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Chapter: Personnel

Modification No. 003

Subject: **Medical Examinations**

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I. Requirements to Discontinue Work and to have a Physical Examination

- A. The Chief Human Resources Officer or designee may require an employee to discontinue work and undergo a medical examination when she/he has a reasonable belief, based on objective evidence that: (1) the employee's ability to perform essential job functions are impaired, or (2) an employee poses a direct threat to himself/herself or others. A licensed physician or mental health provider shall perform the examination and report the findings to the Chief Human Resources Officer or designee.
- B. An employee who is required to discontinue work may not return to work until authorized by the Chief Human Resources Officer or designee. The status of such employee during this period shall be determined by the Chief Human Resources Officer or designee.

II. Evidence of Freedom from Active Tuberculosis

A. Requirements. It is required as a condition of employment that:

- 1. Food service employees who are employed by the College must submit evidence every three years if they have a skin test; however, they must take a test every year if they are tested by x-ray in accordance with the Montgomery County Code.
- 2. Day care center workers are governed by the State laws and therefore must obtain tuberculosis testing every year regardless of the type of testing.
- 3. Faculty or staff participating or enrolled in programs or courses which involve the handling of food, or the supervision of its preparation or serving or storage of food, drink, utensils or equipment, will submit evidence of freedom from active tuberculosis both on an initial and annual basis in accordance with the Montgomery County Code.

B. Procedures

- 1. The evidence of freedom from active tuberculosis required may be in the form of a signed physician's statement or other official health certificate indicating that, by means of a chest x-ray, intradermal tuberculin test, or other medically recognized method, the person concerned has been found to be free of tuberculosis at the time of employment at Montgomery College. This evidence must be submitted prior to reporting for work, and no prospective employee will be considered as employed until this requirement has been satisfied.
- 2. All food service employees employed by the College, as well as faculty,

staff, or students participating or enrolled in programs or courses which involve the handling of food, or the supervision of its preparation or serving, will submit evidence of freedom from active tuberculosis both on an initial and an annual basis.

3. The Montgomery County Code also requires that such persons be free of all communicable diseases and infected wounds, sores, or lesions on exposed parts of the body. Although no initial or periodic certificate is required, supervisors are held responsible for reporting suspected carriers and reporting them to the proper authorities for proper verification of their health condition.
4. The Montgomery County Code defines a food service employee as "Any person, including owner or manager, who handles food or drink during preparation or serving, or who comes in contact with any eating or cooking utensils, or who is employed in a room in which food or drink is prepared or served."

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