

IF IT'S TIME TO RENEW YOUR TB SCREENING...

Tuberculosis screening is required for most of us every four years, and normally involves a skin test conducted via two visits to a doctor's office or health center. If you've recently received a notice from HR stating that your TB Screening needs to be renewed, you may be wondering how to get it done during the pandemic. The following information is provided by HR:

We'd like to remind employees about the completion of a TB Risk Assessment in lieu of the TB Examination (test). The Risk Assessment is a questionnaire that you submit to your medical provider (or health centers)— and they, in turn, may complete the assessment virtually. More details on how this works (including a FAQ section) can be found on the form itself, available here:

<http://districtazure.clpccd.org/hr/files/docs/hiringpkt/TBForm.pdf>

The Risk Assessment eliminates the need for a TB test administration (& follow-up reading)— that is, unless your doctor determines that you need further screening. Since the TB Risk Assessment is in the form of a questionnaire, your medical provider will likely be able to complete it virtually, without requiring you to take a trip to a doctor's office.

Suggested Procedure

Note: This recommendation is based on a common way of completion, however please follow the guidance from your own medical provider.

- ◆ Call your doctor's office (or health clinic) and ask for a virtual (or video) appointment for a TB Risk Assessment;
- ◆ Download the form (a fillable PDF) and fill out your employee information on page 1. (*Don't try to sign the document at this phase*);
- ◆ Use "Save As" to name the document in a way that includes your own last name, and email that to your doctor's office (or health clinic) *prior to* your virtual appointment;
- ◆ During or after your appointment, your provider fills out the information on pages 2 and 4 of the form. Your doctor's office is normally able to scan the document after your doctor signs it, and email the document back to you;
- ◆ If you have a printer & scanner, this is when you can print out the document from your doctor and provide your signature on the first page, and scan pages 1, 2 and 4. (*Note: It is not necessary to scan the User Guide (page 3) and FAQ (pages 5-7)*);
- ◆ Notwithstanding the above, while the campuses are closed for COVID, the District is able to provide some flexibility with regard to your employee signature. During this period, it's acceptable to provide the certification document without your signature, as long as you send it to HR via your District email. (Send it to Jennifer Druley or Denise Marriott)