

Communicable Disease Program

TABLE OF CONTENTS

POLICY STATEMENT.....	4
Purpose.....	4
Scope and Application.....	4
DEFINITIONS	4
RESPONSIBILITIES.....	5
Program Administrator.....	5
Safety & Risk Management Department	5
Public Information Officer.....	6
Managers	6
Employees	6
COMMUNICABLE DISEASES.....	7
Primary Communicable Diseases of Concern	7
Additional Communicable Diseases	8
PROGRAM ELEMENTS	9
COVID-19 Specific Procedures	9
Standard Precautions	10
Hand Hygiene	11
Personal Protective Equipment	11
SBCCD Bloodborne Pathogens Exposure Control Program	11
Exposures on Campus.....	11
Medical Attention and Information.....	12
Confidentiality.....	13

Workers' Compensation & Work Restrictions	13
Required Medical Leave.....	13
Information and Health Awareness	13
RECORD KEEPING	13
PROGRAM EVALUATION	14
References	14

Policy Statement

It is the policy of the San Bernardino Community College District (SBCCD) to ensure a safe and healthy environment for employees, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Purpose

SBCCD has developed this Communicable Disease Program (CDP) and these procedures to ensure the health and safety of all employees and students. SBCCD is aware of the current medical pronouncements regarding the nature and transmission of various communicable diseases, as well as the laws regarding discrimination and communicable diseases. Decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee and/or student with a communicable disease.

SBCCD will strive to provide periodic communicable disease orientation to its employees and students. The Office of Human Resources shall also periodically inform employees of the communicable disease program and make available assorted publications, brochures, etc., deemed appropriate to enhance the education and understanding of the workforce. This education is provided to help employees understand how communicable diseases spread, how to reduce the risk of exposure and to reduce unrealistic fears of contacting a communicable disease.

Scope and Application

This CDP applies to all SBCCD employees and students. SBCCD will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence of persons who have communicable diseases.

Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from enrollment or employment, or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, or others associated with the institution through clinical, cooperative, intern, or other such experiences involving the general public.

Definitions

- **Family Medical Leave Act (FMLA)** entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
- **Americans with Disabilities Act (ADA)** is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion.
- **Genetic Information Nondiscrimination Act (GINA)** prohibits discrimination on the basis of genetic information with respect to health insurance and employment.
- **Health Insurance Portability and Accountability Act (HIPAA)** establishes national standards to protect individuals' medical records and other individually identifiable health information (collectively defined as "protected health information") and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically.

Responsibilities

Program Administrator

The College President is the Program Administrator, the Vice President of Administration is the Designee, and both have the authority and responsibility for implementing and maintaining this safety program for their respective campuses.

Assigned campus Designees are as follows:

Responsible Persons	Position	Site Safety Officer	Phone #	Email
Keith Bacon	Vice President of Administrative Services	San Bernardino Valley College	(909) 384-8958	kbacon@sbccd.edu
Michael Strong	Vice President of Administrative Services	Crafton Hills College	(909) 389-3210	mstrong@craftonhills.edu

The Program Administrators and Designees may be assisted in their duties by the Environmental Health & Safety (EH&S) Administrator. The EH&S Administrator can be reached at (909) 388-6935 during regular business hours or ehs@sbccd.edu.

General responsibilities for the Program Administrator (or authorized Designees) include, but are not limited to, the following:

- Participate in the SBCCD Communicable Disease Response Team.
- Ensuring that general communicable disease safety training is provided.
- Ensuring that communicable disease exposure investigations, and evaluation of exposure control measures are completed.
- Ensuring that employee and student exposure and training records are maintained.
- Working closely with the Office of Human Resources and the Safety & Risk Management (S&RM) Department to investigate all reports of exposure via laboratory reports, patient symptoms and other pertinent information.

Safety & Risk Management Department

The Vice Chancellor of the Office of Human Resources is the Program Administrator, the EH&S Administrator is the Designee, and both have the authority and responsibility for implementing and maintaining this safety program for District sites (DSO, EDCT, KVCR, Print Shop).

Responsible Persons	Position	Site Safety Officer	Phone #	Email
Dave Stevenson	Environmental Health & Safety Administrator	DSO, EDCT, KVCR, Print Shop	(909) 388-6935	dstevenson@sbccd.edu

- May conduct or assist conducting periodic inspections.
- May initiate hazard abatement; will coordinate with Program Administrator.
- Conduct accident investigation in collaboration with the Office of Human Resources.
- Collaborate with Program Administrator and managers to ensure employees follow mandated safety and health procedures.

- Facilitate or coordinate training for all SBCCD employees ensuring managers are familiar with the health and safety hazards to which employees under their immediate direction may be exposed, as well as applicable laws, regulations, and SBCCD safety rules and policies.
- Monitor compliance with the California Health & Safety Code, Title 22, California Code of Regulations (CCR), and Title 40, Code of Federal Regulations (CFR).
- Participate in the SBCCD Communicable Disease Response Team.

Public Information Officer

The manager responsible for Marketing and Public Relations shall be the primary point of contact for the public in the event of reported communicable disease exposure.

- The San Bernardino Valley College (SBVC), manager responsible for Marketing and Public Relations can be reached at (909) 384-8978 during regular hours of operation (Monday – Friday, 8:00 a.m. – 5:00 p.m.).
- The Crafton Hills College (CHC), manager responsible for Marketing and Public Relations can be reached at (909) 389-3209 during regular hours of operation (Monday – Friday, 8:00 a.m. – 5:00 p.m.).

General responsibilities for the PIO (or authorized Designee) include, but are not limited to, the following:

- Report to the media on behalf of SBVC or CHC following the investigation reports of exposure via laboratory reports, patient symptoms and other pertinent information.
- Participate in the SBCCD Communicable Disease Response Team.

Managers

- All managers are responsible for ensuring departmental compliance with all the procedures outlined in this program ensuring compliance with this program in their work area(s).
- Participate in the SBCCD Communicable Disease Response Team as assigned by the Program Administrator.
- Reporting communicable diseases exposures immediately to the Site Safety Officer and the SR&M Department.

Employees

- Employees are to comply with standard hygiene and housekeeping practices in order to reduce transmission of communicable diseases in the workplace.
- Know the provisions of the SBCCD Communicable Disease Program.
- Responsible for the daily maintenance and upkeep of their work area(s).
- Report communicable disease exposures and possible unsafe conditions immediately to their manager or the S&RM Department.
- Following standard precautions to prevent communicable disease transmission (i.e., hand washing, respiratory etiquette, etc.).
- Wear/utilize personal protective equipment and engineering controls when recommended and provided.

Communicable Diseases

Primary Communicable Diseases of Concern

Communicable disease is a health-threatening disease or illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. The following discussion provides general information¹ on the five (5) primary diseases of concern at SBCCD.

Influenza

Influenza is a communicable disease that includes symptoms such as fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches. While most people who get influenza recover, some individuals will develop life-threatening complications such as pneumonia. SBCCD sponsors flu vaccination days during the fall each year. SBCCD underwrites the cost of these vaccinations. Employees are encouraged, but not required, to obtain a flu vaccination.

Shingles

Shingles is caused by the varicella zoster virus, the same virus that causes chickenpox. After a person recovers from chickenpox, the virus stays in the body in a dormant (inactive) state. For reasons that are not fully known, the virus can reactivate years later, causing shingles. Shingles usually starts as a painful rash on one side of the face or body. The rash forms blisters that typically scab over in 7–10 days and clears up within 2–4 weeks. Shingles is less contagious than chickenpox and the risk of a person with shingles spreading the virus is low if the rash is covered.

Tuberculosis

Tuberculosis (TB) is a disease that is spread from person to person through the air. The general symptoms include feeling sick or weak, weight loss, fever, and night sweats. The symptoms of TB of the lungs include coughing, chest pain, and coughing of blood. TB can also affect other parts of the body such as the kidneys. Employees who suspect they may have been infected with tuberculosis should contact their healthcare provider for a tuberculin skin test and if the skin test.

Staph Infection

Staphylococcus aureus, often referred to simply as “staph,” are bacteria healthy people can carry on the skin or in the nose. Staph bacteria commonly cause skin infections, such as boils. Most of these infections are not life-threatening. In addition to skin infections, staph bacteria can cause infections in the blood, in the bones and in the lungs (pneumonia). Most serious staph bacterial infections are treated with an antibiotic related to penicillin. However, some staph bacteria have become resistant to antibiotics, including the commonly used penicillin-related antibiotics. These resistant bacteria are called methicillin-resistant *Staphylococcus aureus*, or MRSA.

¹ Information obtained from online resources provided by the Centers for Disease Control and Prevention (CDC) at www.cdc.gov.

COVID-19

Coronavirus Disease 2019, commonly referred to as COVID-19, is a disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). It is flu-like disease that has a wide range of symptoms and severity. Symptoms of COVID-19 can include a fever above 100.4-degree Fahrenheit, chills, cough, shortness of breath, fatigue, body aches, headaches, loss of taste of smell, sore throat, congestion, nausea or vomiting, and/or diarrhea.

Additional Communicable Diseases

Communicable disease prevention efforts at SBCCD sites shall address the specific diseases of concern, as described above. The following information² regarding additional communicable diseases is incorporated for informational purposes. This list includes diseases which may be common for similar educational campuses; this does not represent an exhaustive list of all communicable diseases. Questions regarding diseases or conditions not discussed here should be directed to the EH&S Administrator at (909) 388-6935.

Conjunctivitis

Conjunctivitis is a common eye condition worldwide. It causes inflammation (swelling) of the conjunctiva—the thin layer that lines the inside of the eyelid and covers the white part of the eye. Conjunctivitis is often called "pink eye" or "red eye" because it can cause the white of the eye to take on a pink or red color. The most common causes of conjunctivitis are viruses, bacteria, and allergens. But there are other causes, including chemicals, fungi, certain diseases, and contact lens use (especially the extended-wear type). Viral and bacterial conjunctivitis can be easily spread from person to person and can cause epidemics. Simple good hygiene practices can greatly reduce the risk of getting conjunctivitis or of passing it on to someone else.

Meningitis

Meningitis is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. The inflammation is usually caused by an infection of the fluid surrounding the brain and spinal cord. Meningitis may develop in response to a number of causes including bacterial, viral, parasitic, fungal, and non-infectious meningitis (caused by physical injury, cancer or certain drugs). The severity of illness and the treatment for meningitis differ depending on the cause. Thus, it is important to know the specific cause of meningitis.

Bacterial meningitis is contagious; the bacteria are spread through the exchange of respiratory and throat secretions (i.e., kissing). Enteroviruses, the most common cause of viral meningitis, are most often spread from person to person through fecal contamination (which can occur when changing a diaper or using the toilet and not properly washing hands afterwards).

Pertussis

Pertussis, a respiratory illness commonly known as whooping cough, is a very contagious disease caused by a type of bacteria called bordetella pertussis. These bacteria attach to the cilia (tiny, hair-like extensions) that line part of the upper respiratory system. The bacteria release toxins, which damage the cilia and cause inflammation (swelling). Pertussis is a very contagious disease only found in humans and is spread from person to person. People with pertussis usually spread the disease by coughing or sneezing while in close contact with others, who then breathe in the pertussis bacteria. Pertussis vaccines can be very effective in protecting individuals from contracting the disease.

² Information obtained from online resources provided by the Centers for Disease Control and Prevention (CDC) at www.cdc.gov.

MRSA

The official name of this infection is Community-Associated Methicillin-Resistant *Staphylococcus Aureus* (CA-MRSA). MRSA is a type of staph infection that is resistant to some antibiotics, including methicillin, oxacillin, penicillin, and amoxicillin. Staph or MRSA infections usually show up as skin infections, such as pimples and boils, and occur in otherwise healthy people. MRSA is often spread by skin-to-skin contact or contact with shared items, such as towels, or surfaces that have come in contact with someone else's infection.

Hepatitis A

Hepatitis A is a liver disease caused by the hepatitis A virus. Symptoms include jaundice, fatigue, abdominal pain, loss of appetite, intermittent nausea, fever, vomiting, and diarrhea. It is transmitted by fecal-oral material, food/waterborne outbreaks, or it can be blood borne (rare). Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office setting does not spread the virus.

Measles

Measles (also called rubeola) is a respiratory disease caused by the measles virus. A typical case of measles begins with mild to moderate fever, cough, runny nose, red eyes, and sore throat. Two (2) or three (3) days after symptoms begin, tiny white spots (Koplik's spots) may appear inside the mouth. Measles is highly contagious and can be spread to others from four (4) days before to four (4) days after the rash appears. The virus lives in the mucus in the nose and throat of the infected person, can be dispersed into the air from a sneeze, and can live on infected surfaces for up to two (2) hours. Measles can be effectively prevented by the combination MMR (measles, mumps, and rubella) vaccine.

Program Elements

COVID-19 Specific Procedures

The following procedures shall apply until February 3, 2025, unless updated by Cal/OSHA to state otherwise.

To report COVID-19 illness, [click here](#).

Investigation of COVID-19 Illness

The S&RM Department's procedure to investigate COVID-19 illness at the workplace, as required by Cal/OSHA Title 8, CCR 3203(a)(5), shall include the following:

- The S&RM Department shall determine the day and time a COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- The S&RM Department shall effectively identify and respond to persons with COVID-19 symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

In the event of an outbreak SBCCD will follow [§3205.1. COVID-19 Outbreaks](#).

Response to a COVID-19 Case

All COVID-19 cases with symptoms:

- Cases may return to work if twenty-four (24) hours have passed with no fever of 100.4 degrees Fahrenheit or higher, without the use of fever-reducing medications.
- Symptoms are mild and improving.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering on District sites until ten (10) days have passed since the date that COVID-19 symptoms began.
- This applies regardless of whether an employee or student has previously been excluded or other precautions were taken in response to an individual's close contact or membership in an exposed group.

All COVID-19 cases with no symptoms:

- Cases do not have to isolate. There is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering on District sites until ten (10) days have passed from the date of their first positive COVID-19 test.
- This applies regardless of whether an employee or student has previously been excluded or other precautions were taken in response to an individual's close contact or membership in an exposed group.

Testing:

- Testing is recommended for:
 - All people with new COVID-19 symptoms (symptoms from a known or chronic condition such as allergies, asthma, etc. are not considered COVID-19 symptoms for this report).
 - Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

Reporting and Recordkeeping

All COVID-19 cases will be tracked for three (3) years and kept confidential. These records shall contain the following information:

- Employee's name.
- Employee contact information.
- Location where employee works.
- Date of the last day at the workplace.

Standard Precautions

Standard precautions represent the minimum prevention measures in any setting where healthcare is delivered and may be adapted in other environments (i.e., classrooms, offices) to minimize the spread of communicable diseases. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60-95% alcohol) and hand washing with soap and water. Alcohol-based hand rub is the preferred method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-Based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand.
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required).

Hand Washing with Soap and Water:

- Wet hands first with water (avoid using hot water).
- Apply soap to your hands.
- Rub hands vigorously for at least fifteen (15) seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with a paper towel.
- Use paper towel to turn off the water faucet.

Personal Protective Equipment

Personal Protective Equipment (PPE) use involves specialized clothing or equipment worn by for protection against infectious materials. The selection of PPE is based on the nature of the task at hand and potential for exposure to blood, body fluids or infectious agents. A review of available PPE should be performed periodically (e.g., annually) due to new product developments and improvements. Appropriate PPE for all job tasks at SBCCD has been determined by the S&RM Department and can be attained by reviewing the employee Job Hazard Assessment by classification [here](#).

SBCCD Bloodborne Pathogens Exposure Control Program

The [Bloodborne Pathogens Exposure Control Program](#) can be referenced to promote safe work practices for employees and reduce occupational exposure to Hepatitis Viruses B and C (HBV and HCV) and Human Immunodeficiency Virus (HIV). This program is designed to protect employees and students in college occupational programs from health hazards associated with bloodborne pathogens and identified provisions for the appropriate treatment and counseling of any employee and student in a college occupational program who may become exposed within the scope of work.

Exposures on Campus

Reporting Protocol

SBCCD has established procedures to follow when employees come into contact with another employee or student who has a communicable disease. Any employee, who is exposed to a communicable disease or becomes aware of another employee who may have been exposed to a communicable disease, and they have a reasonable concern for the transmission of the disease, will immediately contact their manager, who will report appropriately to the Site Safety Officer and/or the S&RM Department.

Communicable Disease Response Team

SBCCD has a Communicable Disease Response Team (CDRT) to assist with issues relating to communicable diseases. This team should work cooperatively with the state board of health, the county health department, employees, the healthcare provider, and physicians in order to provide a support system for affected persons, design a plan to accommodate work assignments, design a plan to reduce exposure in the workplace, and allay fears at work.

All persons involved in the CDRT matters shall be required to treat all proceedings, deliberations, and documents as confidential information. Confidential medical information should be shared with designated company and/or medical personnel in accordance with applicable health privacy law. The CDRT may include the following members of pertinent campus and/or District Departments. This list may be modified to conditions that may apply:

- Vice President of Administration
- Student Health & Wellness Center & Coordinator
- Public Information Officer
- College President
- Chief of District Police Department
- Office of Human Resources
- Safety & Risk Management Department
- Director of Facilities, Maintenance & Operations
- Executive Vice Chancellor of Fiscal Services

Investigation Of Reported Exposures

The Site Safety Officer with the assistance of the S&RM Department shall investigate the exposure via laboratory reports, patient symptoms and other pertinent information. Information gained during the investigation will be provided to the respective College President, and the Office of Human Resources.

- If the communicable disease diagnosis is ruled out, the Site Safety Officer in collaboration with the EH&S Administrator will notify the respective College President, the Office of Human Resources and no further action is required.
- If the communicable disease diagnosis is confirmed, or exposure follow-up is required, the Site Safety Officer with the assistance of the EH&S Administrator and the Office of Human Resources will take the following actions:
 - Identify times, locations, organism, and communicable period, and determine the preliminary timeline of exposure, incubation and transmission.
 - Confer to determine initial extent of exposure, and the need to convene the CDRT.
 - When immediate action is required, convenes a CDRT meeting.

The Site Safety Officer and EH&S Administrator will initiate the required notification to the local Department of Public Health (SBDPH) and/or California State Department of Public Health (CDPH) Communicable Diseases Branch as required by Title 17 (“Reportable Diseases and Conditions”) after reporting the findings to the respective College President.

The Site Safety Officer and EH&S Administrator shall jointly provide a summary of the exposure activities and report these findings to the CDRT.

Medical Attention and Information

Vaccinations are covered by individual healthcare providers for employees who do wish to receive them. Stipulations may apply in certain situations (i.e., employee bloodborne pathogen exposure, etc.); please refer to the appropriate District policies and procedures and the SBCCD Bloodborne Pathogens Exposure Control Program.

Confidentiality

An employee or student's medical condition will be maintained in confidence in accordance with applicable law, such as the ADA, the FMLA, GINA, HIPAA, state's workers' compensation statute, etc., and information regarding an employee's health is to be provided only to those persons with a need to know. Employees are expected to report information only as required by applicable law.

Workers' Compensation & Work Restrictions

If a communicable illness is work related, the employee is required to report it to their manager immediately and the Office of Human Resources whether or not medical care is desired. The Office of Human Resources will notify managers regarding work restrictions for employees.

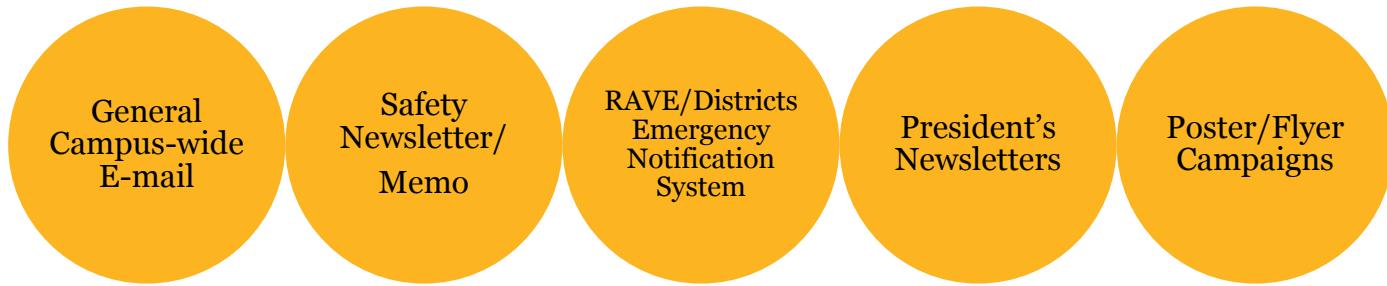
Required Medical Leave

Employees with a communicable disease may have rights for leave under the medical leave policy or under the FMLA. Managers should refer any questions regarding leave policy and the FMLA to the Office of Human Resources. Managers will follow all medical leave guidelines outlined by the District policies and procedures and Bargaining Agreements.

Information and Health Awareness

Health Alerts

Health alerts may also be distributed, as needed, via the following methods:



Record Keeping

All medical information and records, verbal and written, concerning the occupational exposure of an employee will not be disclosed or released to anyone without the employee's written consent except as required by law. These records will be kept by the Office of Human Resources.

Program Evaluation

The SBCCD Communicable Disease Program will undergo regular review and necessary revisions periodically by the EH&S Administrator in collaboration with the Program Administrator.

References

- [OSHA General Duty Clause.](#)
- [Cal/OSHA Title 8, California Code of Regulations §3205.](#)
- [Cal/OSHA Title 8, California Code of Regulations §3203](#)
- [California Health & Safety Code \(HSC\)](#)
- [California Code of Regulations, Title 22.](#)
- [Title 40, Code of Federal Regulations.](#)
- [California Department of Public Health Title 17, California Code of Regulations §2800.](#)
- [Family and Medical Leave Act \(FMLA\).](#)
- [Americans with Disabilities Act \(ADA\).](#)
- [Genetic Information Nondiscrimination Act \(GINA\).](#)
- [Health Information Portability and Accountability Act \(HIPAA\)](#)