

CODE 11 - MEDICAL AND HEALTH

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11.01 MEDICAL AND HEALTH: HEALTH CERTIFICATE AND PHYSICAL EXAMINATIONS**A. *Pre-Employment***

In order to prevent hiring a person with a medical condition that might make employment dangerous to the individual's health, make the School Board liable for compensation, or might be injurious to the health of students or co-workers, the School Board requires that all new employees satisfactorily complete the official School District Health Certificate or a physical examination, depending upon the requirements of the position. Physical examinations are provided for hourly paid employees through the School Health Services Department. Bus drivers receive examinations of a scope prescribed by the State Board of Education.

B. *Health Certificate*

Every person employed by the School Board shall file an official health certificate with the designated person in the Human Resources Department or satisfactorily complete a physical examination, depending upon the requirements of the position. This shall be before beginning duties except when given an extension of time by the Superintendent's office.

C. *Physical Examinations*

1. School bus operators and employees who are designated drivers shall have an annual examination. Food service workers shall be examined every two (2) years. These examinations are provided by the school division.
2. In addition to the health certificate required of every employee new to the system, a physical examination satisfactory to the school administration shall be required of any employee at such other times as the immediate supervisor, Superintendent, and medical department shall consider it necessary for the welfare of employees and pupils.

Dated 11/21/84

See: School Board Bylaws and Policies, Section 7.03. Health Requirements
 Code of VA, Section 22.1-300. Tuberculosis Certificate

11.02 MEDICAL AND HEALTH: TUBERCULIN TEST

All School Board Employees shall submit evidence to the designated person in the office of the Superintendent that they are free from communicable tuberculosis. This may be accomplished in the following manner:

1. The School Board shall provide tuberculin skin tests, at no cost, to all employees who have not had a previous positive skin test within the year.
2. Individuals who have had tuberculosis, a previous positive tuberculin skin test, or who have taken anti-tubercular medication, shall submit the results of a chest X-ray to the School Health Services.
3. New employees who are pregnant may submit a statement signed and dated by a licensed physician or a registered nurse licensed pursuant to applicable law and employed by a local health department that they are free of communicable tuberculosis, or may have a skin test upon the approval of his/her physician.
4. For employees with negative tuberculin skin tests and or negative chest x-rays, no further testing is necessary unless required by the director of School Health Services, the medical department. Employees with positive tuberculin reactions and those who receive chest x-rays under previous regulations requiring reexamination every three (3) years must continue to follow the schedule of reexamination set by their physician or clinic and must submit reports of a chest x-ray or a physician's statement to the designated person in the office of the Superintendent. Reexamination may be requested by the director of School Health Services as deemed necessary.

Dated 11/21/84
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.03. Health Requirements
 Code of Va., Section 22.1-300. Tuberculosis Certificate

11.03 MEDICAL AND HEALTH: WORK RELATED INJURIES

Injuries to employees from accidents arising out of and in the course of employment are compensable under the Virginia Workers' Compensation Act. The following procedures shall be followed in order to protect the employee's rights and to ensure that Richmond Public Schools is in compliance with the Virginia Workers' Compensation Act.

Procedure for Reporting Injuries

The employee could become responsible for medical bills if these procedures are not followed.

1. Whenever an illness or injury occurs, it shall be reported without delay to the employee's immediate supervisor, who shall verify the time, place, and cause of the employee's injury, using the supervisor's report. The name of the employee, work location, and type of injury shall be relayed by telephone to Office of Insurance & Risk Management immediately following the illness or injury.

2. If the injury requires immediate treatment, the employee should go to the nearest Patient First medical facility or hospital emergency room--preferably one listed on the Preferred Provider panel. Once emergency treatment has been rendered and further treatment is necessary, the employee shall select a medical provider from the Preferred Provider Panel for continued medical treatment.

The cost of medical services and lost wages are not paid by our Worker's Compensation program until the firm contracted to administer our Worker's Compensation claims has determined that the employee's injury is compensable under the Worker's Compensation Act. For this reason it is imperative that the appropriate paperwork be completed and sent (or faxed) to the Office of Insurance & Risk Management immediately after the accident. The Office of Insurance and Risk Management and the Human Resources Department shall assist in expediting employee compensation in a timely manner.

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11.03 MEDICAL AND HEALTH: WORK RELATED INJURIES
(continued)

3. In non-emergency situations, the employee shall use a Patient First facility or other medical provider listed on the Preferred Provider Panel if treatment is needed.
4. After an employee's initial visit with a panel physician, the employee shall remain under that physician's care and cannot see other physicians unless referred by the attending physician or the firm contracted to administer our Worker's Compensation plan.
5. The employee and his or her supervisor shall be given immediately the following forms to be completed (no later than two (2) working days from the date of injury):
 - (a) *Employee's Information Sheet* (WC 1)
 - (b) *Employee's First Report of Injury* (WC 2)
 - (c) *Panel Physician Choice* (WC 3)
 - (d) *Supervisor's Investigation Report* (WC 4)
 - (e) *Preferred Provider Panel* (WC 5)
6. The completed forms shall be sent (or faxed) immediately to the Office of Insurance and Risk Management for timely processing. All forms shall be completed and signed, even in cases where medical attention is not needed and time is not lost from work.

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11.03 MEDICAL AND HEALTH: WORK RELATED INJURIES
(continued)

7. The Office of Insurance and Risk Management and the Human Resources Department shall assist in helping the employee secure his/her work related injury compensation in a timely manner in order to prevent a break in the employee's pay to which he/she is entitled.

Note: Principals and directors shall post the Preferred Provider Panel next to the required Workers' Compensation Notice*(VWC1), in conspicuous places in the office and other locations. Employees should know what to do when injured on the job.

Dated 7/18/83
Revised 6/24/97

11.04 MEDICAL AND HEALTH: INOCULATIONS

When the Chief Medical Officer determines that a disease threatens to become epidemic and that there is a vaccine generally effective against it, the Health Services Department may administer that vaccine to all school division employees who desire it.

Dated 7/18/83

11.05 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Richmond Public Schools Employee Assistance Program (EAP) is designed to work with employees who have personal problems which can adversely affect their behavior, attendance, or job performance. Problems may include:

1. chemical abuse or dependency involving alcohol or other drugs
2. emotional or mental disturbances, physical illness
3. family, financial or legal concerns

The Employee Assistance Program provides supportive intervention through:

1. early identification
2. appropriate referral to professional resources
3. ongoing follow-up

The EAP counselor serves as a liaison between the employee and appropriate public and private community resources. The program offers employees of Richmond Public Schools a mechanism for resolving personal problems which are affecting job performance in an effective and confidential manner.

An employee seeking assistance has the responsibility to make a reasonable effort to restore job performance to acceptable levels and to comply with referrals for diagnosis and treatment. All employees, whether or not they are participating in the Employee Assistance Program, are subject to the standard administrative and disciplinary policies of the division.

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11.05 EMPLOYEE ASSISTANCE PROGRAM (EAP) (continued)**A. *Referral***

Referral to the program may come from the employee's supervisor or may be self-initiated.

B. *Self-Referral*

1. Employees who suspect or recognize that they have an alcohol, drug, or personal problem, whether or not it currently affects their work performance, are encouraged to use the resources of the Employee Assistance Program voluntarily on a confidential basis. They shall receive the same counseling services, including outside referral to community resources, as employees who are referred by their supervisor.
2. Supervisors of employees who are self-referred shall not be informed of the employee's action or of the nature of the problem unless the employee gives written consent.
3. An Employee Assistance Counselor may be contacted through the Department of Health Services.

C. *Supervisory Referral*

1. A supervisor may refer an employee whose performance is below standard to EAP to determine if personal problems are causing the deficiency with the understanding that, if the performance does not improve, the normal disciplinary process shall take place.
2. A reasonable time period, determined by the supervisor and the EAP counselor, shall be established for the employee's work performance to improve. The supervisor should consult with the Human Resources Department in taking administrative or disciplinary actions if acceptable job performance does not occur after the designated period.

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11.05 EMPLOYEE ASSISTANCE PROGRAM (EAP) (continued)**C. Supervisory Referral (continued)**

3. Like poor job performance, an employee's misconduct may be caused also or aggravated by alcohol, drug abuse, or emotional problems. Whenever possible, supervisors should refer such employees to the EAP prior to or concurrent with disciplinary action. An offer of assistance, however, does not protect the employee from disciplinary action. When a supervisor has good reason to believe that an employee's conduct may be harmful to other individuals or property, the supervisor has the obligation to protect individuals and/or property.

D. *Referral Document*

1. A supervisory referral shall be made both orally and in writing. The written memorandum should do the following:
 - (a) Document the inadequate work performance.
 - (b) Specify that neither the documentation nor the referral to the EAP constitutes a disciplinary action.
 - (c) Indicate that the supervisor has spoken to the EAP counselor.
 - (d) Offer EAP services to the employee.
2. This written referral is confidential. It shall not be placed in the employees official Personnel file, and it may not be disclosed beyond the EAP without the employee's written consent. However, if an adverse action is taken against an employee who received a written offer of EAP assistance and who subsequently denies having received it, the written referral may become part of the adverse action file as the supervisor's record or compliance.

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11.05 **EMPLOYEE ASSISTANCE PROGRAM (EAP) (continued)****E.** ***Confidentiality***

1. No employee's job security or promotional opportunities shall be jeopardized by a request or referral for assistance. All records generated by the program are confidential and shall be maintained in the office of the EAP counselor.
2. These records shall not, at any time, become a part of an employee's personnel record except as stated in subsection D(2) herein.
3. Personal problems discussed with the EAP counselor remain private. Regardless of the nature of the referral, the EAP counselor shall not disclose any information about a participating employee to the employee's supervisor without the employee's written consent. When a supervisory referral occurs, the supervisor is informed only as to whether or not the employee has kept the referral and is participating in a program.
4. A *Consent* form shall be signed also when an employee is referred to a community agency if the EAP counselor is to receive information about the employee's progress. The agency may, however, inform the EAP as to whether the employee has kept the referral and is participating in a program.
5. The Chief Medical Officer, who may serve as a consultant to the EAP counselor on a case-by-case basis, shall adhere to the same rules and regulations governing privacy and confidentiality.

F. ***Costs of Treatment***

The Employee Assistance Program is provided free of charge to all Richmond Public Schools employees. If a referral to an outside agency is necessary, the employee is responsible for charges. Many of these are covered, in part or in full, by health insurance. When there are other charges, the EAP counselor shall attempt to keep costs within the employee's financial means by selective referrals.

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11.05 EMPLOYEE ASSISTANCE PROGRAM (EAP) (continued)**G. *Leave Time for Treatment***

1. Employees who meet with the EAP counselor shall be considered on official duty provided they have informed their supervisor, directly or indirectly, by signing the consent form.

2. Self-referred employees, who wish to keep their use of the Employee Assistance Program confidential, shall arrange appointments outside duty hours based on the availability of the counselor. Appointments may be scheduled during lunch periods or during periods of approved leave. Employees who are referred to community resources for treatment shall request approved leave for these treatment sessions if they occur during the employee's scheduled work day.

3. The use of sick, vacation, personal or compensatory leave shall be approved for necessary treatment or rehabilitation in the same manner as for any other personal health problem. Employees without sufficient accumulated leave balances to cover the required absence may be placed on leave without pay.

4. *Leave forms or records which may be required during the employee's absence for treatment or rehabilitation shall list "health" as the reason for absence.*

Dated 1/15/86

11.06 MEDICAL AND HEALTH: WEARING OF SEAT BELTS

Richmond Public Schools employees are required to wear seat belts at all times while operating a division-owned motor vehicle or while riding as a passenger in such a vehicle. This policy also applies to employees operating private vehicles while engaged in school division business.

Except in the case of school buses, only the number of persons, including the driver, for which seat belt restraints are available, shall be permitted in a vehicle, and the driver shall not move the vehicle until they and all passengers have properly engaged the seat belt restraints.

Dated 10/5/87

See: School Board Bylaws and Policies, Section 6.06. Seat Belts

11.07 BLOODBORNE PATHOGENS CONTROL PLAN**A. *General***

Pursuant to the Bloodborne Pathogens Standards issued by the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor, Richmond Public Schools has established a Bloodborne Pathogens Control Plan in order to minimize and prevent, when possible, the exposure of its employees to disease causing microorganisms transmitted through human blood. All employees who are exposed to blood and other potentially infectious materials as part of his/her duties are included in the program. The Bloodborne Pathogens Control Plan shall be made available for review by an employee at the following locations:

Department of Human Resources
School Board, 15th Floor, City Hall

Department of School Health Services
School Board, 13th Floor, City Hall

Nurse's Office in each school building

Risk Management Office
Mosby Middle School

Any employee may obtain a copy of the Bloodborne Pathogens Control Plan within 15 days of his/her request of Human Resources.

B. *Annual Review*

The Bloodborne Pathogens Control Plan shall be reviewed at least annually and updated as necessary by the Chief Medical Officer in cooperation with the Human Resources Department.

11.08 ACQUIRED IMMUNODEFICIENCY SYNDROME - AIDS/HIV INFECTION (Employee Version)**A. *Purpose***

To make decisions regarding the placement of employees identified as having the Acquired Immunodeficiency syndrome ("AIDS") disease or as being "HIV antibody positive."

B. *Procedures*

1. The determination of the appropriate assignment, if any, for any employee diagnosed as having the AIDS/HIV disease shall be made by the Superintendent on a case-by-case basis, taking into account the employee's physical condition and type of employment. To assist him/her in making the determination, the Superintendent shall establish a Review Committee composed of: The Director of the Richmond City Health Department (RCHD) or a public health physician designated by the Director; the employee's physician; the Chief Medical Officer; the employee's supervisor, and, if necessary, other personnel from RPS or individuals designated by the Superintendent.
2. The Review Committee shall meet within 14 days of being established and shall make its recommendation to the Superintendent as soon thereafter as practical. Such recommendation shall be based on a majority vote of the Review Committee. If the employee's attending physician cannot attend the meeting of the Review Committee, he/she shall provide written documentation about the condition of the patient to the Chief Medical Officer. Such information shall be included in the recommendation, which shall be forwarded to the Superintendent. The Superintendent shall notify the employee of his/her decision within five (5) school days after receiving the Review Committee's recommendation. The employee may appeal the Superintendent's decision to the School Board. The request for such appeal shall be submitted to the Superintendent in writing within 14 calendar days of the date of the Superintendent's decision. Failure to request an appeal within the specified time shall constitute a waiver of the right to an appeal to the School Board.

11.08 ACQUIRED IMMUNODEFICIENCY SYNDROME - AIDS/HIV INFECTION (Employee Version continued)

B. Procedures (continued)

3. The employee may be excluded from attendance at work pending the Superintendent's decision or any re-evaluation.

Generally an employee who has AIDS/HIV shall continue in his/her present assignment, or at his/her request or the Superintendent's direction, be considered for an alternative assignment or for appropriate leave.

If a decision has been made to continue the employee's placement in his/her present assignment, the decision shall be reviewed should there be an indication of a change in the employee's medical condition. Any member of the Review Committee may initiate a request to reevaluate the employee, based upon such change. When such reviews are made, they shall be done according to the established procedures listed in section B(1) and B (2) of this regulation.

4. Individuals involved in the evaluation and supervision of an employee who has AIDS/HIV shall respect the employee's right to privacy. The number of personnel who are made aware of the employee's condition should be limited to employees who are members of the Review Committee. Information pertaining to the employee's condition shall be conveyed by direct oral communication.

Revised/Adopted December 17, 1990