

**RIVER VALLEY COUNSELING CENTER, INC.**

**POLICY/PROCEDURE # HR10.35**

**SUBJECT: EMPLOYEE HEALTH REQUIREMENTS**

**DATE REVIEWED/REVISED: 4/02, 7/08, 3/16, 11/18, 12/19, 5/20**

**POLICY STATEMENT:**

RVCC strives to assist employees, clients and others who visit our program sites maintain good health.

**PURPOSE**

To insure that all employees are fit to work and are physically healthy.

**RESPONSIBILITY:**

All staff

**PROCEDURE:**

1. All new staff is required to complete a Statement of Physical Ability to Perform Work upon hire and returning to work after an extended health related absence.
2. While staff are not required to have a pre-employment physical, RVCC recommends that staff schedule physical exams with their primary care physician on a regular, annual basis.
3. Under most circumstances, staff is expected to be free of communicable diseases while at work. Furthermore, staff with communicable diseases is required to take necessary steps to prevent the transmission of disease to clients, other staff, etc. Staff should consult with their own physician as needed to obtain information regarding communicability and follow up with appropriate steps.
4. Those of our staff who have direct client contact will comply with the state obligatory TB screening requirement. Any employee who contracts TB must inform their Program Director within 24 hours of being diagnosed, in accordance with RVCC policy #P60.05, Employee Responsibilities regarding Communicable Disease. The employee will not be able to return to work without a written statement from a doctor stating that they are no longer contagious. This statement will be retained in the employee's confidential medical file.
5. Employees should refer to RVCC policy #P60.05, Employee Responsibilities regarding Communicable Disease for further details on reducing the risk of communicable diseases.

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