

Antelope Valley Community College District

Communicable and Infectious Disease Response Procedure

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §§3203 and 3204; applicable CDPH and Los Angeles County Public Health requirements
Scope	All AVCCD employees; excludes specialized clinical ATD obligations deferred for separate review
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Purpose and Boundaries

This procedure supports consistent response to workplace communicable-disease concerns without placing all employees under 8 CCR §5199. It does not diagnose illness, replace medical advice, or supersede a specialized exposure-control plan.

The independently operated Student Health Clinic is responsible for its employees and clinical infection-control program. The specialized ATD responsibilities affecting AVCCD Nursing and Health Sciences faculty at clinical sites will be addressed separately.

Roles and Responsibilities

Role	Responsibility
PCT/Risk Management	Coordinate employee reports, confidentiality, leave, workers' compensation, exposure notices, public-health communication, and program review.
Facilities	Address ventilation, cleaning, water, isolation barriers, and facility controls.
Supervisors	Refer reports promptly; implement directions; protect confidentiality; do not make medical diagnoses.
Employees	Follow applicable instructions; report work-related exposures or outbreaks; use hygiene and controls; avoid reporting unnecessary medical details to coworkers.
Outside providers/contractors	Maintain their employee programs and coordinate material workplace exposure information with AVCCD.

2. Employee Reporting and Response

- Employees report a suspected work-related exposure, workplace cluster, or public-health instruction affecting work to their supervisor or PCT/Risk Management.
- PCT determines leave, return-to-work, accommodation, and confidentiality steps. Risk Management evaluates workers' compensation reporting when occupational exposure or illness is alleged.
- Medical emergencies are reported to Campus Security/911. Company Nurse is used for employee injury or occupational illness triage.
- AVCCD seeks only information reasonably necessary to administer workplace requirements and maintains medical information separately and confidentially.

3. Controls and Notifications

- Controls are selected based on the disease, exposure route, severity, work setting, and current public-health direction and may include ventilation, cleaning, source control, distancing, barriers, PPE, testing, vaccination information, temporary reassignment, or remote work where authorized.
- Facilities evaluates ventilation and cleaning needs; routine indiscriminate disinfection is not substituted for targeted controls.

- Exposure notifications provide necessary instructions without identifying the affected person except as legally authorized.
- AVCCD coordinates with Los Angeles County Public Health or another applicable agency when reporting, outbreak management, exclusion, or other action is required.
- Requirements may be modified when laws, regulations, health orders, or official guidance change.

4. Exposure-Determination Review

Before assigning duties that may fall under 8 CCR §5199, Risk Management and the department evaluate whether the operation and employee tasks are covered. Potential examples include emergency medical services, specified police transport or detention, laboratory handling of aerosol-transmissible pathogens, public-health screening, or maintenance of contaminated isolation systems. Covered duties may not begin until the required specialized program and protections are established.

Training

- All employees receive information on reporting, hygiene, confidentiality, and temporary controls when needed.
- Supervisors receive guidance on escalation, confidentiality, and implementation of work restrictions.
- Additional disease- or task-specific training is provided when an exposure assessment or public-health direction requires it.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Workplace Communicable-Disease Assessment

Field	Entry
Date/location	
Reported condition/exposure	
Employees potentially affected	
Occupational basis	
Public-health contact/direction	
Controls	
Notifications	
Follow-up	

B. Potential §5199 Coverage Review

Field	Entry
Department/operation	
Task/population	
Covered facility/service category	
Occupational exposure determination	
Specialized plan needed	
Controls before work	
Reviewer/date	