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Reference Number: 603-02-DD

Title of Document: Employee Health Requirements

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Applicability: Department of Disabilities and Special Needs (DDSN)
Regional Center Employees

I. Pre-Placement Physical Examinations

A. All new employees, contract workers, and volunteers (working 10 hours or more per week) must have an assessment by a registered nurse, nurse practitioner, physician's assistant or physician prior to employment placement. This assessment must determine the potential employee to be:

- 1) Capable of and physically fit to perform the job for which he/she is to be hired.
- 2) Free of obvious communicable disease.

All new and existing employees will receive screening for Tuberculosis in accordance with DDSN Directive 603-06-DD: Tuberculosis Screening.

II. Emergency Care

- A. Emergency care for employees experiencing acute illness and acute non-work-related injuries should result in referrals to emergency medical services by calling 911.
- B. For injuries which employees qualify for Workman's Compensation benefits, necessary emergency care will be provided by DDSN Regional Center medical employees, as is available, followed by respective DDSN Regional Center's approval.
- C. DDSN Directive 603-05-DD: Policy for Management of Occupational Exposure of Health Care Personnel to Potential Blood Borne Pathogens, will be followed for any employee who has a blood exposure.


III. Infection Control Guidelines

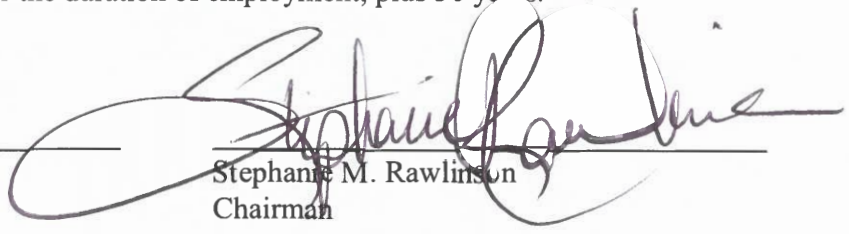
- A. Hepatitis B serology testing, if necessary, may be offered at no cost to the employees to help them decide whether or not to receive HBV vaccination. Hepatitis B vaccine shall be offered without cost to all employees.
 - 1). Six to eight weeks after completion of the Hepatitis B vaccine series, the employee will be offered Hepatitis B serology testing to see if Hepatitis B antibodies are present.
 - 2). If the person is sero-negative for hepatitis B antibodies after completion of the initial Hepatitis B vaccine series, the entire series should be offered again to the person. If the person refuses the second HBV series they will be considered a non-responder. If the person accepts the second HBV series, they should have Hepatitis B serology for antibodies repeated six to eight weeks after the last dose to determine antibody status. If the person's Hepatitis B antibody status remains negative, they will be considered a non-responder and no other HBV series will be given.
- B. No person infected with or a carrier of a communicable disease which may be transmitted in the work place or having uncovered boils or infected skin lesions, or an acute respiratory infection accompanied by an elevated temperature shall work in any area in which contact with individuals may occur.

IV. Health File

- A. A confidential health file will be kept on all employees for the duration of employment, plus 30 years. Access to/distribution of this information will be conducted in full compliance with appropriate state and federal law (to include HIPAA).

- B. The medical records of employees of DDSN who have worked for less than one year, need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.
- C. Employee Health records concerning an incident of exposure to bloodborne pathogens shall be maintained in a confidential file separate from other employee health records. They shall be maintained for the duration of employment, plus 30 years.


Barry D. Malphrus
Vice Chairman


Stephanie M. Rawlinson
Chairman

References:

603-05-DD: Policy for Management of Employee Exposure to Blood, Bloody Body Fluid or Body Fluids Designated As Infectious Occupational Exposures of Health Care Personnel to Potential Blood Borne Pathogens

603-06-DD: Guidelines for Screening For Tuberculosis

CFR 1910.20 OSHA Standards “Access To Employee Exposure and Medical Records”
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10027

To access the following attachment, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

DDSN Infection Control Manual