

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.520
dated September 2002.

February 2011

RECRUITMENT, SELECTION AND APPOINTMENTS

A9.520 TUBERCULOSIS CLEARANCE

1. Purpose

To comply with Hawai'i Administrative Rules, Title 11, Department of Health, Chapter 164, concerning tuberculosis clearance for University personnel and volunteers, and Part IV, Tuberculosis, Section 325-71 to 325-78, HRS.

2. Objective

To set forth the responsibilities and to prescribe procedures for tuberculosis clearances for employees and volunteers whose services involve regular and direct contact with students or foodhandling duties. Clearance is required for:

- new BOR appointments (executive/managerial, faculty, Administrative, Professional and Technical (APT), casual and non-compensated) of more than fifteen (15) days
- new Civil Service appointments of more than fifteen (15) days

Clearance is also required for volunteers who provide authorized services for more than fifteen (15) days (not necessarily consecutive) within any calendar year.

The certificate of TB examination must be presented prior to the start of employment or volunteer service.

3. Applicability/Responsibility

This directive applies to all campuses and activities of the University of Hawai'i. Chief Executive Campus Officers or Official Designees are charged with the responsibility for implementing and monitoring this procedure.

4. Definitions (From Hawai'i Administrative Rules, Title 11, Department of Health, Chapter 164)

"Certificate of TB examination" means a certificate issued by the department stating that the holder is free of communicable tuberculosis or a statement by a practitioner on a form approved by the department stating that the practitioner has examined an individual on a particular date and found the person to be free of communicable tuberculosis. A certificate issued by a practitioner must also include the dates of administration and reading of the Mantoux tuberculin test, the transverse diameter of induration in millimeters, the date, location, and name of reader of the chest x-ray, and the signature or unique stamp of the practitioner.

"Communicable tuberculosis" means tuberculosis at a stage and in a form considered by the department to represent a risk of being transmitted to other individuals.

"Food Establishment" means an operation that prepares, packages, serves, vends, or otherwise provides food or beverage for human consumption. "Food Establishment" does not mean an establishment that offers only prepackaged foods that are not potentially hazardous; a produce stand that only offers whole, uncut, fresh fruits and vegetables; or a kitchen in a private home.

"Foodhandler" means any person who, in the storage, manufacture, preparation, handling, sale or serving of food or beverage, handles it in such a manner that some portion of his or her clothing or body might come in contact with the food or beverage or with utensils used in connection with the food or beverage.

"Foodhandling" means engaging in the activities of a foodhandler in a food establishment as defined above.

"Mantoux tuberculin test" means an intradermal injection of five tuberculin units of Purified Protein Derivative in 0.1 cc of sterile diluent, followed within forty-eight to seventy-two hours by recording of the palpable induration, with a positive reaction being 10 mm or greater in its transverse diameter.

"Physician" means a person licensed to practice medicine or osteopathic medicine in any of the states or territories of the United States. Licensure or accreditation in chiropractic, homeopathy, naturopathy, acupuncture, or herbal healing do not qualify a person as a physician.

"Post-secondary school" means any adult education school, business school, trade school, community college, college or university enrolling or registering students above the age of compulsory school attendance.

"Practitioner" means a physician, advanced practice registered nurse, or physician assistant licensed to practice in any of the states or territories of the United States.

"School" means any child care center, preschool, day care center, day nursery, Head Start program, group child care home, kindergarten, elementary, intermediate, middle or secondary school, but excludes after-school programs, family child care, parent cooperatives, play groups, respite programs, and drop-in child care centers.

5. Procedures

All volunteers, new BOR appointees (executive/managerial, faculty, APT, casual and non-compensated) and new Civil Service appointees, for more than fifteen (15) days (not necessarily consecutive), having regular and direct contact with students or foodhandling duties shall have been examined and certified as free of communicable tuberculosis prior to the start of volunteer service or employment. Such employees and volunteers may include but are not limited to instructional faculty and staff, APT employees in the Instructional and Student Support and Academic Support Career Groups, athletic coaches, and employees of the Student Health Center, Student Housing Services and University Bookstore.

a. New employees and volunteers requiring TB clearance who:

- 1) Come from another school or post-secondary school in Hawai'i shall present a certificate of TB

examination issued for the purpose of employment in a school or post-secondary school setting. Employees who previously worked in a school or post-secondary school in Hawai'i, and had a break-in-service, may present the certificate of TB examination issued for the purpose of employment in a school. A certificate issued to fulfill this requirement is transferable and valid indefinitely. School personnel rehired by the University need not present a TB clearance if already on file.

- 2) Do not come from another school or post-secondary school in Hawai'i shall present a certificate of TB examination issued within twelve (12) months prior to the start of employment or volunteer service.
 - 3) Have foodhandling duties but do not have contact with students shall present a certificate of TB examination issued for the purpose of employment as a foodhandler. A certificate issued to fulfill this requirement is transferable and valid indefinitely.
- b. The employing unit will inform prospective employees and volunteers of the health requirement/regulation. Attachment 1 contains a standard informational notice which may be used for this purpose.
- c. Procedures for obtaining a certificate of TB examination prior to the start of employment/volunteer service.
- 1) Prospective employees and volunteers living in the State of Hawai'i may obtain tuberculosis examinations through:
 - a) A licensed U.S. practitioner,
 - b) The State of Hawai'i Department of Health,
or

- c) The University of Hawai'i Student Health Center.

Note: Free tests may be issued by the State of Hawai'i Department of Health, if meeting Department of Health Administrative Rules. Tests administered by the Student Health Center and licensed U.S. practitioners may be given for a nominal fee.

- 2) Prospective employees living on the U.S. mainland must provide a valid certificate from a licensed U.S. practitioner stating that the holder is free of communicable tuberculosis in accordance with State of Hawai'i Department of Health standards.
 - 3) Prospective employees coming from a foreign country shall obtain clearance from the State of Hawai'i Department of Health or a licensed U.S. practitioner prior to the start of employment.
- d. The designated custodian shall make a copy of the certificate of TB clearance and return the original document to the employee or volunteer. The copy shall be kept by the designated custodian in a secured file separate from the employee's official personnel file.

NOTICE TO PROSPECTIVE UNIVERSITY OF HAWAI'I EMPLOYEES AND VOLUNTEERS

The State of Hawai'i Department of Health rules and regulations require an individual having regular and direct contact with students or foodhandling duties to furnish a certificate of TB clearance from a licensed U.S. practitioner or the State of Hawai'i Department of Health stating that the holder is free of communicable tuberculosis. The certificate must be presented prior to the start of:

- employment
 - volunteer service totaling more than fifteen (15) days (not necessarily consecutive) within any calendar year.
- A. For employees and volunteers coming from a school or post-secondary school setting in Hawai'i, the original certificate of TB clearance issued for the purpose of employment in a school or post-secondary school setting.
- B. For employees and volunteers coming from outside a school or post-secondary school setting in Hawai'i, the certificate must be issued within twelve (12) months prior to the start of employment or volunteer service totaling more than fifteen (15) days (not necessarily consecutive) within any calendar year.
- C. For employees and volunteers who do not have contact with students, but are engaged in foodhandling duties, the original certificate of TB clearance issued for the purpose of employment as a foodhandler.

Type of Examination Required

The examination for tuberculosis shall include a Mantoux tuberculin test and, if the test shows a positive reaction, a chest x-ray. A negative tuberculin test or chest x-ray shall be accepted as evidence of freedom from tuberculosis.

Certificate of TB Clearance Requirements

The certificate of TB examination shall be 1) a certificate issued by the State of Hawai'i Department of Health stating that the holder is free of communicable tuberculosis or 2) a statement by a licensed U.S. practitioner on a form approved by the State of Hawai'i Department of Health stating that the practitioner has examined an individual on a particular date and found the person to be free of communicable tuberculosis.

Attachment 1 (cont.)

A certificate issued by a licensed U.S. practitioner must include the dates of administration and reading of the Mantoux tuberculin test, the transverse diameter of induration in millimeters, the date, location and name of the reader of the chest x-ray (if applicable), and the signature or unique stamp of the practitioner.

Where to Obtain Tuberculosis Examination

Prospective volunteers for more than fifteen (15) days (not necessarily consecutive) within any calendar year and employees may obtain tuberculosis examinations prior to the start of volunteer service/employment through:

- a licensed U.S. practitioner,
- State of Hawai'i Department of Health, or
- The University of Hawai'i Student Health Center.

NOTE: The Department of Health will administer free tests as required by law and Department of Health Administrative Rules. Please have employee or volunteer contact the Department of Health to determine if employee or volunteer meets the eligibility for free testing.

Employees and volunteers may be referred to the Department of Health Lanakila Comprehensive Health Center and other Department of Health Centers, or the University of Hawai'i's Student Health Center. Tuberculosis tests administered by the University's Health Center and licensed U.S. practitioners may be given for a nominal fee.

- A. Volunteers with service totaling more than fifteen (15) days (not necessarily consecutive) within the same calendar year and employees living in the State of Hawai'i may obtain tuberculosis examinations through a licensed U.S. practitioner, the State of Hawai'i Department of Health, or the University of Hawai'i Student Health Center. The skin tests and chest x-rays are available free of charge from the Department of Health Lanakila Comprehensive Health Center, 1700 Lanakila Avenue, Honolulu, Hawai'i, or at the Health Centers of the State of Hawai'i Department of Health for individuals who are required by law or Department of Health regulations to have tuberculosis clearance. The University of Hawai'i Student Health Center charges a nominal fee for tuberculosis tests.
- B. Prospective employees living on the U.S. mainland must provide a valid certificate from a licensed U.S. practitioner stating that the

Attachment 1 (cont.)

holder is free of communicable tuberculosis in accordance with State of Hawai'i Department of Health standards.

- C. Prospective employees coming from a foreign country may either obtain a certificate of TB clearance from the State of Hawai'i Department of Health or a licensed U.S. practitioner upon arrival and prior to the start of employment. If the test is to be completed on the U.S. mainland or in Hawai'i, the procedures in paragraphs A. or B. should be followed.