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RULES

FOR THE

GOVERNMENT

OF THE

STATE QUARANTINE BOARD

OF PENNSYLVANIA.

ADOPTED BY THE BOARD, 1893.

PHILADELPHIA:

1893.

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MEMBERS
OF THE
STATE QUARANTINE BOARD
OF PENNSYLVANIA.

RICHARD A. CLEEMANN, M.D., 2135 Spruce Street, Philadelphia.
Appointed by the President of the College of Physicians of Philadelphia.

BENJAMIN LEE, M.D. (Secretary), 1532 Pine Street, Philadelphia.
Secretary of the State Board of Health.

THOMAS WINSMORE, Esq., 123 Walnut Street, and 1508 South Broad
Street, Philadelphia.
Appointed by the President of the Maritime Exchange of Philadelphia.

MOSES VEALE, Esq. (President), Room 615 City Hall, and 509 South
Forty-Second Street, Philadelphia.
Health Officer of Philadelphia.

HENRY C. BOENNING, M.D., 538 North Sixth Street, Philadelphia, and
State Quarantine Station, Delaware County.
Quarantine Physician.

HENRY M. DUBOIS, Esq., 227 South Sixth Street, Philadelphia.
Appointed by the Mayor of Philadelphia.

ERNEST LAPLACE, M.D., 1617 Arch Street, Philadelphia.
Appointed by the Governor of Pennsylvania.

OFFICERS.

PRESIDENT,
MOSES VEALE.

SECRETARY,
BENJAMIN LEE, M.D.

STANDING COMMITTEES.

QUARANTINE COMMITTEE.

Richard A. Cleemann, M.D., *Chairman.*
Benjamin Lee, M.D., Henry C. Boenning, M.D.

OFFICE COMMITTEE.

Thomas Winsmore, *Chairman.*
Henry M. Buboiss, Ernest Laplace, M.D.

Office of the Board, 604 Sansom Street, Philadelphia.

QUARANTINE STATION.

EXECUTIVE OFFICER,
Henry C. Boenning, M.D., *Quarantine Physician.*

DEPUTIES,
Alfred R. Seymour, M.D., Philip R. Cleaver, M.D.

SUPERINTENDENT,
H. L. McLaughlin.

RULES OF THE STATE QUARANTINE BOARD.

Adopted 1893.

Organization.

1. The State Quarantine Board shall consist of seven members, and shall be constituted as follows :

The President of the College of Physicians of Philadelphia (or a member of said College to be designated by the President), the Secretary of the State Board of Health, the President of the Philadelphia Maritime Exchange (or a member of said Exchange to be designated by the President), the Health Officer of Philadelphia, the Quarantine Physician, a member appointed by the Mayor of Philadelphia, and a member appointed by the Governor of Pennsylvania.

Meetings.

2. The Board shall be organized on the first Tuesday in June, in each and every year, by the election of a President and Secretary, to serve for the ensuing year.

3. The Board shall hold stated meetings on the first Tuesday of every month, at 4 P.M., and it may hold special meetings when convened on the call of the President or of one of its members.

4. The hours for the transaction of the business of the Quarantine Office shall be from 9 o'clock A.M. to 5 o'clock P.M., daily, Sundays and holidays excepted.

The President.

5. The President of the Board shall preside at the meetings of the Board, and preserve order and decorum.

6. He shall, subject to the resolutions and orders of the said Board, appoint all of the subordinate officers and employés attached to the Board, and all checks shall be signed by him, and by the Secretary of the Board.

7. The President shall appoint the members of the Standing Committees.

8. In the absence of the President, a chairman for the meeting shall be appointed.

The Secretary.

9. The Secretary shall keep accurate minutes of the proceedings of the Board, and conduct such correspondence as the Board may direct and approve.

The Clerk.

10. The Board may appoint a clerk, who shall be a stenographer and typewriter, and whose duty shall be to assist the Secretary of the Board, the Quarantine Physician and the Officers of the Standing Committees in the performance of their clerical duties, and to keep the accounts of the Board.

Committees.

11. The following Standing Committees shall be appointed annually at the first meeting after the organization of the Board:

a. A Quarantine Committee, consisting of three members, two of whom shall constitute a quorum.

b. A Committee on Accounts and Office, consisting of three members, two of whom shall constitute a quorum.

12. The President shall be, *ex-officio*, a member of all committees.

13. The different committees of the Board shall meet at 4 P.M., on the Monday preceding the first Tuesday of each month, for

the purpose of examining and acting upon bills and other business; and all bills shall be presented to the Board for its consideration upon the next day, except when a special necessity exists for action at another time.

Quarantine Committee.

14. The Quarantine Station shall be under the management of the Quarantine Committee; the said Committee shall hold stated meetings once every month, and special meetings upon the call of the chairman, or of a member thereof.

15. The Committee shall, at its first meeting, elect a secretary, who shall keep a full and accurate record of its proceedings.

16. The steam-tug shall have a pilot, an engineer, and a crew of three men, and when vacancies shall occur the Committee shall select suitable persons to fill such vacancies, and report the same to the Board for appointment.

17. The Committee shall take an inventory of the effects of the Board at the Quarantine Station whenever directed by the Board, and file a copy of the same in the office.

Committee on Accounts and Office.

18. All bills, being first certified as correct by a majority of the Committee or officer by whose order they were incurred, shall be approved by the Committee on Accounts before being presented to the Board, or an order being passed for their payment.

19. The accounts of the Health Officer shall be made to the State Treasurer monthly.

20. The Committee shall have the charge and general superintendence of the building occupied as the office of the Quarantine Board, and of the fixtures, furniture, and library belonging thereto, together with the superintendence of the clerk. They shall direct to be procured all the necessary supplies for the use of the said office, and for the accommodation of the Board at its meetings.

Quarantine Physician.

21. The Quarantine Physician is declared to be the Executive Officer of the Quarantine Station. He shall have the assistance of two deputies, to be appointed by himself; and he, or one of his deputies, shall be on duty continuously at the Quarantine Station.

22. He, or one of his deputies, is required to hold himself in readiness to visit, without delay, all vessels that come to the Quarantine Station between sunrise and sunset. No visit is to be delayed on any consideration whatsoever, provided the wind and weather will permit it to be made without danger to the boat and its crew.

23. On boarding a vessel, before administering to the captain the oath or affirmation required by law, the said physician shall assemble the crew and passengers on deck, and examine personally into the state of their health; such as may be sick shall be visited below. In this manner he shall ascertain whether all on board are free from sickness, and correspond in number with the captain's statement.

24. Such vessels as, upon a close examination, shall be ascertained by the said physician to have arrived from healthy ports, with healthy crews, to be in a perfectly clean condition, to have sound cargo, not liable, should it be allowed to enter the city, to produce infection, and on board of which no person has died during the passage of any malignant, contagious, or otherwise suspicious disease, he shall at once permit up, giving to the master thereof a certificate of the facts, directed to the Health Officer.

25. He shall detain at the Quarantine Station all vessels not answering to the above description, long enough to thoroughly clean, fumigate and disinfect them. Sick persons, however, are to be landed without delay; ventilation of the hold, cabin, and forecabin is to be at once commenced, and all articles of an offensive nature taken from on board.

26. Great discretion and judgment must be exercised by the

Quarantine Physician in deciding the question, as well of permitting up as of detaining vessels arriving at the Quarantine Station; for while it is important that nothing should be permitted to enter the city likely to create alarm or excite disease, as little interruption as possible must be occasioned to the commerce of the port.

27. All vessels coming from ports in the United States north of Cape Henry, loaded with plaster, salt, brimstone, iron, ice, stone, lumber, wood, oil, or any other article not deemed by the Quarantine Physician a menace to the health of the port, and containing no articles of foreign produce or manufacture, shall be allowed to proceed to the city without being subjected to inspection.

28. The Quarantine Physician shall keep a proper vessel-register, a daily transcript of which shall be sent to the office of the Quarantine Board.

29. He, or one of his deputies, is required to visit and inspect daily every vessel under quarantine.

30. He shall register, in a book to be provided for that purpose, the names of all persons received into the hospital, as also their ages, sex, and color, the name of the vessel from which they have landed, the name of their disease, and the time of their admission and of their discharge or death.

31. His prescriptions are invariably to be entered in full in the prescription-book, and his directions, as to diet and regimen, in the diet-book, for the use of the Superintendent and nurses.

32. Whenever medicines, hospital stores, or other things are wanted, which may, in his opinion, be necessary for the proper treatment and comfort of the sick, or which may conduce to the advantage of the institution, he shall procure the same and communicate a list of the same to the Board, or to the Quarantine Committee.

33. He shall procure all disinfectants for use at the Quarantine Station, and all bills for fumigating and disinfecting vessels quarantined thereat shall be paid by the Board when certified by the Quarantine Physician.

34. So often as he shall deem the same necessary, he shall

direct the Superintendent to have the hospital cleansed and ventilated.

35. At the termination of each month he shall report to the Board a list of vessels passed up.

36. The United States stores, and the grounds and houses occupied by the Inspector, are included within the quarantine bounds, and subject to the same rules and regulations as the Quarantine Station proper.

37. Whenever any doubt or difficulty arises in the mind of the Quarantine Physician as to the proper meaning or operation of any part of the health law, he shall state the same in a communication to the Board, and await its decision.

38. All letters and communications made by him to the Board are to be sealed up and addressed to the Secretary, in his official capacity.

39. The officers at the station are required to keep the gates and visiting houses locked at all times.

40. The Quarantine Physician shall have charge of all boats belonging to the Quarantine Station, together with their furniture and tackle; see that they are kept in proper order and condition, and at all times fit for immediate service; have them properly moored when not in use, so that they shall neither be damaged nor lost.

41. The pilot, engineer, and crew of the steam-tug are placed under the immediate direction of the Quarantine Physician, in all things relating to their proper duties. The Quarantine Physician is especially required to see that they are uniformed, and conduct themselves with decorum and sobriety; that they keep their persons and clothing clean, and that they are attentive and punctual in the performance of their duties. He is not to require them to perform any services for himself individually, or for his family.

42. He shall have the flag hoisted on the flag-staff daily, at sunrise, and carefully taken down and deposited in its case at sunset.

43. He shall appoint and have a watch set in front of the station during the day and night, and have the watch-bell

sounded every half-hour from sunrise to sunset, and day and night, when vessels are in quarantine, and generally preserve order in and about the Quarantine Station, and enforce obedience to, and prevent, as far as in his power lies, any neglect, evasion, or violation of the health law, or of the rules, resolutions, and ordinances of the Board.

44. No one, except members of the Board, shall enter into or leave the bounds of the Quarantine Station, or land at the wharf or at the United States property attached to the institution, on any pretext whatsoever, unless by special permission of the Quarantine Physician or of a member of the Board.

45. Whenever a vessel with a sick crew is detained at the Quarantine Station, it will become his duty to have her properly and safely moored at such distance from the Quarantine Station, as also from all other vessels at the station, as shall prevent the communication of disease to or from the same. He shall prevent any person from going on board vessels so detained, except for the performance of some essential duty, and he is required to take under his charge and effectually secure the boats of all such vessels detained as above, every night, from sunset to sunrise.

46. The purification by ventilation, disinfection, fumigation, scrubbing, whitewashing, or other means, of vessels detained at the Quarantine Station is to be performed under the direction and superintendence of the Quarantine Physician. When patients are taken from vessels to the station, it shall be his duty to detail as many men as may be required to convey the same from the pier to the hospital.

47. No employé of the Quarantine Board shall be allowed to receive any additional compensation for any labor performed by him in disinfecting, cleaning, or whitewashing vessels.

48. The Quarantine Physician shall take charge of the letter-bags of all vessels detained at the Quarantine Station, and also of all letters and papers delivered to him at any time by the captain, crew, or other persons belonging to the said vessels, the Superintendent, or any person or persons within the Quarantine Station; and after carefully enclosing them in the mail-bag,

shall transmit them by the quarantine mail to the quarantine office in Philadelphia. While doing so, he may also convey in the said mail-bag letters to his friends and others in Philadelphia. He is also permitted to send and receive through the mail-carrier any small package or bundle.

49. The quarantine mail, so made up, is to be despatched every day at such hour as the Board shall direct, and on its return in the evening, the Quarantine Physician is immediately, and without fail, to open the same, and distribute the letters and papers therein contained to the persons to whom they are respectively directed.

50. The deputy quarantine physicians shall serve when, where, and after the manner that the Quarantine Physician shall direct.

The Health Officer.

51. The Health Officer shall establish a public office at or within three squares of the Custom House, to be known as the Quarantine Office, whereat all masters and captains of vessels may deliver the health certificate required by law, or make affidavit as to the health of the vessel. He shall file and preserve in good order all certificates.

52. He shall keep a register of all vessels and the names of captains or masters to whom the same are granted and the ports from which the vessels respectively sailed.

53. It shall be the duty of the Health Officer to furnish, under his hand and seal, bills of health to vessels sailing from the port of Philadelphia, whenever the same shall be applied for.

54. He shall collect all fees and issue a health ticket; all fees shall be paid over monthly to the State Treasurer.

55. He shall have authority to appoint one clerk for Quarantine service.

The Superintendent.

56. Before entering upon the performance of his duties, the Superintendent shall enter into a bond, with security, to be approved by the Board, in the sum of one thousand dollars, condi-

tioned for the faithful performance of his duties. He shall relinquish, at the expiration of his term of office, or upon his removal by the Board, all right or claim in and to any and every kind of produce or fruit which may be in that portion of the grounds set apart for his use; he shall have no right of property in or to anything at the Quarantine Station, except the same be confirmed to him by special action of the Board; he shall remove or dispose of no part or parts of the fruits or produce of the grounds of said Quarantine Station under his charge, except for his own immediate use, or that of the officers or members of the Board, without the written permission of the Quarantine Committee; and, further, he shall deliver over to his successor in office, or such other person as may be designated by the Board, at the period aforesaid, all property, goods, chattels, or produce belonging to or purchased by the Board, as the same are or may be confided to his care, in the same condition as they are or may be at such times (reasonable use, wear and tear, fire, or unavoidable injury, excepted.)

57. In the event of the appointment to the office of Superintendent of a person other than the actual incumbent, the individual so appointed shall be required to take, at a valuation made by disinterested parties, mutually chosen, all the property allowed by the Quarantine Committee as belonging to the retiring Superintendent, provided the said retiring Superintendent shall agree to accept this mode of arrangement.

58. The Superintendent shall reside permanently at the Quarantine Station, and be allowed appropriate quarters for himself and family.

59. He shall be allowed the use of so much ground attached to the Quarantine Station, not appropriated for garden or other purposes, as the Board may from time to time permit: Provided, that no injury be done by him to the fruit and other trees planted thereon, and that he remove no straw or manure from the premises.

60. He shall also be allowed the use of the barn, stabling, carts, etc., belonging to the Quarantine Station, and so much of the produce of the garden as may not be otherwise appropriated

by resolutions of the Quarantine Committee or by the rules of the Board.

61. He shall, under the direction of the Quarantine Physician, have the general charge of the buildings, grounds, and property at the Quarantine Station; as, also, see that the same are kept in good order, and that the different apartments of the houses are perfectly clean.

62. He shall, under the direction of the Quarantine Physician, keep in good order and condition the grounds appropriated by the Board as a garden or gardens.

63. He shall, under the direction of the Quarantine Physician, have the general superintendence of the hospital buildings, and have the same kept clean, properly ventilated, and scrubbed and whitewashed as often as the Quarantine Physician and Quarantine Committee shall consider proper and necessary.

64. He shall see that all persons under his charge are clean and decent in their apparel, that the beds of the sick are supplied with clean straw, and kept free from vermin, and that the bed-clothing is renewed as often as the Quarantine Physician or Quarantine Committee shall consider necessary.

65. He shall invariably treat the patients with kindness and civility; and never suffer any degree of cruelty, insolence, neglect, or unkindness on the part of the nurses or servants toward them to pass unnoticed. He shall also see that the nurses and attendants treat the sick with care and humanity, and that the diet directed by the physician is properly prepared and supplied, and, generally, that the orders of the physician, in relation to the treatment of the sick, are fully and regularly executed.

66. He shall see that all fires and lights are extinguished in every apartment of the premises under his control before ten o'clock at night, excepting such as may be absolutely necessary, and these he shall leave under proper care.

67. He shall supply and have prepared, agreeably to the orders of the physician, all such articles of diet as may be required for the sick; and shall be allowed for the same, for each patient, the sum of four dollars per week during the time the patient shall remain at the Quarantine Station.

68. He shall receive at the slip all patients sent on shore by the Quarantine Physician, and see that they are properly and carefully conducted to the hospital.

He shall take charge of all the clothing and effects of the patients landed, have them disinfected, washed and ironed, and safely and carefully kept until the patients are discharged; and shall be allowed to charge for washing and ironing the sum of fifty cents per dozen.

69. Whenever a patient dies in the hospital, or a dead body is landed from a vessel, the Superintendent shall have his or her body decently interred in the burial-ground of the institution; see that such of his or her clothing as require it is, within twenty-four hours after the decease of the patient, disinfected, properly washed, ironed, and put away, or destroyed, when so directed by the physician. For washing and ironing such clothing he shall be allowed to charge the sum of seventy-five cents per dozen.

70. He shall take a full and accurate inventory of such clothing and other effects, and forthwith transmit a copy thereof to the Board.

71. So soon as a patient is discharged from, or dies at, the Quarantine Station, the Superintendent shall make out, and transmit forthwith to the Board, a bill for his or her board and attendance; and, in case of his or her death, an additional sum of five dollars for funeral expenses.

72. He shall be allowed to furnish to the vessels and passengers detained under quarantine, whatever market supplies they may require, under the supervision of the Quarantine Physician.

73. He shall receive, over and above the respective compensations enumerated, a further compensation at the rate of one thousand and eighty dollars per annum, and shall furnish, at his own expense, all supplies necessary for himself and family, and such materials and domestics as may be necessary for the due performance of the various services required of him.

74. The charge for board of patients, and all other charges allowed to be made by the Superintendent for services rendered by him, shall be transmitted by him to the Board, in the form

of an account, and the amount of the same, when approved, shall be paid as herein before provided.

75. He shall be required to communicate, in writing, to the Board or Quarantine Committee, whatever alterations or improvements he may consider will have a tendency to preserve the grounds and property of the Quarantine Station, or increase the comforts of those under his care.

76. There may be appointed a messenger to carry the mail and packages to and from the station and the depot, and to obtain supplies.

77. The ice-house shall be opened at 6 o'clock A.M. for the distribution of ice, after which it shall be closed, and kept closed unless ice be required for sickness or other extraordinary causes.

78. No employé connected with the station shall be permitted or allowed to cut, pull, or take any of the flowers, fruits, or vegetables growing upon the place under the charge and control of the Superintendent, except by permission of the Quarantine Physician.

79. The Superintendent shall be allowed to charge ten per cent. above the market rates prevailing in Philadelphia for meats, provisions, etc., procured outside of the station, furnished to vessels while in quarantine.

The price charged for the board of persons detained under observation shall be determined in each case by the Quarantine Committee.

The Watchman.

80. The Watchman shall be under the immediate direction of the Quarantine Physician. He shall answer calls of the bell at the lodge-gate, and prevent the entrance and departure of anyone, except a member of the Board, not authorized in writing by the Quarantine Physician or by a member of the Board. He shall keep on file the permits transmitted to him by the Quarantine Physician, and be guided solely by them in allowing persons to enter and depart from the Station.

Permits to Visit the Quarantine Station.

81. In all applications to visit the Quarantine Station the names of the persons on whose behalf the application is made, as well as the time at which they wish to enter, and the intended duration of their stay, must be stated.

82. No permits shall be given to any person to visit the families of any of the officers of the Quarantine Station excepting upon a request made through the said officers, and unless the application come from said families. Visitors, however, may be admitted in company with a member of the Board.

83. No person, except a member of the Board, shall, without the permission of the Board or Quarantine Physician, enter or depart from the Quarantine Station while there is a vessel undergoing quarantine, or when sickness prevails in the hospital.

84. Ministers of the Gospel may at any time be allowed to enter and depart from the station, when officially called to attend the dying moments of patients at the station.

85. No officer or servant of the said Quarantine Station shall absent himself from the place of his duty on any pretence whatsoever, for any time, without leave first obtained in writing from the Quarantine Physician, under the penalty of forfeiting his office, and of a fine of any sum not exceeding five hundred dollars.

Miscellaneous.

86. No communication shall be received by the Board from its officers or servants, or from any other person whatever, unless the same be in writing and directed to the Board, or through the President or Secretary thereof officially.

87. Each Standing Committee and the Quarantine Physician shall direct all expenditures that may be necessary to carry out the object of their several appointments; provided, each of said expenditures shall not exceed one hundred dollars, and that

no contract shall be made for any amount over that sum, unless first directed and approved by the Board.

88. The minutes of all committees shall be read at any meeting of the Board, upon the call of a member.

Rules of Order.

89. The order of business shall be as follows :

a. A quorum (*i. e.*, three members) being present, the President shall take the chair and call the Board to order.

b. The minutes of the last meeting shall be read—if necessary, corrected—and adopted.

c. Communications may be presented and disposed of.

d. Reports of committees may be made and considered.

e. Resolutions may be offered and discussed.

90. When a member is about to speak in debate, or to communicate any matter to the Board, he shall rise and respectfully address himself to "Mr. President," confining his remarks to the subject before the Board.

91. Members desiring to be heard upon any motion or resolution before the Board, shall not be allowed to speak more than five minutes on any one subject; nor shall they speak oftener than twice on any motion or resolution.

92. The President shall not speak on any question before the Board while in the chair; should he desire to engage in debate, he must call another member to the chair.

93. If any member, in debate, transgresses the rules of the Board, the President shall, or any member may, through the President, call him to order; the member so called shall immediately sit down, unless permitted to explain.

94. On questions of order there shall be no debate, except on an appeal from the decision of the President, sustained by two members.

95. No member, when speaking, shall be interrupted, unless by a call to order, or by a member to explain.

96. No member of the Board shall leave his seat during the

session of the Board, unless by permission of the chair ; and no member shall leave the room whilst another is on the floor.

97. Every motion, made and seconded, shall be distinctly announced from the chair before any debate on it can take place, and, when the discussion is closed, the President shall put the question in the following form : " As many as are in favor of the motion, say Aye ;" and, after the affirmative is expressed, he shall reverse the question, thus : " As many as are of the contrary opinion, say No." But the President, or any member, may call for a division of the Board, when the President shall again put the question distinctly, in the following manner : " As many as are in the affirmative will rise," and when he has announced the number in the affirmative, he shall put the opposite side of the question : " As many as are in the negative will rise." Two members may require the yeas and nays on any question, and have them entered on the minutes, but the President shall always vote last.

98. A motion shall be committed to writing at the request of any member.

99. A motion may be withdrawn by the mover and seconder, before amendment or decision, and, if withdrawn, the proceedings had thereon shall not appear on the minutes.

100. A member may call for a division of the question, if it comprehends distinct subjects.

101. No business regularly before the Board shall be interrupted, except by motion for adjournment, for the previous question—viz., " Shall the main question be now put?" and which shall be decided without debate—or for postponement, commitment, or amendment.

102. A motion for the previous question must be sustained by at least two members, and shall be decided without debate.

103. A motion for postponement shall preclude commitment ; that for commitment shall preclude amendment or decision on the original subject.

104. No motion for reconsideration shall be received, unless made and seconded by members who voted in the majority, or

unless offered within two stated meetings of the one at which the decision was had on the original question.

105. When a blank is to be filled, the question shall be taken on the largest sum, greatest number, and remotest day.

106. Corrections to the minutes may be moved by any member at the ensuing meeting, provided it shall be shown that the said corrections are required in order to render the minutes an accurate detail of the business transacted at the meeting.

107. When cases occur not provided for in the above rules, the practice and rules laid down in Matthias' *Manual* shall govern.

108. No rule shall be suspended or altered, except by a vote of two-thirds of the members present, unless the same shall have been proposed at the previous stated meeting, when a majority vote shall suffice.



