

# POLICY AND PROCEDURES

NUMBER: 140

SUBJECT: Employee Tuberculin Testing

ACA STANDARDS: 4-ALDF-4D-06; 7B-04

INTERIM DIRECTOR: *Lt. Col. Troy Doyle*

EFFECTIVE DATE: 7/17/90 REVISION DATE: 9/97, 1/02,  
10/12, 2/16, 10/19



## I. POLICY

The St. Louis County Department of Justice Services shall ensure all employees are tested for the communicable disease of Tuberculosis in order to prevent personnel outbreaks and to protect the community at large from exposure to Tuberculosis from the Justice Center.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Superintendent II of Operations, Corrections Medicine staff, the St. Louis County Department of Health and all other staff are responsible for the following procedures.

## III. DEFINITIONS

**Mantoux:** The screening used to identify persons infected with tubercle bacilli. The test uses five (5) Tuberculin units of purified protein derivative (PPD) administered intradermally with a single needle and syringe.

**Tuberculosis (TB):** A communicable disease of man and animals caused by a micro-organism, mycobacterium Tuberculosis and manifesting itself in lesions of the lung, bone and other parts of the body.

## IV. PROCEDURES

A. General Information

1. [The *Office Manager* will be responsible for scheduling annual testing and for notifying employees of such testing. The *Office Manager* will be the liaison to the Department of Health to coordinate the dates, times and testing sites.]
2. Tuberculin testing records for employees shall be maintained by Justice Services Administration.
3. Employees who refuse to be tested or refuse to follow these procedures, are subject to disciplinary action and possible termination.

B. New Employees

1. All new employees will be tested for TB during their first week of training with the Department. New employees will be tested by using the Two-Step procedure, or Booster Affect.
- [2. The Training Supervisor will schedule all new employee testing with the Corrections Medicine staff. The testing shall be done *within the first two days* of classroom training to ensure the reading of the tests are done in the same week.]
3. All new employees will be given a two step test. If the initial test given is negative, new employees will be tested a second time one (1) week later. If the second test is also negative, new employees shall begin routine testing on an annual basis.
4. New employees who have a positive reaction to the skin test will be referred to the St. Louis County Department of Health for an evaluation.
5. All new employees with a positive reaction will be given a PPD Reactor Report Form, (See Attachment 1) that must be completed by the treating physician within four (4) weeks of a new employee having a positive reaction to the skin test. The employee must return this form to the Administrative Specialist when it is completed.

C. Current Employees

1. All Justice Services' personnel shall be screened for TB on an annual basis using the one step procedure if there is previous TB testing on file.

2. All employees who are not known reactors will be given a Tuberculin test.
3. Employees who are known reactors and have a documented history of a positive PPD shall not be required to be tested but must be evaluated annually by the Department of Health.
4. Employees who convert from skin test negative to positive during the course of employment will be referred to the Department of Health for an evaluation. The PPD Reactor Report Form must be completed by the treating physician and returned to the Administrative Specialist by the employee.
5. An individual who is skin test positive with a normal chest x-ray should be considered for preventative medication. Those who complete a recommended course of preventative medication need not have further testing for TB unless signs and symptoms which are compatible with Tuberculosis are present.
6. Employees are encouraged to have all testing done through the Department. If medical reasons prevent an employee from being tested through our Department, they may be tested by their own physician. Testing or evaluations must be done within two (2) weeks of the scheduled Department testing date and verification and results must be given to the Administrative Specialist so they can be kept on file. Verification of testing and/or evaluations must be done on an annual basis. Employees who are utilizing their own physician and do not follow these procedures will be tested by the Department of Health.