

## Instructions for Employees & Volunteers *With Paid Medical Benefits*

---

As part of your employment with Southwestern Community College, TB clearance is required (Ed.Code 87408.6).

### STEP 1

Contact your health care provider to determine their process for a Tuberculosis Risk Assessment. (You will be required to complete, print, and sign the forms below.)

- If they require you to visit their offices, **in person:**  
Schedule the best time for a TB assessment. Complete and print all the required forms listed below and take them with you.
- If they offer the Tuberculosis Risk Assessment **via mail or email:**  
Complete and Sign the fillable forms listed below and mail or email them to your health care provider.

### REQUIRED FORMS:

1. "California School Employee Tuberculosis (TB) Risk Assessment Questionnaire", page 2.
  - This form is straight forward. Only check off the boxes that apply.
2. "Certificate of Completion TB Risk Assessment and/or Examination", page 3.
  - Your healthcare provider will complete, sign, and return this form to you once the assessment process is complete.

All forms are printable and are in PDF fillable format that can be completed and signed electronically.

### STEP 2

Once your health care provider has determined you are free from infectious tuberculosis, please submit the completed and signed "TB Risk Assessment and/or Examination Certificate of Completion" to SWCCD via the following:

- Mail or drop-off in person a copy of the Certificate of Completion to SWCCD HR Department.
- ***New Hires & Rehires:*** Please submit directly to your HR Specialist *via email:*

#### Academic HR Specialists:

- Teri Ashabraner: [tashabraner@swccd.edu](mailto:tashabraner@swccd.edu)
- Tiffany Lawrence: [tlawrence@swccd.edu](mailto:tlawrence@swccd.edu)

#### Classified HR Specialists:

- (A-K) Cynthia Carreño: [ccarreno@swccd.edu](mailto:ccarreno@swccd.edu)
- (L-Z) Alfredo Farah: [afarah@swccd.edu](mailto:afarah@swccd.edu)

Southwestern Community College District  
900 Otay Lakes Road. #46B-151  
Chula Vista CA, 91910  
Attn: Human Resources- Employment, TB Clearance



# California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new** risk factors since the last negative test.
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**  
*For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.*

Name of Person Assessed for TB Risk Factors: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

History of Tuberculosis Disease or Infection (Check appropriate box below)	
<input type="checkbox"/>	<b>Yes</b> <ul style="list-style-type: none"> <li>• If there is a <u>documented</u> history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.</li> </ul>
<input type="checkbox"/>	<b>No</b> (Assess for Risk Factors for Tuberculosis using box below)

TB testing is recommended if <u>any</u> of the 3 boxes below are checked	
<input type="checkbox"/>	<b>One or more sign(s) or symptom(s) of TB disease</b> <ul style="list-style-type: none"> <li>• TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.</li> </ul>
<input type="checkbox"/>	<b>Birth, travel, or residence</b> in a country with an elevated TB rate for at least 1 month <ul style="list-style-type: none"> <li>• Includes countries <u>other than</u> the United States, Canada, Australia, New Zealand, or Western and North European countries.</li> <li>• Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.</li> </ul>
<input type="checkbox"/>	<b>Close contact</b> to someone with infectious TB disease during lifetime
Treat for LTBI if TB test result is positive and active TB disease is ruled out	

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

## Certificate of Completion Tuberculosis Risk Assessment and/or Examination

To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

**First and Last Name** of the person assessed and/or examined:

\_\_\_\_\_

**Date** of assessment and/or examination: \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**Date of Birth:** \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.**

X \_\_\_\_\_

Signature of Health Care Provider completing the risk assessment and/or examination

**Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):**