



TB Testing Procedures Community and Cultural Services

New Hires

Human Resources will ensure Community and Cultural Services (CCS) employees subject to TB testing regulations are initially tested as part of the pre-employment physical process. The only exception to this relates to employees hired into Staff Assistant, Student Worker, or Guest Services Assistant classifications and assigned to work in programs/venues for school-age children. When this occurs, CCS will be responsible for making arrangements for the initial testing (see Department Procedures 2 and 3 below).

Ongoing Testing

CCS will be responsible for managing the ongoing TB testing required for all employees who work with school age children using the procedures below:

1. Department supervisors will track all employees who are required to undergo a TB test and establish a schedule to ensure the testing is carried out every four years.
2. Department supervisors will notify employees of need for TB test (click [HERE](#) for employee instructional memo) and provide the employee and Human Resources (omtp@santamonica.gov) with a copy of the completed Occupational Medical Testing Program (OMTP) [Exam Request Form](#). Further, employees will be instructed to contact the OMTP [provider](#) (click [HERE](#) for provider information) to make arrangements for the TB test and advise Department supervisors of appointment date and time.
3. Human Resources will notify Department of test findings and advise if any follow up actions are necessary. Department supervisors, in turn, will place a copy of findings in the employee's confidential departmental healthfile¹.

¹ Every employee should have **separate confidential department files for personnel-related items and health-related items**. The personnel file typically contains items such as performance appraisals, accommodations, disciplinary memos, etc. The health file typically contains doctor's notes addressing employee status (i.e., timeframe for remaining off work) or work restrictions only (i.e., no confidential medical information regarding condition, diagnosis or medication), vaccination tracking forms, respirator medical clearance forms, etc.