

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL

Title: COMMUNICABLE DISEASE	Number: AP 2.23
Legal Authority: Education Code Sections 49406; 76401; 76403; 87408; 87408.6; Health & Safety Code Sections 1597.055; 121525-121555	Related to CCLC AP 7330

A. Tuberculosis Screening

1. Tuberculosis (TB) screening for employees and students who require such screening for academic programs (credit and/or non-credit) shall adhere to guidelines established by Student Health Services and Human Resources, which are in compliance with requirements as promulgated by the CDC, SFDPH, California Educ. Code section 49406, Health & Safety Code sections 121525,121555).
2. Tuberculosis (TB) screening for students who require such screening for employment purposes, will follow the guidelines of the Student Hiring Eligibility Process (SHEP), which requires a satisfactory response to the California School Employee TB Risk Assessment Questionnaire (AB 1667, SB 1038), and two-step TB screening, blood test, or chest X-ray when indicated to certify a student is free from active tuberculosis disease prior to the start of the student’s employment.
3. All new non-student CCSF employees will be screened for tuberculosis, per BP 3.09.
4. Individuals (employees and students) who have been identified as having active or suspected active TB, as determined by San Francisco Department of Public Health (SFDPH) Tuberculosis Control, may be restricted (quarantined/isolated) from all CCSF campuses, and/or may be subjected to other restrictions, as determined by Student Health Services, in consultation with the appropriate local, state, or federal authorities.

B. Influenza Prevention

1. Faculty, staff, and administrators are strongly advised to get annual influenza vaccines from their preferred medical provider. If available, faculty and staff may also receive annual flu vaccine from Student Health Services at a cost.
2. Annual influenza vaccines will be provided to students upon request, as long as supplies last and as long as funding permits. Student Health Services will make efforts to provide flu vaccines to students at no cost or the lowest cost possible.

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3. All individuals employed in Student Health Services must receive an annual flu vaccine or sign a waiver declining to receive the annual flu vaccine. Any Health Center employee who elects not to receive the annual flu vaccine, must wear a mask at all times when interacting with patients during flu season.

C. Screening as Condition of Entry to Program

1. In general, mandatory health screening shall not be required as a condition for entry into CCSF or into any program. Specific exceptions may be approved in some circumstances (e.g., Student Employment, Intercollegiate Athletics, Allied Health Programs, Child Development, etc.)
2. Students who require immunizations to meet academic program requirements may receive the immunizations from Student Health Services or other healthcare provider of their choice. Note: Student Health Services does not have COVID-19 Vaccine.

D. Reporting and Communication

1. Faculty, staff, administrators and student employees should report highly contagious communicable diseases to Human Resources. Students should report to the administrator directly overseeing Student Health, or their designee. Those reporting communicable diseases should make efforts to respect the privacy and confidentiality of the affected individual(s).
2. The administrator directly overseeing Student Health Services will communicate relevant public health advisories which may affect the CCSF community to the Chancellor's Office or designee.
3. Communication to the public regarding infectious diseases will be made by the CCSF Chancellor's Office.
4. The District will ensure communication compliance with all applicable security and privacy rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the California Confidentiality of Medical Information Act, Civ. Code section 56, et seq.

E. Student and Employee Attendance

1. The determination whether, or under what conditions, a student or employee diagnosed or suspected of having a communicable disease is allowed to attend class, or work may be made on a case-by-case basis by health care providers or Human Resources after consultation with one or more of the following healthcare professionals: the Student Health Services nurse practitioner (NP) or physician consultant, under guidance from the following health organizations: CDC, DHCS, SFDPH.

2. In accordance with public health guidelines, Student Health Services may recommend restricting students diagnosed with a communicable disease that poses a threat to the campus community from coming to campus. Before returning to class or campus students must obtain clearance from a physician, NP, or PA before. Refer to CCSF’s attendance policy and departmental/programmatic requirements.
3. Employees requiring extended absences due to diagnosis of a communicable disease that poses a threat to the campus community should consult with Human Resources (HR) and follow HR protocols.

F. Procedures Regarding Emerging Infectious Diseases

In the event that CCSF receives notifications/advisories or other orders from SFDPH, the CDC or other credible sources of an emerging infectious disease, the following procedure will be followed:

1. Contact Student Health Services
 - a. The administrator directly overseeing Student Health Services will contact the SFDPH/CDC or other appropriate State or Federal agency to get information about the status of the emerging infectious disease and the potential risk to CCSF stakeholders, including but not limited to students, faculty, staff and administrators and communicate this information to the Chancellor’s Office.
 - b. Health Professionals in Student Health Services will follow Local, State and Federal guidelines regarding procedures for healthcare professionals & procedures for patient (student) care.
 - c. The Chancellor’s Office will coordinate with the CCSF Office of Human Resources regarding procedures for CCSF employees.
 - d. All communication to the internal and external college community will originate from the Chancellor’s Office.

G. Protocols Concerning COVID-19

In response to the COVID-19 pandemic, CCSF follows protocols and orders from Federal, State and local public health authorities (e.g., use of facial coverings, PPE, testing, quarantine/isolation). Once an employee or student presents symptoms of COVID-19 or tests positive, CCSF abides by the following protocols to mitigate the spread and exposure of COVID-19:

1. **Prevention**
 - a) **TESTING:** CCSF shall endeavor to provide testing and contact tracing when mandated by state and/or local agencies. CCSF will also strongly consider the use of broad-based and expanded testing to identify outbreaks and inform infection

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control measures.

- b) **CONTACT TRACING:** When mandated by state and/or local agencies, CCSF will develop a Communicable Disease Management Plan, in compliance with SFDPH, CDPH, CDC and/or OSHA protocols for reporting confirmed COVID- 19 cases among students and employees. CCSF will assist SFDPH as needed with contact tracing. A Student Health Services administrator will manage contact tracing for students when required. The Chancellor shall appoint a representative from Human Resources, a Risk Manager, or a designee to manage contact tracing for employees.
- c) **CLEANING:** CCSF shall clean facilities per CDC guidelines.
- d) **MASK WEARING:** CCSF will follow CDC, state and/or local public health guidelines regarding mask wearing requirements and recommendations. Mask wearing is recommended when community spread of COVID-19 is high, in crowded or poorly ventilated indoor spaces, and/or when an individual or someone they spend time with is at risk of severe COVID illness. Certain departments at elevated risk of communicable disease transmission may require mask wearing regardless of community levels.

2. **Where an Employee or Student Tests Positive for COVID-19 or Presents Symptoms:**

INSTRUCTIONS REGARDING A CONFIRMED COVID-19 CASE):

If required by local, state, or federal guidelines, the following instructions should apply when someone has COVID-19:

- Students should immediately report it to the instructor(s) of any in- person classes and any CCSF employee with whom they shared an indoor space for 15 minutes or more.
- Employees should immediately report it to their supervisor.
- Contractors or guests who have been on campus are encouraged to report it to the CCSF employee with whom they coordinated to provide their services.
- CCSF employees and supervisors should file a COVID-19 Positive Report immediately upon confirming a COVID infection. The report can be filed online.
- Maintain confidentiality. Do not disclose the ill person’s identity to anyone at the workplace/class unless the ill person freely gives you permission in writing to do so. To the extent possible, use only readily available information to identify who had close contact with the case. Do not disclose the identity of the case in your effort to identify close contacts.

- Upon receiving a COVID-19 Positive Report, the following actions will be taken:
 - Determine (a) the last day that the person diagnosed with COVID-19 was present at the workplace and (b) the date of the positive COVID test result and the day their symptoms began (if applicable).
 - CCSF will follow CalOSHA guidelines regarding notification of employees who had close contact with a person diagnosed with COVID-19, as well as all outbreak reporting requirements, as defined.
 - Refer to Human Resources for employees who require an extended absence.

H. COVID Vaccination

1. **CCSF Employee Vaccination.** CCSF employees (including student employees) must adhere to CCSF Human Resources policies.
2. **Student Vaccination.** As of Summer 2023 registration, CCSF no longer requires students to submit documentation of COVID vaccination status as a prerequisite for registration. CCSF students are required to follow the mandates of their particular programs and facilities.
3. **Definition of Fully Vaccinated.** Individuals will be considered fully vaccinated based upon meeting the criteria set forth by the Centers for Disease Control (CDC).

Should the CDC change the guidelines for COVID vaccination at institutions of higher education, individuals should be prepared to submit proof of their COVID vaccination status or apply for a COVID vaccine exemption.

4. **Exemption from Vaccine Mandate.** Eligible individuals may request an exemption from this requirement for one of the following reasons:
 - a. **Medical.** An excuse from receiving COVID-19 vaccine due to a Medical Contraindication or Precaution.
 - b. **Disability.** A verified physical or mental disorder or condition that limits a major life activity and any other condition recognized as a disability under applicable law.
 - c. **Religious Objection.** An individual’s objection to receiving the COVID-19 vaccine based on that person’s sincerely held religious belief, practice, or observance.

The District will review requests for exemption and may require individuals to regularly submit additional documentation and/or participate in additional preventive measures.

Required Testing. Refer to local, state, and federal government guidelines.

5. **Process**
 - a. Acceptable forms of proof of vaccination status are a vaccination record card from the CDC, a digital image of that card, a digital COVID-19 vaccine record from the

State of California, or a digital vaccine card from a company approved by the Department of Public Health (<https://www.sfdph.org/dph/alerts/files/vaccine-verification-sites.pdf>)

- b. Proof of vaccination status, requests for exemption, and submission of test results will normally be submitted online.
- c. For those unable make online submissions, an alternative method will be available to submit proof of vaccination or requests for exemption.
- d. Should a campus wide vaccine mandate be required, members of the public, including groups, (e.g., visiting sports teams, debate teams, and campus tours,) may be required to submit proof to the administrator hosting the group 48 hours in advance of the event.
- e. Employees found to have knowingly submitted false vaccination status or COVID test results will be subject to termination.

6. Notification and Promotion

- a. Notification and promotion of the details of this procedure will be conducted through all current College advertising mechanisms. These mechanisms will also be used to provide information about and promote vaccination.

7. Exceptions. This requirement does not apply to:

- a. Individuals who are not College employees who are engaged in deliveries.
- b. Dual enrollment students attending a college class at an SFUSD location

Additionally, students and employees in classes at non-District locations will be subject to the applicable health orders for the facility in which the class is held.

8. Additional Restrictions. Based on the current health situation, additional restrictions may be imposed by the San Francisco Department of Public Health (SFDPH), California Department of Public Health (CDPH), or the Centers for Disease Control (CDC). District employees, students, and members of the public will abide by these restrictions.

I. Additional Procedures

- 1. Additional communicable disease control procedures may be adopted in other CCSF program areas after consultation with Student Health Services.
- 2. CCSF will abide by the communicable disease policies of institutions where CCSF students or staff participate in affiliation, but CCSF will not establish or maintain affiliations with institutions whose policies contradict the intent of the CCSF policies.
- 3. This Administrative Procedure will be reviewed regularly and updated as needed to ensure all CCSF campus and centers are as safe as possible.

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J. DEFINITIONS:

1. **Infectious Disease:** A disease caused by a microorganism (bacterial or viral) and that may be transferred to new individuals.
2. **Communicable Disease:** An infectious disease that is contagious and can be transmitted from one person or animal to another. Communicable diseases are illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air. There are several types of communicable diseases including, coronaviruses, influenza, tuberculosis, hepatitis, etc.
3. **Reportable Diseases:** Diseases that require reporting to appropriate health departments or government agencies in the locality of the outbreak, as required by Title 17, California Code of Regulations (sections 2500, 2593, 2641.5-2643.20 and 2800- 2912— “Reportable Diseases and Conditions”). Examples of reportable communicable diseases include, but are not limited to hepatitis A, B and C; measles; salmonella, and blood-borne illnesses. The most common forms of contact to spread such diseases include fecal-oral, food, sexual intercourse, insect bites, contact with contaminated fomites, droplets, or skin contact. (See the CDC website for a current list of notifiable diseases at: <https://wwwn.cdc.gov/nndss/conditions/notifiable/>)
4. **Quarantine:** A public health practice used to stop or limit the spread of disease. Quarantine is used to separate and restrict the movement of individuals who have been exposed to a communicable disease to see if they become ill. Quarantine is at times necessary to prevent the spread of communicable and/or contagious diseases.
5. **Isolation:** the separation or restriction of activities or an ill person with a contagious disease from those who are well. (CDC: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html>)
6. **Emerging Infectious Diseases (EID):** Infectious diseases whose incidence in humans has increased in the past 2 decades or threatens to increase in the near future. These diseases, which respect no national boundaries, include: New infections resulting from changes or evolution of existing organisms; known infections spreading to new geographic areas or populations; previously unrecognized infections appearing in areas undergoing ecologic transformation; old infections reemerging as a result of antimicrobial resistance to known agents or breakdowns in public health measures (<https://wwwnc.cdc.gov/eid/page/background-goals>)