



## **Title: Physical Examination- Employees**

300 Employees

Code 303

24 P.S. 1418

28 PA Code 23.43

42 U.S.C. 12112

28 PA Code 23.44

24 P.S. 1419

28 PA Code 23.45

28 PA Code 27.71

28 PA Code 27.72

42 U.S.C. 2000ff et seq

24 P.S. 1416

42 U.S.C. 12101 et seq

U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws

U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace

### **Purpose**

In order to certify the fitness of administrative, professional, and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, William Penn Academy shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.



## **Definitions**

**Physical examination**, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or licensed physician assistant.

**Health monitoring**, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.(This is to include a tuberculosis test.)

## **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by the law and as the Board may require, the expense of which shall be paid by the applicant.[\[1\]\[2\]\[3\]](#)

In accordance with the PA Department of Health's regulations, William Penn Academy requires all employees to undergo a tuberculosis examination that the district provides upon initial employment.[\[1\]\[4\]](#)

William Penn Academy may require an employee to undergo a physical examination at the Board's request.[\[1\]](#)

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[\[5\]\[6\]](#)

## **Guidelines**

### Health Monitoring and Communicable Diseases

The district may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an



accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met in accordance with law, regulations, or guidance from state or local health officials.[8][9][10][11]

### **Delegation of Responsibility**

The results of all required physical examinations shall be made known to the Educational Director on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.[3][12]