All newly hired staff will have an initial health exam and TB screening. This is to assure that employees do not, as a result of communicable disease, pose a significant risk to the health and safety of children and staff in the Nest Child Care and Parent Institute (NEST) program(s).

**TB Screen**: A newly hired staff person must complete a TB screen and provide the results from a health care provider to the Director before working with children.

**Initial Health** Before a new staff person starts to work he/she must provide the

**Exam (Physical)**: Director with:

* the scheduled date of their initial health exam, to be completed within 60 days of hire date,
* or a completed statement of health exam.

To assure compliance with agency policy, if a newly hired employee does not complete the initial health to the Nest in-person or via mail to PO Box 35387, Detroit, MI 48235 or via fax to (844) 350-3026 by the end of the 60days of initial hire the employee will be immediately terminated.

A schedule of periodic exams, following the initial exam, will be determined by the health care provider chosen by the employee. To ensure employees are fit and suitable for their positions; assessment of their health and wellness can be requested.

Employees shall use the following guidelines for staying home with an illness to not expose others to a possibly communicable disease. Employees should not be working if they are experiencing the following untreated symptoms:

* oral temperature of 101 degrees
* a painful, reddened throat
* a deep hacking cough
* unexpected rash *(unless it is a non emergency allergic reaction)*
* vomiting ordiarrhea*(more than once within 24 hours)*
* complaints of a stiff neck and headache with any of the above symptoms
* yellow discharge from the eyes, especially with itching and red eyes
* unusual yellow coloring to the skin or eyes
* cuts or openings on the skin that are pus-filled or oozing *(unless they can be fully covered with appropriate bandages)*
* a contagious disease ~ If you suspect**/**know you have a contagious disease or communicable disease that poses a significant risk to the health and safety of others, please alert your medical provider for recommendations.

When employees are off work and require a medical release to return; a doctor’s review of their job description is required to ensure employees are fit and suitable for their positions. Employees must be able to fulfill all duties and qualifications on their job description at full capacity to return to work. a

*Staff Signature Date*