

# Staff Health Requirements/Administrative Policy

St. Joseph Academy  
(SJA)

Department:	Human Resources
Number	300.2
Effective Date:	January 19, 2009
Review Date:	7/21/2023
Revised Date:	7/21/2023
Page:	1 of 1

**I. Purpose:**

This policy/procedure outlines St. Joseph Academy on staff health requirements.

**II. Objective:**

The State of Wisconsin requires St. Joseph Academy to have staff that is free from any communicable disease (such as tuberculosis) which presents a safety or health risk to children. Staff must also be physically able to work with young children. Staff whose behavior gives reasonable concern for the safety of the children will not be allowed to work with the children.

No person with a history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work at the center until it is determined by appropriate tests that a person is not a carrier of the disease.

**III. Procedure:**

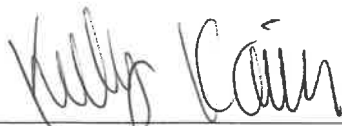
Prior to the first day of employment, new hires must have a physical, drug screening, and negative tuberculosis (TB) test completed by a health care provider determined by St. Joseph Academy at the academy's expense. It is also acceptable to provide documentation of a negative TB test if one was completed in the prior 12 months. The health care provider will submit documentation of the physical to the HR Department on form DCF CFS-54 Staff Health Report-Child Care Provider.

Documentation of the physical must be on the DCF Form CFS-54 Staff Health Report-Child Care Provider. Staff members shall provide documentation of a negative TB test every two years. Staff members with previously positive skin tests shall be under the care of a physician who annually, will document the risk of contagion related to the person's tuberculosis status by performing a symptom review including asking about chronic cough, unintentional weight gain/loss, unexplained fever and other potential risk factors.

In order to prevent the spread of communicable diseases, supervisors may require medical documentation from an employee to release them back to work if there is reason to believe an employee may have a communicable disease due to identifiable symptoms (i.e. diarrhea, vomiting, etc).

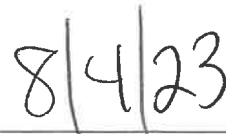
Failure to comply with this policy will result in disciplinary action up to and including termination.

Approved by:



Director of Human Resources

Date:



Approved by:



President/Chief Executive Officer

Date:

