

Guidelines and process for infectious disease risk for staff and students working with human participants

Why?

- Liggins Institute research frequently involves human participants, including those who are particularly vulnerable to infectious disease, such as newborn babies and young children.
- To protect members of the public who are donating their time to our research (on and offsite), we must minimise the risk of participants being exposed to infectious disease.
- One key stratagem is to ensure our staff and students working with human participants are themselves vaccinated appropriately.
 - Staff and students working with members of the public need to provide vaccination records or equivalent (eg plunket book/GP records) demonstrating vaccination against measles, mumps and whooping cough as a minimum before working with human participants.
 - Whooping cough (pertussis) boosters are recommended every ten years. If you have not had a booster within the past 10 years a booster is needed to ensure immunity.
 - If you have only had one dose of MMR rather than the currently recommended two, and were born after 1 January 1969, a second dose is recommended. A second dose confers protection within two weeks.
 - If you are unsure of your vaccination status, the two options are to undergo serological testing for antibody titres (which will incur a cost but has the benefit of rapid results) or simply to have the whooping cough booster and / or additional MMR vaccination.
- Staff and students arriving from a region where an additional infectious disease is either endemic or outbreaks have been reported, and for which a vaccine is available, then proof of vaccination against this disease will also be required.

Three core groups of people have been identified:

Students/Visitors

PhDs/Masters/Hons and co-located staff, visitors

New incoming staff

Future staff working with human participants.

Existing Staff & Students

We will work on ensuring all current staff and students who work with human participants have appropriate vaccination / immunity and will support them to get their vaccination status up-to-date as required.

Detailed Process:

New Staff – Professional and Academic

1. Declare on the **Request to Recruit** form whether the role potentially will be in contact with human participants – tick ‘yes’ even if possible.
2. If ‘yes’, Research Operations Coordinator to ensure that the position description states that proof of vaccination or equivalent will be required before working with human participants.
3. Evidence to be submitted to HSW Manager, h.fox@auckland.ac.nz, as part of the onboarding process.

4. CRU Lead nurse to check with HSW Manager as part of CRU Induction, and line manager to check with HSW Manager if employee is working off site with human participants.
5. Access to CRU granted.
6. If a fixed term appointment, any associated costs to be reimbursed and charged to the project grant. If a permanent employee, costs can be charged to Liggins.

Visiting staff and New Students

1. PIs / Supervisors to discuss with student/staff at recruitment stage that proof of vaccination will/could be required and that absence of proof may delay starting work on the project
2. As part of the Liggins HSW Induction, proof of vaccination with sign-off from host/Supervisor will be required before access to CRU is activated or before working with human participants off site.
3. Students to go to own GP or UoA Student Health for vaccination schedule if required.
4. Costs to be reimbursed, charged to appropriate research grant. If funds are not available please discuss with the Institute Operations Manager.

Existing Staff/Students

1. The following roles are identified as likely to be in contact with the public who are at potential risk:
 - a. Research nurses
 - b. Some clinical trial co-ordinator roles
 - c. Follow-up roles
 - d. Operation roles ROA/ROC/RSM
 - e. UniServices project staff working with human participants
 - f. All Academic staff working with human participants
 - g. Students working with human participants
2. Scanned evidence of vaccination should be submitted to the HSW Manager.
Howard.fox@auckland.ac.nz
3. If vaccination records cannot be provided, or you are uncertain, either a booster, a further immunisation or serological testing will be recommended as above
4. If the employee is a fixed term, grant-funded appointment, any associated costs to be reimbursed and charged to the project grant. For permanent employees, costs will be reimbursed via concur and charged to Liggins.
5. If a current student, any associated costs to be reimbursed and charged to the project grant. If funds are not available please discuss with the Institute Operations Manager.