

Compliance Requirements

(Manpower Associates at Michigan Medicine)

Manpower recommends that you download, print, or save a copy of this document for reference as it will help ensure you receive the immunizations/tests/proofs required for this assignment.

Positions at Michigan Medicine currently require the following immunizations/tests. Proofs can be in the form of a blood test (titer) or credible document with the dates of your associated immunizations/ tests and must contain your full name.

- **MMR (Measles/Mumps/Rubella):** Laboratory proof of immunity to all three (positive titer) **OR** proof of a complete 2-dose series **OR** proof of start of series. If start of series, 2nd dose must be administered at least 28 days apart from the 1st dose and proof of the 2nd dose must be presented to Manpower immediately.
- **Varicella (Chicken Pox):** Laboratory proof of immunity (positive titer) **OR** proof of a complete 2-dose series **OR** proof of start of series. If start of series, 2nd dose must be administered within the due date schedule for that vaccine and presented to Manpower immediately.
- **Tuberculosis (TB):** Proof of a negative TB skin test (PPD) or blood test (titer) within 12 months prior to assignment start. Positive TB skin test (PPD) results will require a negative QuantiFERON-TB Gold (QFT) titer result. If QFT is positive, a negative chest x-ray dated after the positive result is required.
- **Tdap (Tetanus/Diphtheria/Pertussis):** Proof of Tdap vaccine administered in 2005 or after. TD is not accepted.
- **Flu (Influenza):** Proof of vaccine is required on an annual basis and due by December 1st. For the flu vaccine to be considered for each year's flu program, it must be given after August 1st. Alternatively, associates can submit an approved medical or religious exemption or declination when eligible, by December 1st of every year.

Associates must also complete a **Hepatitis A and Hepatitis B Acknowledgement** included with your onboarding documents. Please note the following:

- **Hepatitis A** applies to food service workers.
- **Hepatitis B** is suggested for employees with risk of exposure to body substances.
- As the acknowledgement states, **those who do not provide proof of these vaccines are declining the vaccination(s) at this time.**
- When providing proof of **Hepatitis A**, please provide proof of the complete 2-dose series.
- When providing proof of **Hepatitis B**, please provide proof of the complete series and laboratory proof of immunity.

Please note that workplace compliance requirements may change based on public health guidance, regulatory mandates, or company policy. If, in the future, additional immunizations/tests become a requirement, associates are expected to comply as a condition of continued assignment, subject to applicable laws regarding medical or religious accommodations.

Any out-of-pocket costs for any of these required vaccines/tests, if not already obtained, can be reimbursed to you upon successfully starting your assignment. Your Manpower recruiter can provide additional information on how to submit this expense for reimbursement. Please submit this expense within fifteen (15) days of starting your assignment for reimbursement.

Once you have a confirmed job assignment at Michigan Medicine, you will be invited to download Connecteam a secure app, to safely submit proof of the required immunizations/tests. **Please do not send these records by email or text as they are not secure methods of communication.** We also encourage you to keep your own personal copies of any immunization records/tests provided to Manpower should you need access to them in the future.

If you have been previously vaccinated, most records can be obtained from your doctor's office, local health department, or schools. You can also check with the state's immunization information system where you may be able to view and download your records.

If you have been vaccinated in the State of Michigan, you may be able to download your records from the Michigan Care Improvement Registry (MCIR). Visit <https://mdhhsmiimmsportal.state.mi.us/> and follow the steps to obtain your immunization records.

If you have questions or concerns regarding these immunization/testing requirements, please contact your Manpower recruiter.