

**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

ADMINISTRATIVE POLICY

**NUMBER: BA160**

**NAME: TUBERCULOSIS (TB)/HEPATITIS B (HEP B)**

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/24/2023	BY: HR Manager
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

**I. PURPOSE**

The purpose of this policy is to inform employees and contractors of the requirement of obtaining a TB test and offerings of a Hep B vaccination at the Agency’s expense. Further, to inform of the risks in both diseases.

**II. APPLICATION**

Populations: **NA**  
Programs: **Direct - ALL**  
**Contracted - ALL**

**III. STANDARDS FOR TUBERCULOSIS (TB) SCREENING**

The Sanilac County Health Department states that Sanilac County is a low-risk area for tuberculosis. Sanilac CMH requires that all employees and contract staff that work on site receive an initial TB test within 30 days of hire. Staff will be required to submit a TB questionnaire (form #0357) or take a TB test every three years. HR will send the questionnaire prior to expiration of this certification. Staff must outline that they would prefer to test prior to expiration of their current TB on file to be retested. The questionnaire will monitor for signs and symptoms of possible tuberculosis infection.

All new staff that work on site need to present evidence of the absence of contagious tuberculosis through proof of a negative TB skin test within thirty (30) days of hire or for those with a history of a positive TB skin test, a negative chest x-ray or lab report from within the last year and a doctor’s note indicating the absence of contagious tuberculosis. If a new staff has completed a TB screening within the last rolling year and can produce a copy, this can be used in lieu of being retested.

Any employee who exhibits or reports symptoms which could indicate the presence of active TB, or who shows a conversion on TB skin tests from negative to positive, be assessed by a physician and present evidence in the form of a note from a physician indicating the absence of contagious tuberculosis and/or negative chest X-ray/lab report within thirty (30) days of the test or initial symptoms. Any individual who fails to comply with the above be prohibited from attendance at employment until compliance is achieved.

TB testing will be performed by the Sanilac County Health Department at the Agency’s expense or provided by the staff from their own physician at their own expense. Results of all tests will be maintained in employee files and that all positive or suspicious TB test results and questionnaires will be sent to the Sanilac County Health Department for follow-up as needed.

The Human Resource Department keeps a list of individuals with TB test status, dates of tests, doctor’s notes and chest X-rays/lab reports, to assure that all employees are in compliance with the Agency standards outlined above and notify the CEO for follow-up in all instances of non-compliance.

**IV. STANDARDS FOR HEPATITIS B (HEP B) IMMUNIZATION**

Employees and contractual staff of Sanilac CMH will be informed of the characteristics of Hepatitis B infection via on-line training. Employees will be notified of the potential risks of contracting Hepatitis B and encouraged to pursue screening and/or immunization. Sanilac CMH will pay for screening and/or immunizations provided by the Sanilac County Health Department.

Employees working with individuals having Hepatitis B must notify their Supervisor upon learning of their pregnancy. They shall be informed of the risks involved in working with a positive individual and will be encouraged to be screened for Hepatitis B virus even if their status is known by their attending physician. Pregnant women who have a positive antibody are immune and confer that immunity to their fetus and may continue to maintain working with Hepatitis B positive individuals. Each employee at risk shall consult with their physician regarding the medical benefits and risks for both receipt and non-receipt of Hepatitis B vaccine and shall sign a statement indicating receipt of this information.

Each employee at risk for exposure shall be offered Hepatitis B immunization within 10 days of initial assignment free of charge in amounts and at times prescribed by standard medical practice. If the employee refuses to receive the immunization, the employee must sign a waiver indicating refusal to receive the immunization, Form 0386. Any employee declining the immunization may later request the vaccine without penalty.

Employee records contain a signed statement by the employee that he/she is or is not accepting the immunization, post-exposure clinical evaluations consisting of all documents concerning the exposure incident, copies of blood tests after the exposure and all other relative documents, and certification of attendance at all related training sessions.

For additional information please reference additional information from the Center for Disease Control (CDC).

Hepatitis B General Fact Information - <https://www.cdc.gov/hepatitis/hbv/pdfs/hepbgeneralfactsheet.pdf>

The ABCs of Hepatitis - <https://www.cdc.gov/hepatitis/resources/professionals/pdfs/abctable.pdf>

**V. ATTACHMENTS**

**VI. REFERENCES**

Waiver Rejecting Immunization - Form 0386