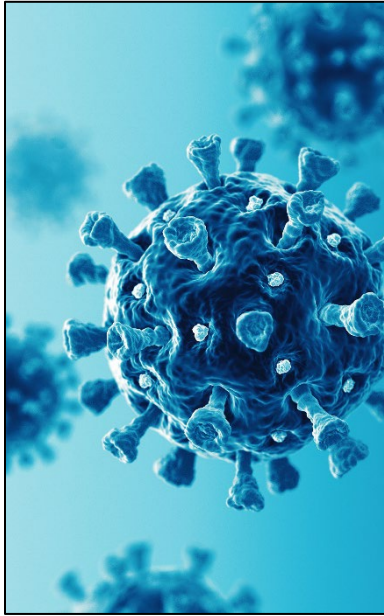




Chaffey College

Communicable Disease Plan

8 Cal. Code Regs. § 3205 and 3203

Revised 7/16/2026

Chaffey Community College District

The Office of Risk Management

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www.chaffey.edu/risk-management

Communicable Disease Plan Revision Log

Date	Revised By	Approved By	Action Taken		Comments
			Review*	Update**	
8/25/2020	Danni Gilley	Susan Hardie	X	X	Updates based on rules/regulations.
7/16/2026	Nicole Leonard	Lisa Bailey	X	X	Updates based on rules/regulations.

**Review: Editing for grammatical or formatting errors and/or other small changes.*

***Update: Editing for changes in content. A comment is required for updates.*

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1. INTRODUCTION

Chaffey Community College District (the “District”) is committed to the health and safety of all students, faculty, and staff. To ensure best practices are followed, the Communicable Disease Plan (formerly known as the Outbreaks of Infections Disease Plan) is implemented and maintained as an important component of our Injury and Illness Prevention Program.

Purpose

The District recognizes current medical guidance regarding communicable diseases, as well as applicable laws prohibiting discrimination. Decisions regarding employees or students with communicable diseases will be based on current medical knowledge and objective evidence, including the nature of the disease, the risk of transmission to others, the individual’s specific circumstances, and appropriate measures to address identified risks while supporting a safe and inclusive educational and work environment.

The District will provide periodic education and awareness information to employees and students regarding communicable diseases. This may include educational materials, publications, and other resources intended to promote understanding of communicable diseases, methods to reduce the risk of exposure, and practices that support a healthy campus environment. These efforts are intended to encourage informed decision-making and reduce misconceptions regarding communicable disease transmission.

Scope

The Communicable Disease Plan applies to all employees and students. The District 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 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.

2. RESPONSIBILITIES

Program Administrator

The Superintendent/President is the Program Administrator, the Associate Superintendents are Designees, and all have the authority and responsibility for implementing and maintaining this safety program for the District.

The Program Administrator and Designees may be assisted in their duties by the Office of Risk Management. General responsibilities for the Program Administrator (or authorized Designees)

include, but are not limited to, the following:

- Participate in communicable disease response.
- Ensure that general communicable disease safety training is provided.
- Ensure that communicable disease exposure investigations, and evaluation of exposure control measures are completed.
- Ensure that employee and student exposure and training records are maintained.
- Work closely with the Office of Risk Management to investigate all reports of exposure.
- Report to the media as needed on behalf of the District following the investigation reports of exposure via laboratory reports, patient symptoms, and other pertinent information.

Risk Management

The Office of Risk Management has the responsibility for implementing and maintaining this Plan. For questions, please contact:

Name	Position/Title	Contact Information
Nicole Leonard	Interim Administrator, Risk Management	(909) 652-6523 nicole.leonard@chaffey.edu

General responsibilities for the Program Administrator (or authorized Designees) include, but are not limited to, the following:

- Facilitate or coordinate training for all employees, ensuring managers are familiar with the health and safety hazards to which employees under their immediate direction may be exposed, as well as applicable laws, regulations, and District safety rules and policies.
- Monitor compliance with applicable laws and regulations.
- May conduct (or assist in conducting) periodic inspections, investigations, or hazard abatement.
- Collaborate with Program Administrator and managers to ensure employees follow mandated safety and health procedures.
- Participate in communicable disease response.

Managers

All managers are responsible for ensuring departmental compliance with the procedures outlined in this Plan, as well as:

- Participating in communicable disease response.
- Reporting communicable disease exposures immediately to Risk Management.

Employees

Employees are to comply with standard hygiene and housekeeping practices in order to reduce transmission of communicable diseases in the workplace by:

- Knowing the provisions of the District's Communicable Disease Plan.

- Being responsible for the daily maintenance and upkeep of their work area(s).
- Reporting communicable disease exposures and possible unsafe conditions immediately to their manager or Risk Management.
- Following standard precautions to prevent communicable disease transmission (e.g., hand washing, respiratory etiquette, etc.).
- Wearing/utilizing personal protective equipment (PPE) and engineering controls when recommended and provided.

3. DEFINITIONS

Americans with Disabilities Act (ADA): A federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. Learn more at <https://www.ada.gov/>.

Cleaning: The physical removal of dirt, debris, organic material, and impurities from surfaces or objects through the use of water, detergents, mechanical action, or other approved cleaning methods. Cleaning is intended to reduce contamination and is typically performed before sanitizing or disinfecting.

Disinfecting: The use of a chemical agent or process, approved for disinfecting purposes, to eliminate or destroy pathogenic microorganisms on surfaces or objects, except bacterial spores. Disinfecting is typically performed after cleaning and in accordance with the manufacturer's instructions for concentration, application method, and required contact time.

Family Medical Leave Act (FMLA): Entitles eligible employees of covered employers to take unpaid, job-protected leave for qualifying family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Learn more at <https://www.dol.gov/agencies/whd/fmla>.

Genetic Information Nondiscrimination Act (GINA): Law enacted in 2008 that prohibits discrimination on the basis of genetic information with respect to health insurance and employment. Learn more at <https://www.eeoc.gov/statutes/genetic-information-nondiscrimination-act-2008>.

Germ: A microorganism that can cause infection and disease. The most common germs include viruses, bacteria, fungi, and protozoa.

Health Insurance Portability and Accountability Act (HIPAA): A federal law enacted in 1996 that establishes standards for the privacy and security of certain health information. Learn more at <https://www.hhs.gov/hipaa/index.html>.

Sanitizing: Reducing the number of germs, bacteria, or other harmful microorganisms on a surface or object to a level considered safe by public health standards through the use of approved cleaning and sanitizing agents or methods. Sanitizing is intended to lower, but not necessarily eliminate, the presence of bacteria, viruses, and other harmful microorganisms on surfaces.

4. COMMUNICABLE DISEASES

A communicable disease is a health-threatening illness caused by bacteria, viruses, fungi, parasites, or other infectious agents that can be transmitted from one person, animal, or environmental source to another, either directly or indirectly, through contact, respiratory droplets, airborne transmission, bodily fluids, contaminated surfaces, food, water, or other means of exposure.

The following is general information on the five (5) primary communicable diseases of concern that this Plan intends to address. To learn more about these diseases, visit <http://www.cdc.gov/>.

Primary Communicable Diseases

COVID-19

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°F, chills, cough, shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea or vomiting, and/or diarrhea.

Influenza

Influenza (flu) 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. Employees are encouraged, but not required, to obtain a flu vaccination.

Shingles

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.

Staph Infection

Staphylococcus aureus, often referred to as “staph,” is bacteria that healthy people can carry on the skin or in the nose. Staph commonly cause skin infections, such as boils but 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.

Tuberculosis

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.

Other Communicable Diseases

Additional communicable diseases that may present a lower risk or occur less frequently include:

Conjunctivitis

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.

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). *Enterovirus*, the most common cause of viral meningitis, is 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

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 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 bloodborne (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

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 (2) or three (3) 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 (4) days before to four (4) 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 two (2) hours. Measles can be effectively prevented by the combination MMR (measles, mumps, and rubella) vaccine.

5. PLAN ELEMENTS

Standard Precautions

Standard Precautions are infection-control practices used to prevent the transmission of communicable diseases in situations where exposure to blood, bodily fluids, or other potentially infectious materials (OPIM) may occur. This infection control concept originated from the [Centers for Disease Control and Prevention](#) (CDC) and is incorporated into the District's occupational health and safety practices.

Under Standard Precautions, all blood and certain bodily fluids are treated as potentially infectious, regardless of the perceived health status of the individual.

Typical Standard Precautions include:

- Hand hygiene
- Use of personal protective equipment
- Safe handling and disposal of sharps
- Cleaning and disinfection of contaminated surfaces
- Respiratory hygiene and cough etiquette
- Proper handling of contaminated laundry and waste
- Measures to prevent contact with blood or OPIM

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.
- Dispense the recommended volume of product.
- Apply product to the palm of one hand.
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required).

Hand Washing with Soap and Water

- Wet hands first with water (avoid using hot water).
- Apply soap to your hands.
- Rub hands vigorously for at least fifteen (15) seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with a paper towel.
- Use paper towel to turn off the water faucet.

Personal Protective Equipment

Personal Protective Equipment (PPE) use involves specialized clothing or equipment worn 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.

Bloodborne Pathogens Exposure Control Plan

The District's Bloodborne Pathogens Exposure Control Plan can be found on the Chaffey College website at <https://www.chaffey.edu/risk-management/occupational-health-safety.php>. It should 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 plan is designed to protect employees in occupational programs from health hazards associated with bloodborne pathogens, and identifies provisions for the appropriate treatment and counseling of any employee who may become exposed within the scope of work.

Exposures on Campus

Reporting Protocol

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, shall immediately contact their manager, who will report appropriately to the Office of Risk Management.

Communicable Disease Response

The Offices of Risk Management and Human Resources, along with the Program Administrator (and Designees) will collaborate in communicable disease response. They will work cooperatively with Chaffey's Student Health Services, the state board of health, the county health department, employees, healthcare providers, 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.

All persons involved in communicable disease response matters shall be required to treat all proceedings, deliberations, and documents as confidential information. Confidential medical information should be shared with designated organizations and/or medical personnel in accordance with applicable health privacy laws. The communicable disease response may include the following District members (this list may be revised/updated to address conditions applicable):

- Superintendent/President
- Associate Superintendent, Business Services and Economic Development
- Associate Superintendent, Administrative Services & Emergency Operations
- Associate Superintendent, Student Services and Strategic Communications
- Associate Superintendent, Instruction and Institutional Effectiveness
- Director of Student Health Services
- Chief of Campus Police
- Office of Human Resources
- Office of Risk Management
- Director of Maintenance & Operations

Investigation of Reported Exposures

The District shall investigate the exposure via laboratory reports, patient symptoms and other pertinent information. Information gained during the investigation will be provided to the Superintendent/President and the Office of Risk Management.

If the communicable disease diagnosis is ruled out, no further action is required.

If the communicable disease diagnosis is confirmed, or exposure follow-up is required, the Office of Risk Management will take the following actions:

- Identify times, locations, organism, and communicable period, and determine the preliminary timeline of exposure, incubation and transmission.
- Confer to determine initial extent of exposure, and the need to convene a communicable disease response.
- When immediate action is required, convenes a communicable disease response meeting.

Risk Management will initiate the required notification to the local Department of Public Health (SBDPH) and/or California State Department of Public Health (CDPH) Communicable Diseases Branch as required by [Title 17 \("Reportable Diseases and Conditions"\)](#) after reporting the findings to the Superintendent/President. The Office of Risk Management will provide a summary of the exposure activities and report these findings to the team serving as the communicable disease

response.

Medical Attention and Information

Vaccinations are covered by individual healthcare providers for employees who choose to receive them. Stipulations may apply in certain situations (i.e., employee bloodborne pathogen exposure, etc.). Please refer to the appropriate District policies and procedures and the [Bloodborne Pathogens Exposure Control Plan](#).

Confidentiality

An employee or student's medical condition will be maintained in confidence in accordance with applicable laws, such as the ADA, FMLA, GINA, HIPAA, state's workers' compensation statutes, 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.

Workers' Compensation & Work Restrictions

If a communicable illness is work related, the employee is required to report it to their manager immediately and the Office of Risk Management whether or not medical care is desired. The Office of Risk Management will notify managers regarding work restrictions for employees.

Required Medical Leave

Employees with a communicable disease may have rights for leave under the medical leave policy or under the FMLA. Managers should refer any questions regarding leave policy and the FMLA to the Office of Human Resources. Managers will follow all medical leave guidelines outlined by the District policies and procedures and collective bargaining agreements.

Information and Awareness

Health alerts may also be distributed, as needed, via the following methods:

- General campus-wide emails
- InformaCast emergency notification system
- President's Newsletters
- Poster/flyer/social media campaigns

6. RECORDKEEPING

All medical information and records, verbal and written, concerning the occupational exposure of an 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 Office of Risk Management.