

# Employee Physical Exam

## Policy

All Head Start employees will be required to provide documentation from a health care provider attesting to the fact that they are free of communicable diseases that could pose a significant risk to others in the Head Start program.

## Procedure

- New Head Start employees must submit documentation of a health examination within 90 days of start date.
- If a health exam was completed within the last 12 months, documentation can be used from that date.
- All employees must provide proof of re-examination every three years.
- Employees without insurance are responsible for the cost of the exam.
- The Program Manager and Health Professional work with employees to make reasonable accommodations as needed.
- Any health condition developed that could put others at health risk must be reported to the employee's Program Manager immediately. A medical exam, at the cost of the employee, may be then required to determine whether employment is still possible, and if so, with specific accommodations indicated.

This policy complies with Head Start Performance Standard [45CFR Section 1302.93](#).

Approved by Policy Council on February 16, 1999.

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