



# Communicable Disease Program

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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, 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 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 with a communicable disease.

SBCCD will strive to provide periodic communicable disease orientation to its employees. The Human Resources 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 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.

# Responsibilities

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## Program Administrator

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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 Environmental Health & Safety Administrator. The EH&S Administrator can be reached at (909) 388-6935 during regular business hours or [EHS@SBCCD.edu](mailto: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; and
- Working closely with District Human Resources Department and Safety and Risk Management Department to investigate all reports of exposure via laboratory reports, patient symptoms and other pertinent information;

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## Public Information Officer

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

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

- 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.
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## Supervisors

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- 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, District Safety and Risk Management Department.
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## Employees

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- 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.

# Communicable Diseases

## Primary Communicable Diseases of Concern

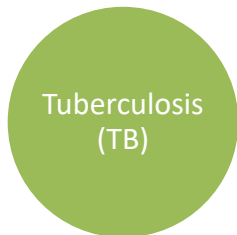
Communicable disease is a health-threatening disease or illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. The following discussion provides general information<sup>1</sup> on the five (5) 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.

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



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.



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 or 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 information<sup>2</sup> 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 Environmental Health & Safety Administrator (909) 388-6935.



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.

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

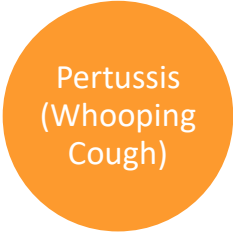




## Meningitis

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 (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.



## 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.



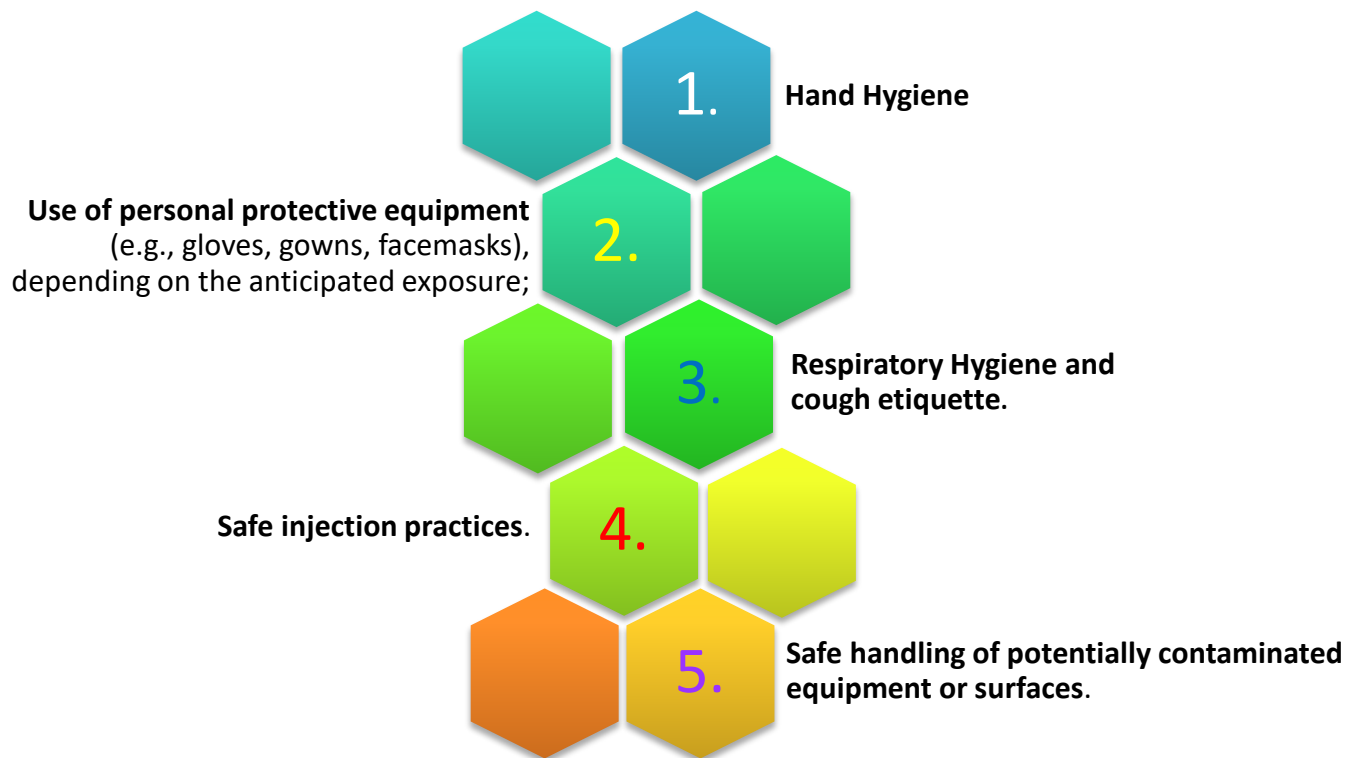
Measles (also called rubeola) is a respiratory disease caused by the measles virus. A typical case of measles begins with mild to moderate fever, cough, runny nose, red eyes, and sore throat. Two or three days after symptoms begin, tiny white spots (Koplik's spots) may appear inside the mouth.

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

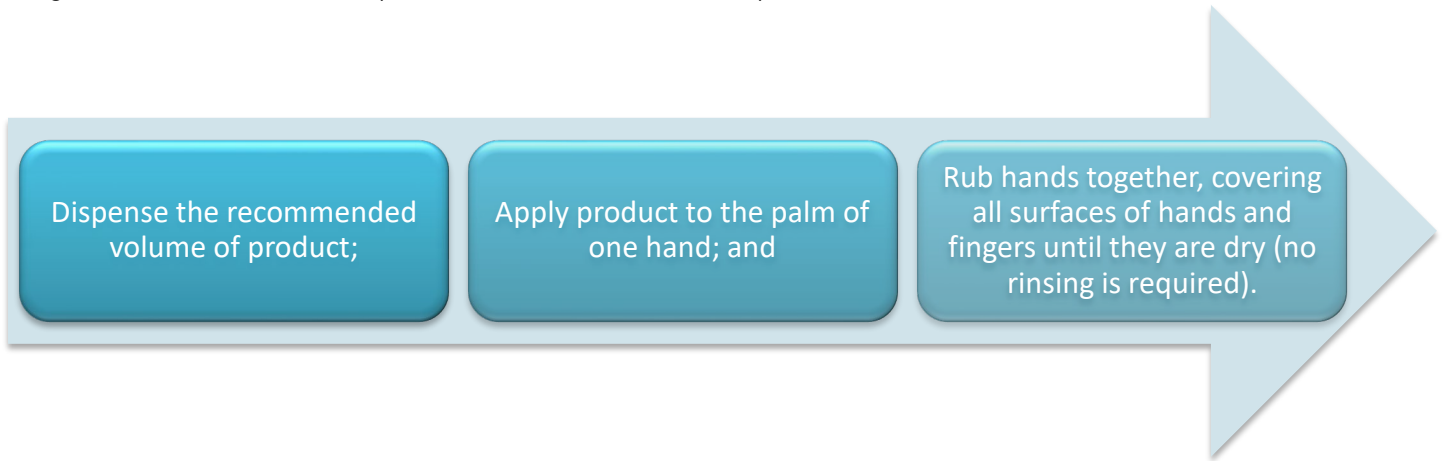
Standard precautions represent the minimum prevention measures in any setting where healthcare is delivered and may be adapted in other environments (i.e. classrooms, offices) to minimize the spread of communicable diseases. These evidence-based practices are designed to both protect healthcare personnel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

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



Hand washing with Soap and Water:



## Personal Protective Equipment (PPE)

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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 the District Safety and Risk Management Department and can be attained by reviewing the employee Job Hazard Assessment by classification [here](#).

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## SBCCD Blood Borne Pathogens - Exposure Control Program

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The SBCCD Blood Borne pathogens 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 blood borne 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.

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## Exposures On Campus

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### *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 his or her supervisor, who will report appropriately to Administration.

### *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. This list may be modified to conditions that may apply:



*Investigation Of Reported Exposures*

1. The Vice President of Administrative Services with the assistance of the District Safety and Risk Management 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 SBCCD Human Resources Department.
  - 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 Environmental Health & Safety Administrator and SBCCD Human Resources Department 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.
2. The Vice President of Administrative Services and Environmental Health & Safety Administrator 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.
3. The Vice President of Administrative Services and Environmental Health & Safety Administrator shall jointly provide a summary of the exposure activities and report these findings to the CDRT.

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## COVID-19 Specific Procedures

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

### *Investigation of COVID-19 Illness*

The Environmental Health and Safety Administrator will oversee COVID-19 exposure/illness investigations. Safety and Risk Management staff will 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. Employees and students are encouraged to report COVID-19 symptoms and/or results.

### *Response to a COVID-19 Case*

All COVID-19 cases with symptoms:

- Cases may return to work if 24 hours have passed with no fever of 100.4 degrees Fahrenheit or higher, without the use of fever-reducing medications, AND
- 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 10 days have passed since the date that COVID-19 symptoms began.
- This apply 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 10 days have passed from the date of their first positive COVID-19 test.
- This apply 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.
  - Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

The Environmental Health & Safety Administrator will monitor current CDPH regulations.

*Reporting and Recordkeeping*

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

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

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## Medical Attention and Information

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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.

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## Confidentiality

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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.



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## Workers' Compensation & Work Restrictions

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If a communicable illness is work related, the employee is to report that fact, in accordance with District policy.

Campus will follow all work restriction guidelines outlined by the District policies and Bargaining Agreements, or as designated by the Public Health Officer for the San Bernardino Department of Public Health.

Information shall be provided immediately to Human Resources regarding work restrictions for employees.

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## Required Medical Leave

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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.

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## Information and Health Awareness

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### **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 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.

## Program Evaluation

The SBCCD Communicable Disease Program will undergo regular review and necessary revisions periodically by the Environmental Health and Safety Administrator in consultation with the Program Administrator.

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## References

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- OSHA General Duty Clause
- Cal/OSHA 8 CCR 3205
- 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: SBVC Site Specific Information

**College President**

- (909) 384-4477

**VP Administrative Services**

- (909) 384-8958

**Administrative Services**

- (909) 384-8965

**Safety & Risk Management**

- (909) 388-6935

**Web Links**

- <https://sbccd.org/ehs>

## Appendix B: CHC Site Specific Information

### College President

- (909) 389-3200

### VP Administrative Services

- (909) 389-3210

### Administrative Services

- (909) 389-3211

### Safety & Risk Management

- (909) 388-6935

### Web Links

- <https://sbccd.org/ehs>