

TB AUDIT POLICY

Regulation 805 of Title 14 of the Delaware Administrative Code requires the following:

Every fifth year, by October 15th, all public school staff and extended services personnel shall complete the *Delaware Department of Education TB Health Questionnaire for School Employees* or, within two (2) weeks, provide Tuberculosis Test results administered within the last twelve (12) months. "School Staff and Extended Services Personnel" means all persons hired as full or part time employees in a public school. This includes, but is not limited to teachers, administrators, substitutes, contract employees, bus drivers and student teachers whether compensated or not. If a school staff member or extended services staff member answers affirmatively to any of the questions in the *Delaware Department of Education TB Health Questionnaire for School Employees* he/she shall provide, within two (2) weeks, verification from a licensed health care provider or the Division of Public Health that the individual does not pose a threat of transmitting tuberculosis to students or other staff. All documentation related to the School Health Tuberculosis (TB) Control Program shall be retained in the same manner as other confidential personnel medical information.

Volunteers shall complete the *Delaware Department of Education's TB Health Questionnaire for Volunteers in Public Schools* prior to their assignment and every fifth year thereafter. "Volunteers" mean those persons who give their time to help others for no monetary reward and who share the same air space with public school students and staff on a regularly scheduled basis. Each public school nurse shall collect and monitor all documentation related to the volunteer's School Health Tuberculosis (TB) Control Program and store them in the school nurse's office in a confidential manner.

All school staff, extended services personnel and volunteers will complete the appropriate TB Questionnaire in every five years beginning in 2010.

Adopted 10/19/10

Reviewed 3/9/15, 5/3/19, 10/14/24