

Beth Israel Deaconess Medical Center
Employee Occupational Health Service Manual

Title: Pre-Placement Screening of Employees, Medical Staff, Volunteers and Contract Personnel

Policy #: PM-19

Purpose: To provide guidelines for pre-placement and infection control screening required for each Medical Center employee, student, volunteer, and other non-Beth Israel Deaconess employed health care worker/practitioner upon employment or practice at Beth Israel Deaconess Medical Center (BIDMC).

The healthcare environment presents health risks to employees and patients. In order to control and minimize these risks BIDMC requires all employees to comply with the standards set forth in this document. These requirements follow national and state guidelines and regulations including but not limited to the Centers for Disease Control and Prevention (CDC), The Occupational Safety and Health Administration (OSHA), the Massachusetts Department of Public Health (MDPH) and The Joint Commission.

Policy Statement:

1. Each new employee, physician, or volunteer at BIDMC shall be subject to the completion of a pre-placement health screening and comply with the infection control requirements for new employees established by the Medical Center. **Failure to meet these requirements may result in corrective action up to and including termination from employment.**
2. The pre-placement health screening may include: a brief review of health and occupational history, occupation-related immunizations, job-specific medical surveillance, as applicable (such as animal worker surveillance).
3. Opportunity to request accommodation needed in order to perform the essential functions of the job may be addressed as part of this process
4. The infection control requirements for new employees include review of immunization against measles, mumps, rubella, varicella (chickenpox), tetanus, diphtheria, pertussis, influenza, COVID-19, and hepatitis B, as well as screening for tuberculosis infection or exposure. These requirements are subject to change based on state and federal recommendations.
5. Mandatory pre-placement health screening and satisfaction of the infection control requirements is required prior to the employee's date of hire. If the employee has not completed the mandatory requirements or has a pending accommodation request, start date may be delayed.
6. If an employee is made aware of a change in practice (DPH, BIDMC, CDC, etc) that affects his/her compliance with immunization standards, there will be a 30-day period to complete the request. If the employee does not adhere to request within 30 days, Employee Health may partner with Human Resources to determine appropriate next steps.
7. If additional medical information is deemed necessary to complete pre-placement health clearance, the start date may be delayed pending Employee Health receipt of the necessary documentation.

8. Each student or other non- employed health care worker or practitioner planning to work or practice at Beth Israel Deaconess Medical Center shall remain in compliance with these infection control requirements; documentation will be provided to Employee Health if requested.
9. This policy also covers observers, contracted personnel, traveler staff, temporary staff, agency staff, students, and all other staff not hired by BIDMC who are working in the medical center. ***Failure to comply with these requirements will prohibit the student or other non-Beth Israel Deaconess employee from working or practicing at Beth Israel Deaconess Medical Center.***
10. All requests for medical exemption will be considered on a case-by-case basis. This may affect the employee's ability to work in certain areas of the institution; initial clearance may also be held up until process is complete. All non-medical requests for exemptions will be administered by Human Resources, in partnership with Employee Health.
11. Any future follow-up or annual requirements related to pre-placement screening must be adhered to, or subject to follow-up with Human Resources.

Healthcare Worker Status Definitions:

The HCW assignment does not depend on the frequency of work assignment, but rather *the nature of the work itself*. Categories of Health Care Worker (HCW) are as follows:

- a. **HCW 1:** Regular, day to day contact; both face-to-face and hands-on.
- b. **HCW 2:** Regular, day-to-day contact; face-to-face only.
- c. **HCW 3:** Regular provision of service in a patient care area.
- d. **IHCW (4):** No patient contact, but regular handling of specimens for testing and diagnostics.
- e. **NHCW (5):** No patient contact.

Vaccinations:

The process for administering vaccines, obtaining serologies, and tuberculosis screening are outlined in separate Employee Health policies and procedures.

I. Required Vaccinations:

BIDMC staff who are unable to provide documentation of immunity will be offered serologic testing and/or immunization during their preplacement screen visit as appropriate.

A. Measles, Rubella, Mumps

Staff shall provide documentation of immunity to measles, mumps, and rubella based on the following acceptable documentation of immunity:

1. Blood titer showing immunity to measles, mumps, and rubella, **or**
2. A written record, including month and year, of MMR vaccination:

Measles and Mumps: Documentation of two (2) doses of MMR vaccine given at least 28 days apart and beginning at ≥ 12 months of age.

Rubella: Documentation of one (1) dose of MMR vaccine at ≥ 12 months of age.

B. Varicella

Staff shall provide documentation of immunity to varicella (chickenpox) based on the following acceptable documentation of immunity:

1. Blood titer showing immunity to varicella
2. Vaccination with two (2) doses of varicella vaccine.

C. COVID-19 and Influenza Vaccination

1. Those who have received vaccination elsewhere must provide valid documentation from the vaccinating office or institution. This may include a receipt from a retail pharmacy, inclusive of lot number and manufacturer
2. COVID-19 and influenza vaccination requirements are subject to change based on institutional requirements as well as state and federal mandates.

D. Medical Exemptions

1. Requests for medical exemption will be reviewed on a case-by-case basis.

II. Recommended Vaccinations

A. Tetanus Diphtheria Pertussis

1. Receipt of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination is *strongly recommended*. Tdap vaccination will be offered to all staff who do not provide documentation of previous Tdap vaccination.

B. Hepatitis B

1. Employees with direct patient contact and/or potential exposure to human blood, body fluids, tissues, and cell lines will be offered Hepatitis B vaccination and serologic testing per current CDC guidelines and OSHA requirements. This includes ALL research personnel, regardless of their current research activities.
2. Employees who decline vaccination will be required to sign a declination statement.
3. Healthcare workers with active HBV, active HCV, or HIV infection will be counseled regarding personal health and job-related precautions. Necessary precautions and workplace accommodation will be reviewed by appropriate ad hoc committee led by Employee Health and Infection Control.

Tuberculosis Screening

Screening for tuberculosis will be conducted at the preplacement health screening for all employees, in accordance with state and federal recommendations.

Medical Clearance for Specific Duties

Special screening procedures may be required for certain job types.

Medical Clearance for Non-Employees

1. Non-employees include:
 - a. Contractors (e.g., Maintenance)
 - b. Temporary agency and travel nurses
 - c. Students
 - d. Visiting clinicians and researchers

Non-employees shall provide medical documentation of compliance with all requirements. If length of assignment at BIDMC is longer than three months, then the subject must meet all requirements that apply to BIDMC employees, regardless of patient contact level; exceptions are permitted for non-employees who are entirely remote/never on-site. If the length of assignment is less than three months and there is the possibility of patient contact or work in a patient care area, then the subject must meet all requirements and a TB test at least within six (6) months of the start date is required. If length of stay is less than three months, and there is no patient contact or work in a patient care area, then no immunization record is necessary for clearance.

2. It is the responsibility of all non-employees to provide their own immunizations and screenings.

Non-Compliance with Employment Screening Requirements

1. All new employees must complete all employment screening requirements. Employee Health will notify Human Resources of any employee with outstanding requirements.
2. Any workforce members who decline, or are in noncompliance any of the above vaccinations will be required to use their own earned time should they be placed off work in the event of a potential or confirmed exposure within the work environment.

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Approved By:

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