

ALASKA PIONEER HOME		P&P No: 02.06
Title: Employee Health		Approval: D. COTE
Key Words: Screening, Injury, Communicable, Vaccine, Records		
Team: All employees	Effective Date: 8/1/12	Page: 1 of 5

PURPOSE

To maintain and ensure a health standard for employees at the Alaska Pioneer Homes (AKPH).

POLICY

The AKPH employee health nurse (EHN) assures that staff has met the health screening requirements to work in the Home.

The employee health nurse provides employee vaccinations and testing for communicable diseases.

The employee health program promotes wellness and provides health education and consultation to employees.

The employee health nurse investigates employee injuries and communicable diseases to promote the safety and wellness of AKPH residents and employees.

DEFINITIONS

Hepatitis is inflammation of the liver with symptoms of jaundice, enlarged liver, loss of appetite, abdominal and gastric discomfort, clay colored stools, and dark urine. The condition is caused by a bacterial or viral infection, parasitic infestation, alcohol, drugs, toxins, or blood transfusion. It may be mild and brief or severe and life threatening.

Influenza is caused by a virus that is transmitted from an infected person to the nose or throat of others. The virus can cause a fever, cough, sore throat, head ache, chills, and muscle aches. Influenza causes 36,000 deaths and 200,000 hospitalizations in the U.S. each year.

Tuberculosis (TB) is a chronic bacterial infection which is transmitted by the inhalation or ingestion of infected droplets. TB usually affects the lungs, although infection of other organ systems by other modes of transmission occurs. Early symptoms include listlessness, vague chest pain, pleurisy, loss of appetite, fever, and weight loss. As the disease progresses, night sweats, pulmonary hemorrhage, expectoration of purulent sputum, and difficulty breathing develop.

Nosocomial infection is acquired from the health care facility.

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PROCEDURE

I. Employee Health Services

- A. New employee health screening
 - 1. Tuberculin skin test (PPD) is administered if no history of previous positive PPD.
 - 2. Employees with a history of previous positive PPD or newly diagnosed positive are required to provide evidence of a baseline medical exam which indicates that the employee is free of active pulmonary disease.
 - a. Employees who cannot provide such documentation are referred to the TB clinic for evaluation and clearance.
 - b. Costs of this referral are paid by the employee.

- B. On-going employee health screening
 - 1. TB testing:
 - a. A mandatory PPD test is performed annually if no previous positive has been reported.
 - b. If the employee has had a previous positive PPD skin test, a skin test is not given.
 - 1) The employee completes an annual health questionnaire and returns it to the employee health nurse.
 - c. The employee who reports symptoms of active TB on the annual questionnaire is referred to the TB clinic for evaluation and treatment.
 - d. Before returning to work, the employee is required to provide written documentation from a health care provider stating that the employee is free of active TB.
 - 2. Employee injuries:
 - a. All on the job injuries are reported to the supervisor using report forms.
 - 1) The report is completed before the employee leaves duty on the day of the injury, unless injury prevents reporting.
 - 2) The supervisor completes and files the report and determines if the employee was following AKPH policy at the time of the injury.
 - b. First aid is provided by AKPH nurses to an employee who becomes injured while on duty.
 - c. Referral is made to a private physician of the employee's choice if the condition necessitates further treatment, testing, or hospitalization.
 - d. A Worker's Compensation form is completed by the supervisor and the employee.

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- e. Unusual Occurrence Reports (UORs) is completed and then reviewed by the employee health nurse.
- f. AKPH Risk Management investigates and reviews the incident as needed.
- 3. Vaccines
 - a. Seasonal influenza (flu) vaccines are offered to AKPH employees free of charge in the fall and winter each year.
 - 1) Annual flu vaccination of AKPH employees offers protection for the residents and decreases the chance of employee absence due to illness.
 - 2) Employees are notified and encouraged to take the flu vaccine each year when it becomes available.
 - 3) The employee health nurse provides a Vaccine Information Sheet (VIS) and the employee signs a consent for vaccination.
 - 4) Appropriate first aid is available if an adverse event occurs.
 - b. Hepatitis B vaccine series
 - 1) Staff members who could be exposed to infected blood include nursing, housekeeping, laundry, activity, and maintenance employees.
 - 2) The 3 shot Hepatitis B series is given within 10 days of employment if not previously immunized.
 - 3) The employee signs a declination form if the vaccine is refused.
 - 4) One month after completing the 3 shot series, a blood test can be performed to determine if the vaccines were effective in creating adequate antibodies against Hepatitis B.
 - 5) A repeat series of Hepatitis B vaccines is offered if a protective titer count is not achieved.
- 4. Employee health records
 - a. A health record for each employee is kept on file with the employee health nurse.
 - b. The health record is maintained for the length of employment plus thirty (30) years.
 - c. Confidentiality of employee health records is maintained.
 - d. Medical information is released only with the signed consent of the employee, except in the case of communicable diseases reportable by law.
- C. Communicable diseases
 - 1. Employee with an infectious disease is not permitted to work in AKPH until the period of contagion has resolved.
 - 2. Employee and volunteers experiencing illness symptoms notify the supervisor and seek care as needed.
 - a. Symptoms:
 - 1) Fever of 100° or higher.
 - 2) Flu like, such as nausea, vomiting, diarrhea.

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- 3) Productive cough with a fever or lung congestion.
 - 4) Diarrhea (three or more watery stools daily).
 - 5) Sores, boils, burns, or open wound that is draining or infected and cannot be contained with a bandage.
 - 6) Cold sores on the face or hands.
 - 7) Pink eye, draining bacterial conjunctivitis.
 - 8) Extensive weeping or peeling rash.
3. Employees and volunteers notify their supervisor immediately if exposed to, diagnosed with, or suspected of having a contagious infection or disease.
- a. The infection control nurse contacts the employee and the physician to determine measures to prevent the spread of disease to other employees and residents.
 - b. Information reported to the infection control nurse is confidential and released with the employee's consent.
 - c. Contagious diseases:
 - 1) Conjunctivitis of the eyes
 - 2) Diarrheal disease
 - 3) Streptococcal disease, group A
 - 4) Hepatitis A, B, and C
 - 5) Herpes simplex, cold sores on the face or eyes
 - 6) Herpes zoster (shingles)
 - 7) Measles
 - 8) Mumps
 - 9) Pertussis (whooping cough)
 - 10) Rubella
 - 11) Scabies
 - 12) Staphylococcal disease, including MRSA
 - 13) Tuberculosis (TB)
 - 14) Upper respiratory illness
 - 15) Varicella (chicken pox)
4. Employee is directed to leave the Home
- a. Management has the privilege to direct employees or volunteers to leave the Home if they are not well and should not remain in the workplace.
 - 1) Employee provides a fit for duty statement from a physician before returning to work in the Home.
 - 2) This practice minimizes the spread of infection to residents, staff, and other people in the Home.

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HISTORY OF REVISIONS

New: 1/1/12

Revised: 3/20/12; 7/20/12

Reviewed: 3/20/12

ATTACHMENTS

REFERENCES
