


Performance Standard:	Part 1302 - Program Operations	<p>INCA Community Services</p> <p>Head Start & Early Head Start Policies and Procedures</p> 
Sub Category:	Subpart I - Human Resources 1302.93	
Reference:	DHS Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	Medical Statement Form	
Responsible:		

Health Exam and Wellness

Policy

All newly hired, rehired Head Start employees and regular volunteers of INCA are required to successfully complete an initial health exam/screening (applicable positions only) prior to their first day of work. INCA ensures each Head Start employee (applicable positions only) have periodic re-examination.

Health Examinations shall be in accordance with state, tribal, or local requirements, that include screeners or tests for communicable disease, as appropriate.

Purpose

The purpose of the initial health examination is to assure that they do not, because of communicable disease, pose a significant risk to the health or safety of others in the Early Head State or Head Start program that cannot be eliminated or reduced by reasonable accommodation

Pre-Employment Initial Health Exam (Physical)

Each prospective employee is required to take a pre-employment health examination.

- Employment will be conditional upon the results of the health exam.
- Health examinations are given prior to the effective date of hire.

Pre-Employment Initial Health Exam (Physical)

The pre-employment health exam is conducted by a Medical Consultant or licensed physician who decides, based on the health standards of the position, the health qualification or disqualification of a candidate.

- The Human Resource Director gives a copy of the job description to the prospective employee to give to the medical provider.
- The prospective employee submits the doctor's health exam (physical form) and written decision to the Human Resource Director.
- Only potential employees who have doctor-signed medical screenings stating they are free of communicable disease can be hired

Periodic Reexamination

INCA ensures that each Head Start staff member has reexaminations at the minimum of every 5 years by:

- Human Resource Director sends electronic communication and Medical Statement Form to notify employee 60 days before expiration date.
- Employee submits original Medical Statement with licensed medical personnel signature to Human Resource Director.
- When current staff or volunteer develops a communicable disease, they cannot work with children until their primary care doctor or clinician provides a statement saying they are free of communicable disease.

Wellness Information

INCA makes mental health and wellness information available to staff regarding health issues that may affect their job performance, and provides regularly scheduled opportunities to learn about mental health, wellness, and health education.

Reasonable Accommodations (ADA)

Persons who are handicapped as defined by Federal and State laws who are otherwise qualified are considered for employment.

INCA ensures staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

Job Description

Health and fitness for duty standards are established by job description.

Documentation

INCA maintains documentation on each staff member's initial health examination and periodic reexaminations as recommended by his or her health care provider or as mandated by Federal, State, and local laws.

This documentation:

- Is kept in the Human Resources Department, in the HIPPA file under medical tab,
- Includes the dates of all employee health screens and
- Kept confidential and separate from the employee file.

Definitions/Acronyms

PC - Policy Council
GB - Governing Board
INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program
FEC - Family Engagement Coordinator

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaoa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.