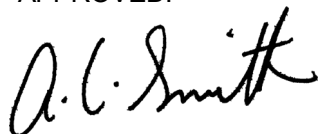




Department of
Rehabilitation & Correction

SUBJECT: Employee Tuberculosis Screening	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 31-SEM-09
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 31-SEM-09 dated 03/01/2021
RELATED ACA STANDARDS: 5-ACI-6B-05; 1-HC-2A-09	EFFECTIVE DATE: March 14, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish guidelines for the implementation of employee tuberculosis (TB) screening within the Ohio Department of Rehabilitation and Correction (ODRC).

III. APPLICABILITY

The policy applies to all employees and contractors of the ODRC.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Tuberculosis (TB)**
- **Tuberculin Skin Test (TST)**
- **Two-Step Skin Test**
- **TB Symptom Screening**

V. POLICY

It is the policy of the ODRC to give Two-Step Tuberculosis Skin Tests to all new direct care staff prior to job assignment. Tuberculosis (TB) Symptom Screening conducted by ODRC nursing staff shall be completed annually thereafter as an integral component of the ODRC's TB surveillance and control program.

VI. PROCEDURES

- A. All direct care staff, to include all employees who are hired to work in an institution setting, visit such facilities or have regular contact with incarcerated individuals, shall receive a Two-Step Tuberculosis Skin Test prior to job assignment.
1. At Northeast Ohio Correctional Center (NEOCC), the CoreCivic Form 3-23D Employee Immunization/TB Record shall document the initial and periodic TB screenings in lieu of the Employee TB Status Documentation Form (DRC5232).
 2. All ODRC employees shall have Two-Step Tuberculosis Skin Testing performed at the parent institution during New Employee Orientation. It shall be documented on the Employee TB Status Documentation form (DRC5232).
 - a. Alternative testing sites may be designated by the Director/designee.
 - b. Tuberculin Two-Step Skin Tests administered on hire are evaluated in accordance with OCHC Medical Protocol C-3, Tuberculosis Screening Guidelines.
 - i. Test results must be documented for each employee.
 - ii. The test results shall be confidential and secured in a separate medical file retained by the Personnel department.
 - c. Employees may choose to go to their family physician or alternative site for initial Two-Step TB Skin Testing; however, they must do this on their own time and at their own expense.
 - i. These employees shall have thirty (30) calendar days from their hire date to provide proof of outside testing or screening results.
 - ii. These test results must be provided to their worksite medical department designee to ensure proper testing was performed. Medical shall then forward the documentation to the Personnel department for placement in the employee's confidential medical file, which is to be kept in, but separate from, the personnel record.
 3. Positive Tuberculosis Skin Tests Upon Hire
 - a. All employees who report a history of a prior positive TB skin test upon hire shall be screened for signs and symptoms of active TB and shall receive counseling about TB.
 - i. Written documentation of this test result and clearance from their personal physician must be obtained and turned into the employee's worksite Personnel department within thirty (30) days of return to the institution.
 - ii. The employee shall be responsible for any costs associated with obtaining this documentation upon hire and annually thereafter.

- b. Any employee who has a positive Two-Step Skin Test result upon hire shall be screened for signs and symptoms of active TB and shall receive counseling about TB and the meaning of a positive result at the time the skin test is read.
 - i. All employees testing positive for TB upon hire must be evaluated by their personal physician and shall present documentation of this evaluation for inclusion in their confidential Personnel medical file.
 - ii. The employee shall be referred to their personal physician with a document that notes when the test was administered and when it was evaluated, the measurement of the reaction, and any signs and symptoms of active TB reported by the employee.
 - iii. The employee who tests positive upon hire on the Two-Step TB Skin Test for latent TB, but does not screen positive for active TB, may continue to work while awaiting physician evaluation; it does not require that the employee be off duty until results of the evaluation are received.
 - iv. Any co-payments associated with follow-up evaluation of the initial positive TB skin test shall be reimbursed through MyOhio via the MyTravel link utilizing the Non-Travel Expense Report process.
4. Direct and non-direct care staff employed by private contractors shall have two-step TB testing completed prior to job assignment.
 - a. TB testing may be completed as dictated by the private contractor's policy and procedure.
 - b. Documentation of such testing shall be submitted for inclusion in the contractor's file prior to job assignment.
- B. Annual TB Symptom Screening is mandatory for all ODRC employees and contractors who work in an institutional setting, visit such facilities, or have regular contact with incarcerated individuals.
 1. The Northeast Ohio Correctional Center (NEOCC) will meet or exceed the ODRC requirements for annual TB symptom screening. NEOCC may utilize either the DRC forms or their CoreCivic equivalent to document their process.
 2. Contractors may have annual TB screening completed at an ODRC worksite or as dictated by the private contractor's policy and procedure.
 3. All employees and contractors who do not fit the definition for mandatory TB symptom screening detailed in above are strongly encouraged to participate in the annual screening program due to the greater prevalence of TB in the correctional setting.
 - a. Some employees and contractors have a somewhat decreased risk of exposure because they:

- i. Do not work in an institution setting; and
 - ii. Do not visit such facilities; and
 - iii. Do not have regular contact with incarcerated individuals or offenders.
 - b. While these employees and contractors are still strongly encouraged to participate despite work location or job duties, participation in the annual TB Symptom Screening program is not mandatory.
 - c. An employee or contractor whose job duties fit the above noted criteria, and who does not wish to participate in the screening program, must submit a completed notice of refusal to participate in writing using the Annual TB Screening Exemption (DRC5453) to their supervisor.
 - d. The supervisor shall determine whether the employee or contractor's job duties fall within the above noted criteria. If applicability is confirmed, the supervisor shall document this on the refusal form and forward it to the institutional Personnel department or pertinent private contractor.
4. Failure to complete annual TB Symptom Screening, for those who are required to participate, may result in disciplinary action or contractual issues for failure to comply with ODRC policy and/or insubordination.
5. Notification of the dates and times of statewide annual TB Symptom Screening shall be made by the OCHC Medical Operations at least two (2) weeks prior to the screening program.
- a. Alternate annual symptom screening sites and/or processes may be designated by the Director/designee.
 - b. Annual symptom screening shall be provided on-site for Operation Support Center (OSC) employees.
 - c. Annual symptom screening for Adult Parole Authority (APA) field staff shall be available at an ODRC institution located within their region or OSC, per mutual agreement between the institution and the regional director.
 - d. Regional directors may contact institutional health care administrators (HCA) within their region to request a nurse to conduct annual TB Symptom Screening on-site at a Regional APA Office.
 - i. Such accommodations may be provided as long as there is no negative impact to institutional health care operations.
 - ii. Standard institutional travel policies/procedures apply to the nurse driving to the Regional APA Office.

6. The ODRC nursing staff at the worksite shall provide on-site TB Symptom Screening on an annual basis, based on the dates and times communicated by the OCHC Medical Operations.
 - a. The institution health authority shall determine a means of scheduling the screening that best meets the institution's needs and assures that annual screening is done.
 - b. Each institution health authority shall develop a process for notifying institution personnel of the scheduled screening at least two (2) weeks in advance of the testing.
7. If the employee or contractor screens positive for active TB during annual symptom screening, it does require the employee or contractor be off duty and out of the worksite immediately and remain so until cleared for return to work by their personal physician. Documentation of this clearance must be provided before the employee or contractor may return to work.
 - a. Administrative leave with pay shall be granted to the employee for the initial visit to the employee's personal physician for evaluation (if that visit can only be scheduled during work hours).
 - b. Administrative leave with pay shall also be granted to the employee for the remainder of the shift, if an employee is required to be off duty immediately following a positive TB symptom screen for active TB during annual screening.
 - c. Any additional time off must be covered in accordance with the employee's normal sick leave procedures.
8. Employees and contractors who report a history of a prior positive TB skin test shall be evaluated by their personal physician annually.
 - a. Written documentation of this test result and clearance from their own physician must be obtained and turned into the employee or contractor's worksite Personnel department and private contractor (if applicable) within thirty (30) days of the last date of annual ODRC TB Symptom Screening.
 - b. The employee shall be responsible for any costs associated with obtaining this documentation upon hire and annually thereafter.
 - c. Any associated absence during an employee's scheduled work hours must be covered in accordance with normal sick leave procedures.
 - d. The contractor shall follow processes dictated by the private contractor's policy and procedure in association with obtaining this documentation upon hire and annually thereafter.

- C. The OCHC Medical Operations shall oversee the training program provided to all medical staff statewide in administration of TB skin testing and the symptom screening process.

Each institutional HCA is responsible for ensuring training is provided to medical and nursing staff to specifically address the correct method of:

1. Administration of a Two-Step Tuberculin Skin Test (refer to Medical Protocol C-3, Tuberculosis Screening Guidelines, for procedural detailing of ordering, education for test recipients, and storage of Tuberculin PPD solution used in tuberculosis skin testing.); and
2. Reading and interpretation of a Two-Step Tuberculin Skin Test; and
3. Documentation of test results on the Employee TB Status Documentation (DRC5232); and
4. Administration of annual TB symptom screening; and
5. Documentation of TB symptom screening results on the Employee Tuberculosis (TB) Symptom Screen (DRC5057).

Referenced OCHC Protocol:

C-3 Tuberculosis Screening Guidelines

Referenced Forms:

Employee Tuberculosis (TB) Symptom Screen	DRC5057
Employee TB Status Documentation	DRC5232
Annual TB Screening Exemption	DRC5453