

## PERSONNEL

File: GBE-R

### STAFF HEALTH

#### Tuberculosis Screening

1. As a condition to employment, all Charlottesville City Schools' employees, including without limitation teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician, physician assistant, or by a registered nurse licensed pursuant to Article 2 (§ [54.1-3016](#) et seq.) of Chapter 30 of Title 54.1, stating that such employee appears free of communicable tuberculosis. Such certificate shall be based on recorded results of such skin tests, X-rays and other examinations, singly or in combination, as are deemed necessary by a licensed physician that have been performed within the twelve months' period immediately preceding submission of the certificate.
2. After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition of continued employment. This health certificate may also be required for volunteers.

#### Medical Examinations or Records

3. The Charlottesville School Board shall not require any employee to pay the costs of a medical examination or the cost of furnishing medical records required as a condition to continued employment. Nothing in this section shall prohibit the immediate supervisor from requesting an employee to submit a physician's certificate verifying the illness of an employee at the employee's expense

#### Blood Borne Pathogens

4. The Superintendent or designee shall establish a written Exposure Control Plan. The plan shall list jobs with occupational risk of exposure, establish precautionary procedures to avoid exposures in these jobs, and provide for instruction of employees in precautionary procedures. A copy of the plan shall be located in the office of each CCS school and made available to any employee upon request. Information for access to the plan will be included in the employee handbook
5. The plan will be reviewed annually with the administrative team and nurses.
6. Any employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student or other employee shall contact the Superintendent or designee. The Superintendent or designee shall contact the local Health Director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations regarding how the employee can reduce any risks from such exposure.

PERSONNEL

File: GBE-R  
Page 2

7. The Superintendent or designee shall share these recommendations with the school employee.
8. The Superintendent or designee and the school employee shall not divulge any information provided by the local Health Department regarding the student and/or employee involved.
9. The Director of Human Resources shall require all employees to participate in training regarding blood borne pathogens on an annual basis. Documentation of participation in the training shall be maintained in the Department of Human Resources.

Issued: August 17, 2009  
Revised: October 11, 2010  
Revised: July 5, 2011

---

---

---

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-178, 22.1-300, 22.1-301, 54.1-2952.2, 54.1-2957.02.

Cross References: EBAB Possible Exposure to Viral Infections  
EBBB Personnel Training—Viral Infections  
GDQ School Bus Drivers  
JHCC Communicable Diseases  
JHCCA Blood-Borne Contagious or Infectious Diseases