

**Administrative Procedures for Policy #1525 (Administration) of the Board of Education
Regarding Bloodborne Pathogens Exposure Control in Calvert County Public Schools**

I. Definitions

- A. Exposure Control Plan – plan required by the Occupational Safety and Health Administration (OSHA) to minimize the risk of employees becoming infected with bloodborne diseases, such as human immunodeficiency virus (HIV), Hepatitis B, and Hepatitis C
- B. School Property - Any Calvert County Public Schools (CCPS) building and/or grounds, any CCPS leased or owned vehicles, and vehicles contracted for official school business

II. Guidelines

- A. The Director of Student Services or designee, the Director of School Facilities or designee, the Director of Human Resources or designee, and the Chief Budget Officer or designee will work as a team to implement the Exposure Control Plan.
- B. This team will annually review the plan and update it when necessary to reflect new or modified tasks which affect occupational exposure.
- C. The team will ensure that the plan is accessible to all employees and that current copies are located in the health suite in all school buildings, the main administrative office in all school buildings, offices of all building service workers, and the Departments of Human Resources and Finance.
- D. Training for employees will be provided on an annual basis as detailed in the Exposure Control Plan.

III. Implementation

- A. The team will ensure that the Exposure Control Plan is implemented by meeting at least once annually to review the plan, reviewing relevant data, and providing oversight regarding appropriate follow up for employees requiring treatment as a result of exposure.
- B. It is the duty and responsibility of all Calvert County Public Schools employees to adhere to the Exposure Control Plan while on Calvert County Public Schools property.