



Olympic Educational Service District 114

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Welcome to the Olympic Educational Service District 114 Early Learning Department!

As a new employee, you will be required to complete the following attached items within the stated timelines listed below. If you have questions, please contact Kim Crummey, P-3 Professional Development Program Manager, at 360-478-6862. Return completed forms to Kim Crummey.

1. Department of Early Learning Background

- Until the background check results are returned and show the employee to not be disqualified, the employee will not be left unsupervised with children. (WAC 170-295-7050)

2. Staff Health Appraisal Form

- All Head Start/ECEAP staff must submit an initial physical exam (or documentation of one recently completed within 90 days of employment). The attached Staff Health Appraisal form is used to document overall results. The form is maintained in the employee's personnel record.

3. Tuberculosis Test (TB)

- Unless medically contraindicated [WAC 170-295-1120], and prior to contact with children, each Head Start/ECEAP employee shall show evidence of a negative tuberculin (TB) skin test, by the Mantoux method, obtained within the previous 12 months.
- The TB test can be completed by the provider using the attached Staff Appraisal form or be completed by Kitsap Public Health District (KPHD). Tests completed by KPHD will be billed to the Head Start/ECEAP program using the attached KPHD TB Health Service Request form.
- The person whose TB skin test is positive (10mm or more induration) shall provide documentation of having had a chest x-ray completed within 30 days following the skin test and be under management of a physician.

4. MMR Vaccine Requirement

Based on the law, EHB 1638, one of the following must be provided to the OESD 114 prior to contact with children.

- An immunization record indicating you have received at least one dose of MMR vaccination.
- Lab evidence of immunity to measles disease (also known as a blood test or titer).
- Documentation from a health care provider that you have had measles disease sufficient to provide immunity against measles.
- Written certification signed by a health care practitioner licensed in Washington State—a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced registered nurse practitioner (ARNP), or a physician's assistant (PA)—that the measles, mumps, and rubella vaccine is, in the practitioner's judgment, not advisable for you.

5. Food Worker Cards

- All Head Start/ECEAP staff must obtain a food worker card.
- Food worker cards are completed online through Kitsap Public Health District at http://www.kitsappublichealth.org/FoodSafety/food_cards.php