



ADMINISTRATIVE PROCEDURE

CATEGORY: **Personnel, Health and Safety**

SUBJECT: **Tuberculosis Examination**

A. PURPOSE AND SCOPE

1. To outline administrative procedures ensuring employees and volunteers are free from active tuberculosis (TB).
2. **Related Procedures:**

Coaching Assignments, Non-Certificated (Walk-On)	4174
School Volunteer Program	4595
Employee Health Evaluations	7060

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-5800 and I-1360; California Education Code §49406; California Health and Safety Code §121545; California Business and Professions Code, Division 2.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division.
2. **Definitions.**
 - a. **District employee:** Any individual paid through the San Diego Unified School District personnel/payroll system.
 - b. **Volunteer:** Any individual who donates unpaid time and/or services to the district or to any school or program operated by the district.
 - c. **Walk-on coach:** Any individual employed to coach and supervise athletic teams.
 - d. **TB risk assessment certificate:** Document signed by the examining physician or surgeon licensed under Chapter 5, Division 2 of the California Business and Professions Code, a physician assistant practicing in compliance with Chapter 7.7 of Division 2, or a nurse practitioner practicing in compliance with Chapter 6 of Division 2; or a notice from a public health agency that indicates freedom from infectious tuberculosis (TB).
3. All new district employees are required to provide a tuberculosis (TB) certificate of clearance by skin test, Quantiferon blood test or tuberculosis risk assessment form *prior* to commencing initial employment. The Human Resource Services Division shall have responsibility for communicating this requirement to all new hires.
4. All continuing district employees, including visiting teachers and all other substitute and temporary employees, are required to provide a tuberculosis (TB) certificate of clearance by skin test, Quantiferon blood test or tuberculosis risk assessment form at least once every four years, at least five days prior to the expiration date of their current TB certificate. No employee may work without a valid TB certificate on file showing the employee was examined and found to be free from active tuberculosis. Visiting teachers who allow their certificates to lapse will receive no further assignments from the district's automated

substitute calling system until such time as they have complied with the requirement to renew their certificate and receive approval from the Human Resource Services Division to resume employment.

5. For any new employee, continuing employee or volunteer whose intradermal tuberculin skin test result is positive, an x-ray of the lungs to determine that the individual is free of tuberculosis is required.
6. All individuals who volunteer at any district site or facility are required to provide a tuberculosis certificate of clearance by skin test, Quantiferon blood test or tuberculosis risk assessment form *prior* to commencing their volunteer services and must renew their certificates at least once every four years in accordance with the same protocols that apply to district employees.
7. In the case of a pregnant new employee, ongoing employee or volunteer who has an intradermal tuberculin test (skin test) that is positive, an x-ray examination may be delayed until after delivery upon physician request. In the interim, the physician must certify that the employee/volunteer shows no symptoms of tuberculosis and to the best of his/her professional judgment, presents no health hazard to students. The employee must present a certificate to the Human Resource Services Division not later than 60 days after the date of delivery.
8. **Expense of Tuberculosis examination.**
 - a. New employees and volunteers must provide skin test, Quantiferon blood test or tuberculosis risk assessment form at their own expense.
 - b. Continuing employees will be reimbursed up to \$10.00 for the cost of obtaining a skin test, Quantiferon blood test or tuberculosis risk assessment. Reimbursement information is available on the district website by typing 'TB reimbursement' in the search box on the Staff Portal.

D. IMPLEMENTATION

1. **Employee.**
 - a. Obtains tuberculosis examination, files certificate from physician or public health nurse with the Human Resource Services Division.
 - b. Returns expiration notice to the Human Resource Services Division with note of explanation if he/she believes notice is incorrect.
2. **Volunteers** shall obtain a TB risk assessment form from school nurse.
3. **Integrated Technology Support Services (ITSS).**
 - a. Generates an initial notification, by US mail, to an employee whose renewal date is approaching a minimum of 60 days prior to the expiration date of the employee's TB clearance. Notification shall be run on or about the 20th of each month, three months prior to the month in which TB clearances are due to expire. The notification shall specify that a new tuberculosis certificate of clearance or TB risk assessment form

must be on file with the Human Resource Services Division a minimum of five days prior to the expiration date of the current certificate and that failure to comply will result in the employee being placed on unpaid administrative leave effective the first workday following the expiration date of the employee's last TB clearance.

- b. Generates a second notification, by US mail, to employees who have not submitted a new certificate at least 30 days prior to their TB certificate expiration dates. The notification shall specify that failure to timely submit a new TB clearance certificate will result in the employee being placed on an unpaid administrative leave of absence on the first day following the date upon which the certificate expires. The notice shall also inform the employee that once placed on unpaid administrative leave, he/she may not report to work until a new, approved certificate is received by the Human Resource Services Division, and authorization to return to work has been provided.

3. Principal/department head.

- a. Reviews monthly reports of employees who have received an initial notification that their TB certificates are due to expire within three months.
- b. Reviews monthly report of employees who have received a second notification that their certificates are due to expire within 30 days. Follows up with the employees to advise them that they are in jeopardy of being placed on unpaid administrative leave.
- c. Makes substitute arrangements for employees who fail to comply by the expiration date.
- d. Ensures that no employee is permitted to report to work during any period of time for which there is no valid tuberculosis certificate of clearance by skin test, Quantiferon blood test or tuberculosis risk assessment form.
- e. Ensures that during any such period of administrative leave without pay, the department/site timekeeper properly indicates the date(s) on which the employees are in an unpaid status on the appropriate cost center timesheets.
- f. Communicates the TB clearance certificate requirements to all new and continuing volunteers, and verifies compliance prior to allowing volunteers to render services to the district or work directly with students.
- g. Coordinates the records of volunteers through the volunteer coordinator and/or school nurse.

4. Human Resource Services Division.

- a. The Chief Human Resources Officer or designee reviews the monthly list of employees who have not complied with the TB clearance certificate requirement within 30 days after the expiration date of the previous certificate and notifies each employee by US mail of a scheduled hearing prior to recommending to the Board of Education that the employee be disciplined, up to and including termination, due to noncompliance with a statutory employment requirement.

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- b. The Chief Human Resource Services Officer or designee will send a notice to the supervisor of any principal/department head who fails to comply with this administrative procedure by allowing an employee to work or volunteer to provide services without the required tuberculosis clearance certificate on file. The principal/department head will be subject to disciplinary action, up to and including, reassignment or termination.
 - c. Provides school sites and departments with a monthly report of all employees whose TB certificates are due to expire within three months following the date of the report.
 - d. Provides principals/department heads with a report of those employees who have received a second notification.

E. FORMS AND AUXILIARY REFERENCES

- 1. Tuberculosis Symptom Questionnaire
- 2. Notification of TB Examination

F. REPORTS AND RECORDS

- 1. Employee TB clearance records are maintained by the Human Resource Services Division. Volunteer TB clearance records are maintained by the site volunteer coordinator or school nurse.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff