staff must be approved by the appropriate operational leaders within notification sent to executive leaders of the respective labor unions and FLU/COVID clinic committee.
15. A schedule FLU/COVID shift is considered a shift under the attendance policy.

16. Due to availability of the 2022 vaccine, starting dates of the FLU/COVID clinics are tentative. If employees are scheduled for shifts, but the vaccine has not arrived, the employees will be given a minimum of seven days' notice that their shifts will be voided.

A. Ambulatory (Member) FLU/COVID clinics

1. The FLU/COVID clinic staffers of the medical office where a FLU/COVID clinic will be located will email all employees the FLU/COVID clinic shift openings for both back and front office. Each individual employee will be responsible to provide their availability for specific FLU/COVID clinic shifts to the staffing person if they desire to work at a FLU/COVID clinic during the availability period. If volunteers are needed from other medical offices or from inpatient, the FLU/COVID staffer will send out an open shift need email to eligible employees.
2. FLU/COVID clinic available shifts will be emailed to eligible employees by EOD on **08/26/22** and will remain available for bidding until Friday, **09/09/22**. A one-week reminder to sign up will be sent on **09/02/22**.
3. FLU/COVID clinic bid shifts will be awarded by **09/16/22**.
4. Shifts will be available to MAs, LPNs, RNs and RRs within the medical office building, then geographic service area and then the region. Contact email for FLU/COVID staffer is FLU-Staffing@kp.org.
5. On Friday, **09/16/22** by EOD, the remaining unfilled shifts will be sent to agency to be filled.
6. Employees who make themselves available after **09/16/22** will be used as replacement for FLU/COVID clinic shifts as needed and the employee's manager will be notified of additional shifts.
7. FLU/COVID shifts will be awarded and finalized in conjunction with core schedule obligations.

B. Population Health:

1. Homebound member FLU/COVID vaccination shifts will follow the ambulatory FLU/COVID clinic schedule.
2. The staff schedulers will email all RNs the vaccine shifts available. Each individual employee will be responsible to respond within the posting period with their availability if they are interested.
3. Population Health will be providing FLU/COVID vaccinations to patients participating in Home Health, Home Based Palliative Care and Hospice. Additionally, Population Health will vaccinate health plan patients who are homebound. These vaccinations will be provided Monday-Friday during day shifts unless additional shifts are added due to unforeseen circumstances.
4. All Population Health nurses, and agency staff hired to support Population Health employees will attend the appropriate FLU/COVID vaccine training prior to administering vaccinations. Population Health staff may contact Population Health staff development to arrange and successfully complete the IM technique validation.
5. On Population Health RNs or agency staff hired to support Population Health homebound members will provide FLU/COVID vaccines to homebound patients.

C. Inpatient Facility Employee Vaccinations:

1. Inpatient staffing specialists to send email notification with schedule of FLU/COVID clinic shifts to employees eligible to work at inpatient locations by **8/27/22**. Employees will have until EOD on **09/03/22** to sign up for shifts. Work is assigned in seniority order, matching availability, and skills with needs; straight time assigned before over-time. **09/10/2022** and beyond, extra shifts will be assigned on a first

- come first signup basis with tiebreakers for signing up on the same day going by seniority.
2. Inpatient staffing specialists will be the point of contact for employees interested in signing up for a shift. The staffing specialist will have until EOD on **09/09/22** to confirm/enter shifts.
 3. Inpatient staffing specialists will send email notification to employees by EOD on **09/10/22** within information on program and requirements. The remaining unfilled shifts will be filled with agency staff.
 4. All employees must be available to work a minimum of four hours.
 5. Employee vaccinators may be required to receive additional training
 6. In the event of inpatient RN is not able to work a scheduled FLU/COVID clinic shift on the final posted schedule, the RN must notify their Staffing Office.
 7. There may be additional opportunities after the formal FLU/COVID clinic ends to provide employee vaccinations.
- D. Dental and Regional Support Facility Employee Vaccinations:
1. Staffing personnel to send email notification with schedule or FLU/COVID clinic shifts to employees eligible to work at outpatient locations by EOD on **08/12/22**.
 2. Employees will have until EOD on **08/26/22** to sign up for shifts.
 3. A one-week reminder will be sent out on **08/19/22**.
 4. Staffing will have until EOD on **09/02/22** to send final schedule to employees.
 5. Employee Health personnel will be the point of contact for employees once they are awarded a shift and will provide scheduled staff within information on the program and requirements. The remaining unfilled shifts will be filled with agency staff.
 6. All employees must be available to work a minimum of four hours. LPNs and MAs may work shifts on RN led teams.
 7. RNs are required to complete most current online FLU/COVID immunization training before working their shift(s).
 8. If RN has not given an IM injection in the last 12 months, they are to arrange verification of technique training with a validator.
 9. Employee vaccinators may be required to receive additional training.
 10. In the event an employee is not able to work a scheduled vaccination shift on the final posted schedule, the RN must notify their facility Staffing Office and Employee Health.
 11. There may be additional opportunities to provide employee vaccinations at regional employee events and there may be additional times after the formal FLU/COVID clinics end for employee vaccinations.

****Additional related information:**

Retired or former KPNW employees who are interest in working the FLU/COVID clinics can contact Integrated Healthcare and request to work a Kaiser FLU/COVID clinic (listed below). Former KPNW staff who left Kaiser Permanente in good standing will have priority over the other agency staff.

Integrated Healthcare Solutions, LLC

Phone: 503-972-0488 x 330

Fax: 503-670-7507

- KPNW will make every effort to have NUID assigned and active prior to the start of FLU/COVID clinics for agency staff
- Staff Scheduling will be coordinating all agency staffing. They will work directly with location managers. The process with agency staff will be reviewed by PC managers at the Regional FLU/COVID clinic orientation.
- Friday **09/16/22** staff scheduling will have the list of unfilled shifts by location and job title,
 - Only nonmembers are checked in for FLU/COVID clinics. Check in roles must be filled by current RRs first. All RNs and agency staff must complete current FLU/COVID clinic training.

Screening criteria for students – Ambulatory Nursing Department – Kaiser Permanente may utilize RN, LPN and MA students currently participating in an externship or preceptor program to fill ambulatory FLU/COVID clinics, CCS FLU/COVID clinic, inpatient facility employee vaccination, Dental & Regional employee vaccination shifts.

- Current employees will be used to fill shifts prior to using student interns or agency staff for all FLU/COVID clinics. This will include both regular and overtime hours per applicable contract language.

Student

- Must work a minimum of eight hours per week which can be worked in one, eight-hour shift or two, four-hour shifts. Working a Saturday FLU/COVID clinic is fine.
- Minimum of three or more students per school and preferably all the students from the school will work at the same site.
- Can administer FLU/COVID vaccine to patients aged 10 yo and up.
- Will not be scheduled to administer FLU/COVID vaccine in the back office. This includes externs or those doing clinical rotations.
- Instructor is accountable for the following:
 - Present to provide supervisor at the FLU/COVID clinic location or commitment to provide training (ie use current KP Regional FLU/COVID ppt presentation to present the content, validate the injection skills using KP performance checklist) Kaiser Permanente will provide the KPHC EH&S and confidentiality training.
 - Conducting documentation audits utilizing existing audit templates KP managers currently perform with staff.
 - Process – once the instructor has agreed to the above process, the Ambulatory Nursing Department will contact the FLU/COVID clinic coordinators regarding students working in their FLU/COVID clinics to establish the communication link related to schedules, logistics, etc. Additional communication would be managed between the instructor and the respective FLU/COVID Clinic coordinator.

parties agree this agreement is non-precedent setting. If you agree with the above, please indicate such agreement by signing in the space provided below.

AGREED:

For the Union:

For the Union:

For the Employer:

Meg Neimi
SEIU



Jonathon Baker
OFNHP

Ruthie Berrell MSN
Project Spec., ANO

Date

Date 07/19/2022

Date

Kirsten Paric

Human Resources

Date

parties agree this agreement is non-precedent setting. If you agree with the above, please indicate such agreement by signing in the space provided below.

AGREED:

For the Union:



Meg Neimi
SEIU

Date 8/2/22

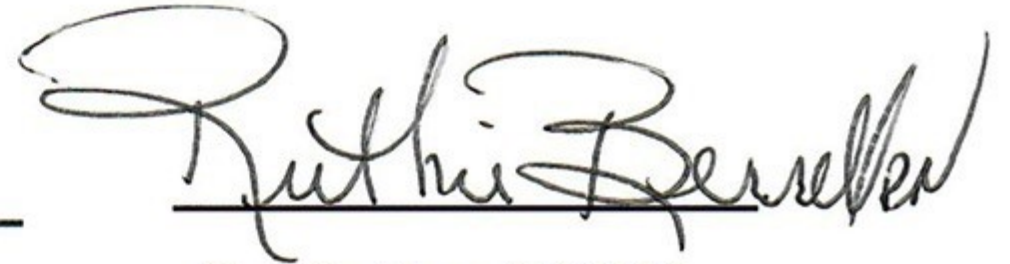
For the Union:



Jonathon Baker
OFNHP

Date

For the Employer:



Ruthie Berrell MSN
Project Spec., ANO

Date 8/2/22



Kirsten Paric

Human Resources

Date 8-3-22