



Communicable Disease Program

October 2016

San Bernardino Valley College 701 South Mount Vernon Avenue San Bernardino, California 92410 & Crafton Hills College 11711 Sand Canyon Road Yucaipa, California 92399



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Policy Statement

It is the policy of the San Bernardino Community College District (SBCCD) to ensure a safe and healthy environment for employees, staff, 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

San Bernardino Community College District (SBCCD) has developed this communicable disease policy and these procedures to ensure the health and safety of all staff 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 with a communicable disease

SBCCD will strive to provide periodic communicable disease orientation to its employees. The Human Resource department shall also periodically inform employees of the communicable disease policy 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 program applies to all SBCCD staff, faculty 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 about 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.



Responsibilities

President/VP, Administration

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 Communicable Disease Program for their respective campuses.

Assigned campus designees are as follows:

Vice President of Administrative Services/SBVC, Site Safety Officer San Bernardino Valley College Tel: (909) 384-8958 & Vice President of Administrative Services/CHC, Site Safety Officer Crafton Hills College Tel: (909) 389-3210

The Program Administrators and designees may be assisted in their duties by the District Safety & Risk Management. District Safety & Risk Management can be reached at (909) 382-4040 during regular business hours. 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; and
- The shall work closely with District Human Resources and Environmental Health & Safety to investigate all reports of exposure via laboratory reports, patient symptoms and other pertinent information;

Director of Marketing and Public Relations

The Director of Marketing and Public Relations shall be the primary point of contact in the event of a reported communicable disease exposure.

- The SBVC, Director of Marketing and Public Relations can be reached at (909) 384-8978 during regular hours of operation (8:00am -5:00pm, Monday- Friday).
- The CHC, Director of Marketing and Public Relations can be reached at (909) 389-3209 during regular hours of operation (8:00am -5:00pm, Monday- Friday).

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

- The Director of Marketing and Public Relations shall 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; and
- Participate in the SBCCD Communicable Disease Response Team;



Deans, Directors and Department Heads

- Deans, Directors and Department Heads 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 college administration; and
- Reporting communicable diseases exposures immediately to the Vice President of Administrative Services and District Human Resources.

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 policy;
- Responsible for the daily maintenance and upkeep of their work area(s);
- Report communicable disease exposures and possible unsafe conditions immediately to their supervisor, manager or department head;
- Following standard precautions to prevent communicable disease transmission (i.e., hand washing, respiratory etiquette, etc.); and
- > Wear/utilize personal protective equipment (PPE) and engineering controls when recommended and provided.



Definitions

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 four (4) primary diseases of concern at SBCCD.



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 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 (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 is positive, for a follow-up X ray.

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



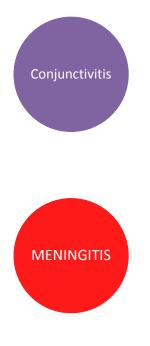


Staphylococcus aureus, often referred to simply as "staph," are bacteria healthy people can carry on the skin or in the nose. Staph bacteria commonly cause skin infections, such as boils. Most of these infections are not life-threatening.

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.

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 District Human Resources (909) 382-4040.



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 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 noninfectious 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).

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



Pertussis (Whooping Cough) 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.

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 or three days after symptoms begin, tiny white spots (Koplik's spots) may appear inside the mouth.

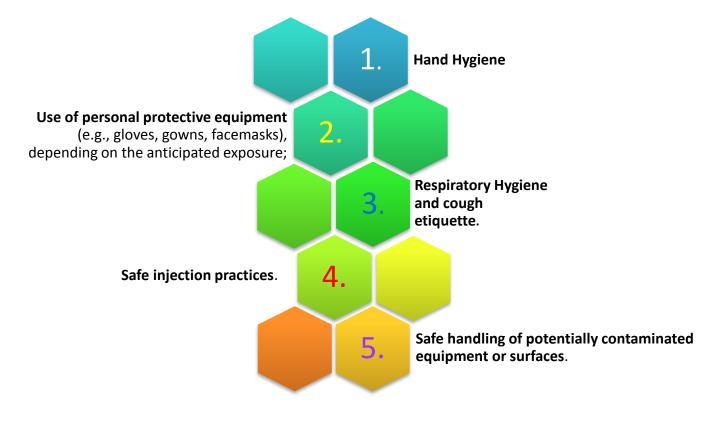
Measles is highly contagious and can be spread to others from four days before to four days after the rash appears. The virus lives in the mucus in the nose and throat of the infected person, can be dispersed into the air from a sneeze, and can live on infected surfaces for up to 2 hours. Measles can be effectively prevented by the combination MMR (measles, mumps, and rubella) vaccine.



Program Elements

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. Standard Precautions include:

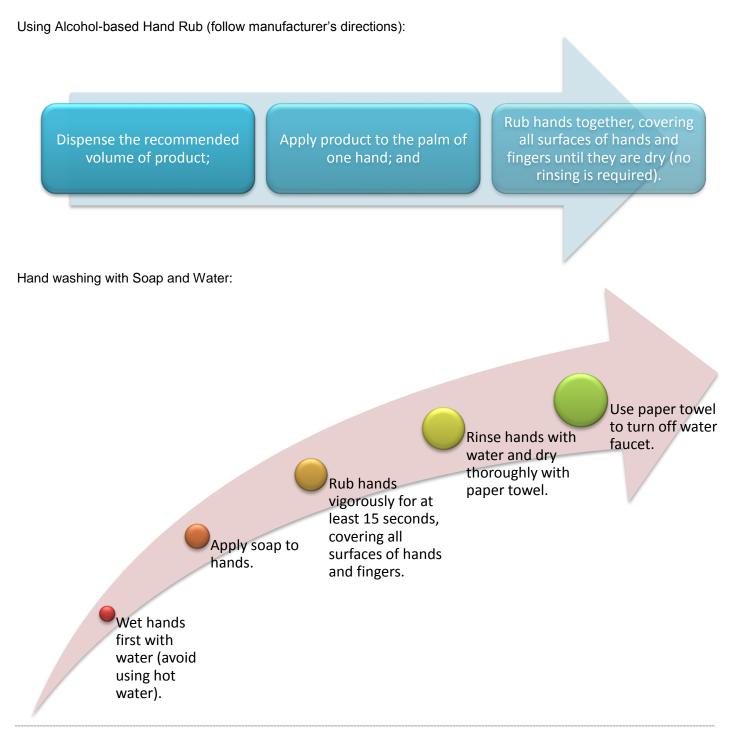


Hand Hygiene

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.



Communicable Disease Program



Personal Protective Equipment (PPE)

Personal protective equipment 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 District Environmental Health & Safety and can be attained by reviewing the employee Job Hazard Assessment by classification at http://sbccd.org/SRM/JobHazardAssess.

SBCCD Blood Borne Pathogens - Exposure Control Program

The SBCCD Blood borne pathogens program can be referenced to promote safe work practices for employees, reduce occupational exposure to Hepatitis Viruses B and C (HBV and HCV) and Human Immunodeficiency Virus (HIV). This program is designed to protect College employees from health hazards associated with blood borne pathogens and identified provisions for the appropriate treatment and counseling of any employee who may become exposed during the course 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 while at work, will immediately contact his or her supervisor, and the following protocol shall apply:

- 1. The appropriate healthcare provider will coordinate all treatment of those employees who are exposed at work to a communicable disease. Medical treatment will be provided in accordance with SBCCD written Injury and Illness Prevention Program (IIPP) and Blood borne Pathogen Program (BPP).
- 2. If hospitalization is required, the employee will be instructed to go to appropriate medical facility, in accordance with District Policy.
- **3.** If a period of convalescence and/or isolation is required due to an exposure to a communicable disease, this will be arranged in accordance with District Policy regarding medical leave and Worker's Compensation.
- **4.** The employee will complete and submit a report to Human Resources that includes the following information:
 - The circumstances concerning the encounter, including the known or suspected nature of the disease;
 - > The name and address of the infected person;
 - The name, address, and telephone number of the physician who is attending the infected person, if known;
 - > The names and employee numbers of all employees who have come in contact with the person suspected of being infected with a communicable disease; and
 - Any recommendations, diagnosis, and/or treatment given by the company-authorized occupational healthcare provider.



5. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office.

COMMUNICABLE DISEASE RESPONSE TEAM (CDRT)

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.

- 1. All persons involved in 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.
- 2. The CDRT may include the following members of pertinent campus and/or District departments:

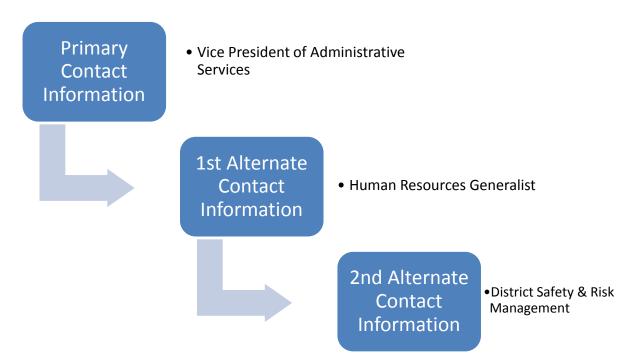


• Team may be modified to the conditions, which may apply.

INVESTIGATION OF REPORTED EXPOSURES

All employees are expected to report possible exposure to their supervisor. All possible exposures shall then be reported to the campus Vice President of Administrative Services by email and phone and an initial investigation shall be conducted by the Vice President of Administrative Services. In the event that the Vice President of Administrative Services is unavailable, the campus Human Resource Generalist and District Safety & Risk Management will initiate the investigation.





- The Vice President of Administrative Services will immediately contact Safety & Risk Management (SRM), and follow up with additional information as it becomes available. SRM shall assist in the investigation and maintain communications with the respective college President and the Director of Marketing and Public Relations.
- 2. The Vice President of Administrative Services with the assistance of the District Safety & Risk Management 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, SBCCD Human Resources and the respective Director of Marketing and Public Relations.
 - a. If the communicable disease diagnosis is ruled out, the Vice President of Administrative Services will notify the Campus President, District Human Resources and no further action is required.
 - b. If the communicable disease diagnosis is confirmed, or exposure follow-up is required, the Vice President of Administrative Services with the assistance of the District Director, Safety & Risk Management and SBCCD Human Resources will take the following actions:
 - i. Identify times, locations, organism and communicable period, and determine the preliminary timeline of exposure, incubation and transmission;
 - ii. Confer to determine initial extent of exposure, and the need to convene the Communicable Disease Response Team (CDT); and
 - iii. When immediate action is required, convenes a CDRT meeting within 24 hours of initial report.
- The Vice President of Administrative Services and District Director, Safety & Risk Management will initiate the required notification to the local Department of Public Health (SBDPH) and/or California State Department of Public Health (CA DPH) Communicable Diseases Branch as required by Title 17 ("Reportable Diseases") after reporting the findings to the Campus President.
- 4. The Vice President of Administrative Services and SRM shall jointly provide a summary of the exposure activities and report these findings to the CDRT.



Medical Attention and Information

Medical Examinations

Medical examinations shall be conducted by a District authorized occupational physician(s); please refer to the SBCCD Injury and Illness Prevention Program (IIPP). A current list of authorized providers can be accessed by logging on to http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/Human_Resources_Forms.

Vaccinations

In general, SBCCD does not require employees to receive vaccinations; receipt of vaccinations shall occur on a voluntary basis.

Vaccinations are covered by individual healthcare providers for employees who do wish to receive them

Stipulations may apply in certain situations (i.e., employee blood borne pathogen exposure, etc.); please refer to the appropriate District policies and the SBCCD Blood borne Pathogen Program.

Confidentiality

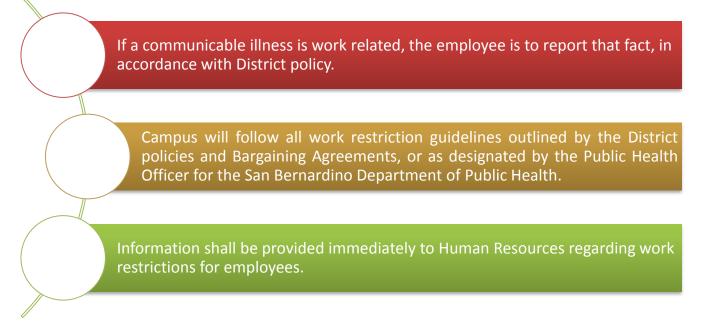
An employee's medical condition will be maintained in confidence in accordance with applicable law, such as the ADA, the FMLA, GINA, HIPAA, state's workers' compensation statute, etc., and information regarding an employee's health is to be provided only to those persons with a need to know. Employees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



Reports from Healthcare Providers

The supervisor, Human Resources Director, and, if appropriate, a consulting physician shall determine if a statement should be obtained from the employee's attending healthcare provider that the employee's continued presence at work will pose no significant current risk of substantial harm to the employee, co-workers, or students. The employee's consent to such reports will be obtained in accordance with applicable law.

Workers' Compensation & Work Restrictions



Required Medical Leave

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

Employee Refusal to Work

In the event an employee refuses to work with a fellow employee because they perceive he or she has a contagious disease, the employee's supervisor will address the issue and SBCCD Human Resources may intervene depending on the severity of the situation.

Discipline

District policies and the SBCCD IIPP include guidelines regarding implementation of any disciplinary action in the event an employee fails to follow a physician's instructions (to control the spread of communicable diseases), or if an employee fails to follow standard hygiene procedures to control the spread of communicable diseases.



Information and Training

Information

SBCCD will present the communicable disease policy and related topics to employees via any of the following methods:



Employee and Student Training

SBCCD will provide training to each employee who has duties that require the employee to have contact with blood or bodily fluids in the scope of the employee's duties. Instructors should review this information with lab technicians annually and to students at the start of each semester.

- 1. Initial training will cover the following:
 - The SBCCD Communicable Disease policy; and
 - Instruction on the principal means by which communicable diseases are spread, and the best methods for restriction and prevention of such diseases, shall be taught to employees.
- 2. Supervisors are responsible for ensuring that employees and students who have duties that require them to have contact with blood or bodily fluids in the scope of the employee's duties receive the appropriate training before working with it.



3. All training must be documented by the individual presenting the training session and a copy of the training records will be submitted, Attention: District Safety & Risk Management (909) 382-4040 or email: <u>srm@sbccd.cc.ca.us</u>.

Record Keeping

Records of employee communicable disease training, exposure reports, exposure investigations, will be maintained for at least 5 years.

Employee training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.

Administrators, Division Deans, Department Directors, Managers and Supervisors are responsible for ensuring: (1) employee training records are generated and (2) a copy is sent to District Safety & Risk Management to be maintained on file for five years.

All medical information and records, verbal and written, concerning the occupational exposure of a College 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 San Bernardino Community College District Human Resources Department.

Regulatory References

OSHA General Duty Clause Family and Medical Leave Act (FMLA) Americans with Disabilities Act (ADA) Genetic Information Nondiscrimination Act (GINA) Health Information Portability and Accountability Act (HIPAA)



Appendix A-1: SBVC Site Specific Information

College President	• (909) 384-8298			
VP Adminsitrative Services	• (909) 384-8958			
Adminstrative Services	• (909) 384-8965			
SBBCD Safety & Risk Management	• (909) 382-4070			
Web Links	 https://sbccd.org/safetyrisk 			



Appendix B: CHC Site Specific Information

College President	• (909) 389-3202
VP Adminsitrative Services	• (909) 389-3210
Adminstrative Services	• (909) 389-3211
SBCCD Safety & Risk Management	• (909) 382-4070
Web Links	 https://sbccd.org/safetyrisk







Safety Program Approval Form

Safety Program: Communicable Disease Consolidated Safety Program – San Bernardino Valley College – September 2016

Reviewed by:	Ce/		Date	02/19/16
	Whitney	J. Fields		

SBCCD Director, Safety & Risk Management

Date 9-2(-(6 Approved by: Scott Stark

SBVC/Vice President Administrative Services/Business Services

Approved by: ____Date____7.21.16 Diana Rodriquez

SBVC President







Safety Program Approval Form

Safety Program: Communicable Disease Consolidated Safety Program – Crafton Hills College – September 2016

Reviewed by: Date C9 16/16

Whitney J. Fields

SBCCD Director, Safety & Risk Management

Approved by: ____Date___7/23/16 Michae Strong

CHC/Vice President Administrative Services/Business Services

9/27116 Approved by: ____ Date

Dr. Wei Zhou

CHC President