

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>COMMUNICABLE DISEASE</b>	<b>Number:</b> <b>AP 2.23</b>
<b>Legal Authority:</b> <b>Education Code Sections 49406; 76401; 76403; 87408; 87408.6;</b> <b>Health &amp; Safety Code Sections 1597.055; 121525-121555</b>	

**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), two-step TB screening, blood test, or chest X-ray that certifies a student is free from tuberculosis, prior to the start of the student's employment.
3. All new non-student CCSF employees are to be screened for tuberculosis, as per BP 3.09.
4. Individuals (employees and students) who have been exposed to TB, as determined by the San Francisco Department of Public Health (SFDPH), tuberculosis control, may be restricted (quarantined/isolated) from all CCSF campuses, have their CCSF student account blocked, and/or 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 encouraged 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 all 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.
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

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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.

**D. Reporting and Communication**

1. Faculty, staff, administrators and students should report highly contagious communicable diseases to the Director of Student Health Services or designee. Those reporting communicable diseases should make efforts to respect the privacy and confidentiality of the affected individual(s).
2. Student Health Services will communicate relevant public health advisories which may affect the CCSF community to the CCSF Public Information Officer.
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 will be made on a case-by-case basis by providers in Student Health Services or Human Resources after consultation with one or more of the following healthcare professionals: the Student Health Services nurse practitioner (NP) or

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physician's assistant (PA), under guidance from the following health organizations: CDC, DHCS, SFPDH.

2. Students or employees diagnosed with a communicable disease that poses a threat to the campus community, must obtain clearance from a physician, NP or PA before returning to class or the campus. Student Health Services may restrict individuals from returning to class in accordance with CCSF's "Excused Absence Policy," and within 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 SFPDH, the CDC or other credible sources of an emerging infectious disease, the following procedure will be followed:

1. Contact Student Health Services
  - a. The Director of Student health or designee in Student Health Services will contact the SFPDH/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 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 (and other similar communicable diseases)**

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In response to the COVID-19 pandemic, and other similar communicable diseases, CCSF follows all protocols and orders from Federal, State public health authorities and the SFDPH (e.g., use of facial coverings, PPE), as well as the following protocols to prevent the spread and exposure of COVID-19, and measures to take once a employee or student is tested positive for or presents symptoms of COVID-19:

**1. Prevention**

- a) **TESTING:** CCSF shall endeavor to provide testing and contact tracing. CCSF will also strongly consider the use of broad-based and expanded testing to identify outbreaks and inform infection control measures.
- b) **CONTACT TRACING:** CCSF will develop a Communicable Disease Management Plan, which includes protocols to notify SFDPH of any confirmed COVID-19 cases among students, faculty or staff and assist SFDPH as needed with contact tracing. Such a plan will include a protocol to isolate or quarantine any ill or exposed persons. It is anticipated that the SFDPH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- c) **CLEANING:** CCSF shall have plans for routine cleaning of all facilities, especially those that have high use. Classrooms and other facilities used for in-person education are cleaned between uses. In addition, the Communicable Disease Management Plan will include protocols for thorough cleaning of campus areas upon any report of suspected or actual infection.
- d) **ARRIVING STUDENTS:** CCSF will include in its Communicable Disease Management Plan protocols to address how incoming students from outside the Bay Area region may need to quarantine for 14 days upon arrival prior to engaging in instructional activity.
- e) All Departments seeking to reopen after any shelter-in-place order issued by State or local health department employees must submit for approval a Return to Campus Plan through the Risk Management Office to be approved by the Chancellor/Deputy Chancellor, and where required, also submit a similar plan to local health authorities for approval prior to reopening.

**2. Where an Employee or Student Tests Positive for COVID-19 (or Other Similar Diseases) or Presents Symptoms:**

If an employee or a student with confirmed COVID-19 was not at the workplace/class within the 48 hours preceding the onset of symptoms or while

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they had symptoms, these instructions do not apply and there are no special recommendations for quarantine or disinfection.

Symptoms of COVID-19 illness include fever, chills, or repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.

**INSTRUCTIONS REGARDING A CONFIRMED COVID-19 CASE (OR OTHER SIMILAR DISEASES):**

Where someone with confirmed COVID-19 was at the workplace or in class within the 48 hours preceding the onset of symptoms or while they had symptoms, the following instructions should apply:

- Maintain confidentiality. Do not disclose the ill person's identity to anyone at the workplace/class, unless the ill person freely gives you permission 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.
- Determine (a) the last day that the person diagnosed with COVID-19 was present at the workplace/in class and (b) the day their symptoms began.
- Close contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 10 minutes while the person with COVID-19 was not wearing a facemask, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
- Anyone who had close contact with the person diagnosed with COVID-19 within 48 hours before they developed symptoms or while they were having symptoms should be excluded from work and stay at home for 14 days since the last day that the person diagnosed with COVID-19 was at work. Provide the Home Isolation & Quarantine Guidelines to persons identified as Close Contacts. Instructions and FAQs are available at: <https://www.sfcdcp.org/covid19> under "Isolation & Quarantine Directives." They should follow the Home Quarantine Steps.
- All others present at the workplace/class but not identified as close contacts should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at work

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and to stay home and contact a health care provider if they develop symptoms. Provide the General Exposure Advisory to all those not identified as Close Contacts, available at <https://www.sfcddp.org/covid19> under Businesses and Employers.

- Undertake cleaning and disinfection measures. See CDC guidance on cleaning and disinfection measures, including measures for cleaning and disinfection if someone is sick, posted at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>. Also see instructions for Cleaning and Disinfectant Safety & Approved Disinfectants posted at <https://www.sfcddp.org/covid19> under Cleaning Recommendations
- Actively message all individuals to increase hygiene measures (hand washing, avoiding contact with eyes/nose/mouth, covering coughs and sneezes). Provide tissues, hand sanitizer and disinfecting wipes that can be easily accessed throughout the facility. Printable materials are available at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- Structure the work environment to follow social distancing guidelines. For example, encourage telecommuting as much as possible based on business functions. Those who remain in the workplace should keep at least a 6-foot distance from other individuals.
- Employees who require continuing to work remotely should follow procedures under CCSF guidelines regarding ADA, FMLA, CFRA and other leaves available to employees.

**H. 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.

**I. DEFINITIONS:**

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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://www.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>)

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