## Los Angeles County Department of Health Services

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| **Policy & Procedure Title:** | Health Screening: Non-County Workforce Members | | |
| **Category:** | 700-799 Personnel Policy | **Policy No.:** | 705.001 |
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| **DHS Division/Unit of Origin:** | EHS Committee | | |
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| **Distribution: DHS-wide** ☒ | **If not DHS-wide, other distribution:** | | |

## PURPOSE:

The purpose of this policy is to ensure non-County workforce members comply with the various Federal and State laws and regulations, accreditation requirements, and Departmental policies governing non-County workforce members' health screenings and to provide guidance on medical follow-up and surveillance of non-County workforce members.

## SCOPE:

This policy applies to any and all persons authorized to provide a service or perform duties within any Department of Health Services (DHS) facility/program who are non-County workforce members. This includes, but is not limited to, physicians, nurses, allied health/technical staff, rotating physician postgraduates from formally-affiliated teaching programs/approved rotation, students, administrative support staff, volunteers, trainees, vendors, contract staff, and non-DHS County employees whose conduct of work performance is under the direct control of DHS, whether or not they receive compensation from the County.

## POLICY:

It is the policy of DHS to provide its workforce with a safe and healthy work environment. All persons who work at a County health facility must have appropriate documentation of health clearance or required health screening.

**Exception:** Non-County workforce members working on health facility grounds but not within the walls of a hospital or health facility and who do not have contact with patients or other workforce members as part of their assignment may not need a health screening. If the non-County workforce member's job or assignment requires providing patient care or working in a

patient care area, the non-County workforce member must adhere to all facility infection control standards which include initial and annual health screenings, and immunizations.

Prior to assignment, all non-County workforce members must satisfactorily complete a health screening conducted by their physician or licensed health care professional (PLHCP) to determine if the workforce member meets the health screening requirements established for the prospective job assignment and to meet Federal and State health and safety regulations.

Non-County workforce members and students must provide Employee Health Services (EHS) with documentation of health screening (e.g., immunization records, TB screening tests, completed "E2" form) from their PLHCP or school, as applicable.

If the prospective workforce member is a minor (person under 18 years of age), consent is required from the minor's parent or legal guardian prior to obtaining medical information or conducting a health screening or services on the minor unless he/she can consent to such services on his/her own behalf or can document he/she is an emancipated minor.

Workforce members evidencing symptoms of infectious disease or reasonably suspected of evidencing symptoms of infectious disease may be medically screened by EHS prior to providing patient care or performing work duties. Workforce members determined to have infectious potential shall be denied or removed from patient contact and work duties as deemed necessary to protect the safety of patients and workforce members.

## PRE-PLACEMENT/ASSIGNMENT SCREENING

Pre-placement health screening and annual health screening/surveillance for non-County workforce members will be provided in accordance with terms of the contract/agreement or Memorandum of Understanding (MOU) and Federal and State laws and regulations. Fees and costs for these EHS services may be billed to the contractor or agency, as appropriate.

The pre-placement/assignment health screening will be conducted by the prospective non-County workforce member's PLHCP or designee. The prospective non-County workforce member is required to submit "E2-Pre-Placement Tuberculosis History and Evidence of Immunity" upon initial assignment to DHS. Each year, thereafter, while the non-County workforce member is on assignment at DHS they must submit the "E2-Annual Health Questionnaire and Screening" form.

County criteria include the following forms that are to be completed. The forms are available via the DHS Internet website www.dhs.lacounty.gov

**NOTE: The forms must be signed by a healthcare provider attesting all information is true and accurate OR workforce member may supply all required source documents to DHS Employee Health Services to verify.**

The contractor/contract agency must attest that EHS staff will be provided with source documents for review within four (4) hours of a request. Source documents pertaining to the

pre-employment health screening will be maintained by the contractor/contract agency. Fees and costs for these EHS services may be billed to the contractor or agency, as appropriate.

Facility Liaisons/contract monitors/supervisors/managers (Sponsors) are required to ensure non-County workforce members receive the appropriate forms, submits them to their facility EHS, and has obtained health clearance before a badge is issued and prior to beginning his/her assignment.

## ANNUAL HEALTH SCREENINGS

(All non-County workforce members – No exceptions)

All non-County workforce members are expected to comply with annual health screenings. Unless provided for per contract/agreement, the non-County workforce member shall have their PLHCP conduct the screening in accordance with County policy and procedures. The non-County workforce member will be provided with the necessary documentation for completion and submission to their PLHCP. The non-County workforce member must submit the completed E2 form to EHS.

Non-County workforce members may receive a reminder to comply with annual health screening requirements. Non-County workforce members who do not comply with annual or other health screening requirements will be sent an e-mail indicating they have until the end of the month to comply. A copy of the e-mail is sent to the workforce member's sponsor for action. Failure to provide documentation of timely health screening/clearance will result in immediate termination of assignment and placement in a "Do Not Send" status until compliant.

## SPECIAL GROUPS

**Health Professions Students** are non-County workforce members who are registered in the County's sponsored health professional schools.

Newly enrolled students will undergo a health screening for communicable disease after passing the Live Scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required and will be provided by the County at no cost. After clearance by EHS, an ID badge is issued by HR.

**Volunteers** are non-County workforce members who are typically processed through the Volunteer Office.

Individuals completing an application for Volunteer Services must undergo a health screening for communicable disease after passing the Live Scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required and will be provided by the County at no cost. After clearance by EHS, an ID badge is issued by facility on-site HR.

**Non-County Professional Staff Association (PSA)** – Individuals not employed by DHS.

Individuals completing an application with Medical Administration must undergo a health screening for communicable disease after passing the Live Scan. No physical exam is to be conducted. An initial pre-assignment health screening, and annually thereafter, are required. The health screenings will be provided by the County at no cost. After clearance by EHS, an ID badge is issued by facility on-site HR.

**Shadowers and Visiting Physicians** are non-County workforce members who are typically invited through formal invitation to view surgical or other procedures in the hospital.

Individuals who have been approved to participate in such opportunities must undergo a health screening for communicable disease. No physical exam is to be conducted. An initial pre-assignment health screening is required. The health screenings will be provided by the individual's PLHCP via E2 form. After clearance by EHS, an ID badge is issued by facility on-site HR. If it is not feasible to obtain Live Scan results within the time frame allotted for the assignment, the non-County workforce member will be required to complete an affidavit attesting their criminal background status.

**Vendors** (persons who sell, repair, or supply products and sales representatives)

Vendors who require access to patients or patient care areas are required to adhere to all facility infection control standards which include initial and annual health screenings, and immunizations. Refer to DHS Policy 822.001, "Vendor Representative Access Policy."

**Construction Workers** (contractors, architects, engineers, etc.) performing capital projects

Construction workers who work outside the walls of a health facility may not need to undergo health screening. Construction workers who work within the walls of a health facility are required to undergo a health screening provided by the workforce member's PLHCP via E2 form. After clearance by EHS, the individual may receive a badge by facility on-site HR. If it is not feasible to obtain Live Scan results within the time frame allotted for the assignment, the non-County workforce member will be required to complete an affidavit attesting their criminal background status.

**Non-DHS County workforce members** (County employees who work for other County departments but are assigned to work in a DHS facility).

Non-DHS County workforce members who work within the walls of a health facility will be required to undergo a health screening provided by the workforce member's PLHCP or at EHS per Memorandum of Understanding via E2 form after successful completion of Live Scan. After clearance by EHS, the individual may receive a badge by facility on-site HR.

**Navy Trauma**. Naval medical staff (corpsmen, nurses, and physicians) who obtain special training on trauma care to support the Navy and Marine Corps.

Individuals who have been approved to participate in such opportunities must undergo a health screening provided by the workforce member's PLHCP via E2 form after successful

completion of Live Scan. After clearance by EHS, the individual may receive a badge by facility on-site HR.

**Los Angeles County Sheriff and Security Staff** obtain background check clearance through the Sheriff's Department and therefore do not get a Live Scan from DHS. EHS will receive their completed "E2" form or health documents and process them without a Live Scan date in the system.

**SURVEILLANCE/EXPOSURE**
(All non-County workforce members – No exceptions)

Non-County workforce members who experience a potential exposure to an occupational hazard (e.g., needlestick) may go to their facility EHS during business hours or Emergency Department for initial treatment within the treatment window. Emergency services provided post-exposure within the allowable time frames may be billed to the contractor or agency.

**Note:** Non-County workforce members exposed to an occupational hazard will not be included in our surveillance program. Their follow-up treatment and health assessments will be conducted through their personal physician or contract agency as required by law.

**REPORTING REQUIREMENTS**

Non-County workforce members who are exposed to occupational hazard or incur injury while performing their duties for the County will be reported on the OSHA Log 300/301, as required by Federal and State regulations.

**ATTACHMENTS/FORMS:**

EHS Forms: E2 Pre-placement and E2 Annual, K-NC, N-NC, O-NC, P-NC

**REFERENCE(S)/AUTHORITY:**

California Code of Regulations:
8 CCR Sections 5144, 5193, 5199
17 CCR Chapters 4 and 8
22 CCR Section 70723

DHS Policies:
334.200 Influenza Vaccination for Employees
705 Health Evaluation – DHS Employees
925.000 Employee Health Services Program
925.100 Immunizations for Workforce Members
925.510 Tuberculosis Screening Surveillance Program