

 Policy #: HRM -6	Effective Date: 11/29/11	Page #: 1 of 2
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COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: STAFF AND VOLUNTEER HEALTH

PERFORMANCE OBJECTIVE: To ensure each staff member has an initial health exam that includes a screening for tuberculosis and periodic re-examinations as required to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Head Start Program that cannot be eliminated or reduced by reasonable accommodation. To ensure that regular volunteers are screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health Advisory Committee will be consulted regarding the need for such screenings. To ensure that information on mental health and wellness is provided to staff regarding coping with job related stress which may affect an individual’s job performance.

POLICY AND PROCEDURE:

- All prospective employees will be required to submit an initial health exam, including tuberculosis screening, prior to employment.
- New or prospective employees will be made aware of this requirement during the initial interview process and may, at their choice, elect to end the interview if they are not willing to complete a physical (Head Start will provide a form with the minimum requirements).
- Staff members who hold a current CDL license are required to have a physical annually. Those who do not are required to have a physical once every three years.
- As the state has no law regarding the tuberculin testing of volunteers, the Health Services Manager will work with the Health Advisory Committee to determine which health screenings and procedures will be required for regular volunteers.
- The Health Services Manager will ensure information is provided to staff on job related stress, mental health, and wellness.

- The Health Services Manager will provide staff with a copy of the mental health resource poster.
- The Health Service Manager, or other managers, will provide staff with the agency's Employee Assistance Program information as needed.
- All health records will be kept in locked, confidential files.