



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7065

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CATEGORY: **Personnel, Health and Safety**

EFFECTIVE: **1-29-62**

SUBJECT: **Tuberculosis Examination**

REVISED: **7-10-2001**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing examination for determining freedom from active tuberculosis by employees and volunteers.
2. **Related Procedures:**

School volunteer program .....	4595
Coaching assignments, noncertificated (walk-on) .....	4174
Employee health evaluations .....	7060

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-5800, I-1360; Education Code Section 49406; California Health and Safety Code Section 121545.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Student Support Services Department, Center for Student Support and Special Education Services.
2. **Definitions**
  - a. **Employee:** Any individual paid through the San Diego Unified School District personnel/payroll system is considered an employee of the district.
  - b. **Volunteer:** Any individual who donates unpaid time and/or services to the district or to any school or program operated by the district.

## D. IMPLEMENTATION

1. **All new employees** of the district are required to provide a tuberculosis (TB) certificate of clearance *prior to* commencing initial employment. The Human Resource Services Division shall have responsibility for communicating this requirement to all new hires and providing them with a testing schedule.
2. **All continuing employees of the district**, including visiting teachers and all other substitute and temporary employees, shall be required to provide a tuberculosis (TB) certificate of clearance 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 Student Support Services Department to resume employment.
3. **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 shall be required (D.6.a.[2]).
  4. **All individuals who volunteer** at any district site or facility are required to provide a tuberculosis (TB) certificate of clearance prior to commencing their volunteer services and must renew their certificates at least once every four years in accordance with the same policies that apply to district employees.
  5. **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 request of the employee's physician. In the interim, the physician must certify that the employee shows no symptoms of tuberculosis and, to the best of his/her professional judgment, presents no health hazard to students. A certificate must be presented to the Student Support Services Department not later than 60 days after the date of delivery.
  6. **Expense of Tuberculosis Examination**
    - a. New and continuing employees and volunteers are required to provide evidence of freedom from tuberculosis.
      - (1) *At no expense to employee or volunteer*, a credentialed school nurse will administer an intradermal skin test.
      - (2) For follow-up on positive skin tests, required X rays may be obtained at the San Diego County Department of Health Services Tuberculosis Clinic. Fees for these follow-up X rays will be paid by the district if the employees presents the yellow or white tuberculosis examination card and the white billing card (HE 512) to the clinic. (E.1 and E.2.)
      - (3) *At employee's or volunteer's own expense*, skin tests or X rays may be obtained from other agencies or from private physicians licensed in California. Documentation must be submitted to the Student Support Services Department.

**7. Employee or Volunteer**

- a. Is examined for tuberculosis, files with the Student Support Services Department a certificate from examining physician, public health nurse, or credentialed school nurse showing freedom from active tuberculosis.
- b. Returns expiration notice to the Student Support Services Department with note of explanation if he/she thinks notice is incorrect.
- c. If skin test administered by credentialed school nurse is positive (see D.5 for exception to this requirement), takes the examination card and white billing card (from credentialed school nurse) and presents to the San Diego County Department of Health Services Tuberculosis Clinic to receive a follow-up X ray at district expense.
- d. Volunteers shall submit X ray and/or skin test results to site volunteer coordinator or site nurse.

**8. Information Technology Department**

- a. Generates an initial notification, by U.S. mail, to an employee whose renewal date is approaching a minimum of sixty days prior to the expiration date of the employee's TB clearance. Notification cards shall be run on or about the 20<sup>th</sup> of each month, three months prior to the month in which TB clearances are due to expire. The notification card shall specify that a new TB clearance certificate must be on file with the Student Support Services Department 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. Provides school sites and departments with a monthly report listing all employees whose TB certificates are due to expire within three months following the date of the report.
- c. Provides the Student Support Services Department with a monthly, alphabetical listing of all employees who receive an initial renewal notice.

- d. Generates a second notification, by U.S. 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 Student Support Services Department and authorization to return to work has been provided.
  - e. Provides principals/department heads with a report of those employees who have received a second notification.
  - f. Provides the Human Resource Services Division with a monthly report of employees who failed to comply with the TB clearance certificate requirement within 30 days after the expiration date of the previous certificate.
9. **Student Support Services Department**
- a. Reviews and clears all tuberculosis examination certificates.
  - b. Maintains a file of informed consent forms for persons receiving intradermal skin tests administered by credentialed school nurses.
  - c. Monitors reports of those employees provided with initial and second notifications.
  - d. Inputs the date of results of TB tests into the employee database as certificates are received.
  - e. Coordinates the records of volunteers through the site administrator/volunteer coordinator and/or site nurse.
10. **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 TB clearance certificate on file with, and authorized by, the Student Support Services Department.
  - 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, providing them with a testing schedule, and verifying compliance prior to allowing volunteers to render services to the district.
  - g. Ensures that all volunteers obtain tuberculosis clearance prior to working directly with students.
- 11. Human Resource Services Division**
- a. The Human Resource Services Deputy Administrative Officer or designee shall be responsible for reviewing 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 for notifying each employee by U.S. 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.
  - b. The Human Resource Services Deputy Administrative 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 a 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.

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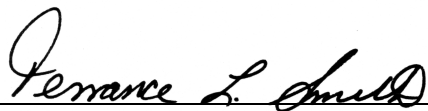
**E. FORMS AND AUXILIARY REFERENCES**

1. Tuberculosis examination card for new employees, available from the Human Resource Services Division.
2. Tuberculin examination card (HE 512) for employees and volunteers available from district nurse or the Student Support Services Department. (Used only if obtaining an X ray from the San Diego County Department of Health Services.)
3. Expiration Notice – Tuberculosis Examination, used by Information Technology Department.
4. Tuberculosis Examination –Volunteer cards; pink—school nurse; yellow—Spanish translation, available from the Student Support Services Department.

**F. REPORTS AND RECORDS**

1. Informed consent forms, files maintained by the Student Support Services Department.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education