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## **HEPATITIS B VACCINATIONS**

HSWC, Inc. will provide the opportunity for all employees to receive Hepatitis B vaccinations at an Occupational Health Provider. Instructions for receiving this vaccination will be given at new employee orientation. HSWC, Inc. will provide the vaccination at no cost to the employee.

Employees choosing not to receive the vaccination must sign a Hepatitis B declination statement. Employees who initially decline the vaccine can choose to receive it at any time during their employment with this agency at no cost to the employee.

If the Occupational Health Provider at a future date recommends a routine booster dose of Hepatitis B vaccine, such booster dose shall be made available by the Agency.

Hepatitis B vaccinations are a series of three vaccinations. The second vaccination is given 30 days after the first, and the final is given six months after the initial dose.

HSWC, Inc. will give its employees the opportunity to receive the appropriate vaccinations at appropriate intervals, however, it is the responsibility of the employee to appear at the scheduled time and place to be vaccinated. If an employee misses a scheduled appointment, they must inform the Human Resources Manager immediately for rescheduling. An employee who fails to complete a series will not be allowed to begin the series again at a later date at the Agency's expense. An employee who fails to appear for the first vaccination of a series can start with the next scheduled series.