1. **Background**

In accordance with the circular issued by the Director-General of Israel’s Ministry of Health, vaccinations are required for laboratory workers (students, researchers, and new and veteran employees) who are exposed to infection from contagious pathogens.

In this framework of this requirement, all faculties must appoint an employee who will coordinate the handling of this matter, including: referring employees to be vaccinated, following up their referral for vaccination and periodic summary of vaccination data.

This employee will also keep a file of laboratory workers in the faculty to record the date of their vaccination and results of serological tests.

1. **Goal**

The goal of this directive is to define the rules for giving vaccinations and to determine those responsible for doing so.

1. **Employer’s responsibility**

Each sector head (dean) must appoint someone who will coordinate the handling of vaccinations for the faculty, including: referring employees for vaccinations, records and monitoring.

1. **Details of the vaccinations**
   1. Those working with animals will be given a tetanus vaccine every 8 years.
   2. Following a puncture wound or injury in the lab (with bleeding) a tetanus vaccine must be given within 48 hours, according to the person’s vaccinations booklet.
   3. Those working with hepatitis B virus (HBV) and all other members of such a group, even if they do not actually work with the virus itself but do use shared equipment that is liable to be contaminated by the virus (such as centrifuges), will be given the HBV vaccine.
   4. Those who work with bloods and samples or human fluids and all other members of such a group, even if they do not actually work these agents but do use shared equipment that is liable to be contaminated (such as centrifuges), will be given the HBV vaccine.
   5. Those working with bats, and members of their group, will be vaccinated against rabies.
   6. Those working with rabies virus and members of their group will be vaccinated against rabies.
   7. Those working with vaccinia virus (VV) and members of their group will be vaccinated against VV.
   8. Those working with monkeys must be under annual monitoring – the monitoring and treatment are their responsibility.
   9. Those working with recombinant virus originating/coming from a contagious virus, such as modified rabies virus, will be referred to the biological safety supervisor in order to determine whether a vaccination is necessary.
2. **How to get vaccinated**
   1. The faculty employee responsible will contact the biological safety supervisor, Dr. Esther Michael (an e-mail can be sent), with a list of the employees, the risk agent, name of the employer and their identity number.

The worker must be vaccinated at their clinic following an examination by their family doctor indicating their health allows them to be vaccinated.

* 1. **Vaccination that entails payment** – the employee/student will pay and receive a full refund against a receipt.

**Employees**

The signed receipt should be sent to the biological safety supervisor (Dr. Esther Michael) for her signature and approval, and the signed receipt is sent to the **Human Resources Department** in order to receive the refund.

**Students**

The signed receipt should be sent to the biological safety supervisor (Dr. Esther Michael) for her signature and approval, and the signed receipt is sent to the **Faculty Administration** in order to receive the refund.

* 1. For a vaccination that does not require payment, the employee should report to the biological safety supervisor to register for the vaccine.

1. An employee who is found to be a carrier of the Hepatitis B (HBV) or Hepatitis C (HCV) virus will be referred to an occupational physician who is authorized to approve or reject his employment as a biological laboratory worker.
2. **Responsibility for performance of this procedure:**

* Head of the safety sector (dean)
* Biological safety supervisor
* Human Resources