



# VOLUNTEER CLEARANCE INSTRUCTIONS

## I. Tuberculosis Screening 2. Live Scan Fingerprint Clearance

### I. TUBERCULOSIS SCREENING

In order to volunteer in Oakland schools, volunteers must provide proof that they do not have Tuberculosis (TB). A negative TB screening is good for four years. If a volunteer applicant already has an up-to-date test (less than four years old) they may submit that to us.

Once a volunteer registers online, we will email them a form where they may upload a document stating that they are negative for TB. This document must be signed by a licensed healthcare provider. Image must be clear and legible.

There are three ways to provide this proof. They are listed below in order of increasing complexity:

1. Risk Assessment
2. Skin Test (PPD)
3. Chest X-Ray

### #1 RISK ASSESSMENT

Meet with a licensed health care provider to complete the Risk Assessment Questionnaire. This is the quickest and easiest to complete.

If one would answer yes to any of the following questions, they do **not** pass the Risk Assessment and must complete option #2 or #3 instead:

1. Do you have one or more signs and symptoms of TB?
2. Have you had close contact with someone with infection TB disease?
3. Were you born outside of the U.S., Canada, Australia, New Zealand, or a county in Western or Northern Europe?
4. Have you travelled to a country with high TB-prevalence for more than one-month? (Any country other than the U.S., Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

Are you a current or former resident or employee of a correctional facility, long-term care facility, hospital, or homeless shelter?

## #2 SKIN TEST

The volunteer applicant makes an appointment with a licensed health care provider to receive an intra-dermal injection of the serum. They return to the health care provider 48-72 hours later to have the results read. (If the volunteer applicant has been vaccinated against TB, they must notify the healthcare provider because the Skin Test is not right for everyone.)

This option is required if:

- You have traveled to a country with high TB prevalence for more than 1 month (Any country other than the U.S., Canada, Australia, New Zealand, or a country in Western or Northern Europe.)
- You have had contact with someone infectious with the TB disease
- Current or former resident or employee of a correctional facility, long-term care facility, hospital, or homeless shelter

## #3 CHEST X-RAY

Make an appointment with a licensed health care provider to receive a chest X-Ray to screen for TB.

This option is required if:

- You have had TB in the past
- You have had a vaccine that causes a skin test to show a false positive
- You show signs or symptoms of having TB
- Born in a country outside of the U.S. (exempt: Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

## TB TESTING LOCATIONS

You may schedule an appointment with your regular health care provider, or, you may visit these suggested free clinics. **Please call providers beforehand to verify services, cost, and appointment times.** Please tell them **which type** of test you need when scheduling your appointment.

Berkeley Department of Health and Human Services

830 University Ave. Berkeley, CA 94710

(510) 981-5350

HOURS = Drop-in for skin test on Tuesday from 9:00 – 11:00 am or 1:00 – 4:00 pm. Reading on Thursdays from 1:00 – 4:00 pm.

FEES = Sliding scales based on income.

Berkeley Free Clinic

2339 Durant Ave. (at Dana St.) Berkeley, CA 94704

(510) 548-2570

HOURS = By appointment only. Call at 5:30 pm for same evening appointments.

FEES = None.

Prescott-Joseph Center

920 Peralta St., West Oakland, CA 94607

(510) 835-8683

HOURS = First come first serve for skin test Mondays from 1:00 – 3:00 pm. Reading

Wednesdays from 1:00 – 2:00 pm.

FEES = None.

If you are a parent of an Oakland students and are having difficulty obtaining TB clearance, please reach out to our staff, and we will help you.

## 2. LIVE SCAN FINGERPRINT CLEARANCE

### FREQUENTLY ASKED QUESTIONS

#### **What is a Live Scan fingerprint test?**

A licensed operator will electronically scan your fingerprints by rolling your finger pads on a screen. The prints are sent to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to ensure that you do not have a criminal record and are cleared to work with students.

Any subsequent arrest after the Live Scan process occurs will be reported to our agency. The information collected through this test is confidential and will be guarded safely and securely within our system. We will not share this information with any outside entity. If your fingerprints are not cleared by the DOJ and/or FBI or if there is a subsequent arrest, you may not volunteer with our program.



## **I've already been fingerprinted. Do I need to do this again?**

- Each organization that works with students is responsible for maintaining their own clearance requirements and records, and is legally required to keep them secure. If you have volunteered with a partner organization in the past, you will have to be fingerprinted again with our program.
- If you have volunteered with OUSD and we cleared before August 2015, your records are now out of date and you are required to complete another fingerprint test.

## **How do I get a Live Scan fingerprint test?**

<b>Step 1</b>	Obtain a physical copy of the REQUEST FOR LIVE SCAN SERVICES form
<b>Step 2</b>	Fill out the section titled "Applicant Information" ONLY. (Middle Section)
<b>Step 3</b>	Make an appointment with a Live Scan service provider. List of locations here: <a href="https://oag.ca.gov/fingerprints/locations">https://oag.ca.gov/fingerprints/locations</a> . *
<b>Step 4</b>	Attend the appointment to have your fingerprints scanned and submitted.

\* We recommend being fingerprinting at one of the following locations:

- Rëdtomatoës: 610 16th St #321, Oakland, CA 94612 | (510) 847-4828
- Loss Prevention Group: 1814 Franklin St #618, Oakland, CA 94612 (510) 836-6011

There is a **\$35.00 fee** to complete a live scan fingerprint test. Please contact our staff if this presents a problem for you.

## **How do I know that my Live Scan fingerprint test worked?**

Once the fingerprints are scanned, the results will be sent directly to our office. We recommend that the volunteer applicants keep their receipt for their records, but we do not need a copy. When we receive the results and if they are all clear, we will email the volunteer the liability waiver for their electronic signature.