

**Pascack Valley Regional High School District Board of
Education**

Bloodborne Pathogen Exposure Control Plan

Board of Education Approved:
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**Pascack Valley Regional High School District Board of Education
Bloodborne Pathogen Exposure Control Plan
Program Review**

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**Pascack Valley Regional High School District Board of Education
Bloodborne Pathogen Exposure Control Plan
Table of Contents**

- I. Objective
- II. Background
- III. Assignment of Responsibility
- IV. Exposure Determination
- V. Methods of Compliance
- VI. Hepatitis B Vaccines and Post-Exposure Evaluation and Follow-Up
- VII. Labels and Signs
- VIII. Training
- IX. Recordkeeping
- X. Appendices
 - A. Category I Job Classification/Expected Exposure List
 - B. Category II Job Classification/Possible Exposure List
 - C. Sharps Injury Log
 - D. Personal Protective Equipment/Task List
 - E. Cleaning and Decontamination Schedule
 - F. Hepatitis B Vaccine Declination

**Pascack Valley Regional High School District Board of Education
Bloodborne Pathogen Exposure Control Plan**

I. POLICY STATEMENT & PROGRAM OBJECTIVE

The Pascack Valley Regional High School District Board of Education is committed to providing a safe and healthful work environment for all employees, students, and volunteers. As part of this commitment, the Board has developed, adopted, and implemented this Exposure Control Plan (ECP) to help protect against accidental contact with fluids that are or could be contaminated with bloodborne pathogens.

The objective of the Pascack Valley Regional High School District Board of Education's Bloodborne Pathogen Exposure Control Plan is to eliminate or minimize employee occupational exposure to blood, certain other body fluids, or other potentially infectious materials as defined below, and to comply with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030.

- A. Blood refers to human blood, its components, and products derived from it.
- B. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- C. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; COVID-19 virus, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

II. BACKGROUND

OSHA requires employers to identify situations and job classifications in which employees may be exposed to blood or other potentially infectious materials, and to provide these employees with protection through engineering controls, personal protective equipment, training, and risk reduction.

III. ASSIGNMENT OF RESPONSIBILITY

- A. Program Administrator

The Director of Facilities and the School Safety Specialists shall be co-program managers and shall manage the Bloodborne Pathogen Exposure Control Plan for the Pascack Valley Regional High School District Board of Education and shall ensure all records pertaining to the plan are properly maintained. This includes maintaining, reviewing, and updating, if necessary, the written ECP at least **annually** and whenever

there is a change to the policy, the regulation, or the exposure group determination. The School Safety Specialist will also ensure that all employees covered under the ECP are properly trained by qualified instructors at least annually or when a change requires them to be retrained.

B. Management

Pascack Valley Regional High School District Board of Education will provide adequate controls and equipment that, when used properly, will minimize or eliminate the risk of occupational exposure to blood or other potentially infectious materials. These shall be provided at no cost to the employees. Pascack Valley Regional High School District Board of Education, through school Principals, Supervisors, Directors, Managers, or their official designees, will ensure proper adherence to this plan through periodic audits.

C. Department Managers and Supervisors

Department Managers and Supervisors shall themselves follow and ensure that their employees are trained in and use proper work practices, universal precautions, personal protective equipment, and proper cleanup and disposal techniques.

D. Employees

Employees are responsible for employing proper work practices, universal precautions, personal protective equipment, and cleanup/disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to the **School Safety Specialist and the Facilities Director** immediately or as soon as possible after the exposure to help ensure proper exposure follow-up actions. **The proper exposure paperwork and procedures shall be completed.**

E. Long-term Contractors

Long-term contract employees shall be responsible for complying with this plan, and shall be provided the training described herein by the **School Safety Specialist or their designee.**

F. School Nurses and Nurse Assistants

School Nurses, Athletic Trainers, and Registered Nurses are responsible for ensuring all medical aspects of the ECP are performed correctly and that the associated recordkeeping is properly maintained. Each School Nurse will also be responsible for ensuring that sufficient quantities of equipment and supplies are available for the implementation of the ECP (personal protective equipment, sharps containers, and labels, etc.).

G. Building Custodians

The Building Custodians at each school will be responsible for ensuring that all spills of potentially contaminated fluids or other materials are properly cleaned up as soon as possible following an incident. The Building Custodians will be responsible for ensuring that sufficient quantities of BBP disposal containers/bags. The Building Custodians are also responsible for ensuring that any piece of equipment or tool that may have contaminated materials or fluids is properly decontaminated prior to being returned to service.

H. Volunteers

Volunteers at *Board-Approved Activities* are responsible for employing proper work practices, universal precautions, personal protective equipment, and cleanup/disposal techniques as described in this plan. Volunteers are also responsible for **written reporting** of all exposure incidents to either the faculty/Staff member responsible for the activity or to **the School Safety Specialist and the Director of Facilities, as soon as is reasonably possible**, to help ensure proper exposure follow-up actions.

IV. EXPOSURE DETERMINATION

All job classifications and locations in which employees may be expected to incur occupational exposure to blood or other potentially infectious materials, based on the nature of the job or collateral duties, regardless of frequency, shall be identified and evaluated by the **School Safety Specialist, the Director of Facilities, or their designee**. This list shall be updated as job classifications or work situations change. Exposure determination shall be made without regard to the use of personal protective equipment (**employees are considered to be exposed even if they wear personal protective equipment**).

A. Category I

Job classifications in which employees are exposed to blood or other potentially infectious materials on a regular basis, and in which such exposures are considered normal course of work, fall into Category I. The **School Safety Specialist, Director of Facilities, or their designee** shall maintain a list of these types of jobs and the locations in which the work will be performed (see Appendix A). Examples include Coaches, School Nurses, and Custodians.

B. Category II

Job classifications in which employees may have an occasional exposure to blood or other potentially infectious materials, and in which such exposures occur only during certain tasks or procedures that are collateral to the normal job duties, fall into Category II. The **School Safety Specialist, Director of Facilities, or their designee** shall maintain a list of these types of jobs and the locations in which the work may be performed (see Appendix B). **Some examples could include a Bus Driver cleaning the**

interior of the bus after an altercation between students or a Science teacher who had a student cut themselves on glassware in a lab.

V. METHODS OF COMPLIANCE

A. Universal precautions

Universal precautions shall be used at Pascack Valley Regional High School District Board of Education Schools to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

B. Engineering Controls

The engineering controls and work practices listed below shall be used to minimize or eliminate exposure to employees of the Pascack Valley Regional High School District Board of Education.

1. Sharps containers will be used to store used needles and broken glass until they are properly disposed of. Sharps containers will be located in each Nurse's Office, science storerooms when glass laboratory equipment is present and used, athletic trainers' rooms, and any other location where there is a possibility of having materials contaminated with potentially infectious materials.
2. Biohazard bags (Red Bags) **will be made** available for storage of materials contaminated with potentially infectious materials, such as used first-aid materials, used wound dressings, and used BBP spill-clean-up materials.
3. Bloodborne Pathogen Spill Kits that include a fluid solidifying agent will be available in each Nurse's office, athletic training area, and school bus. Additional kits are available to custodians and maintenance employees, and will be used when cleaning up materials or equipment contaminated with potentially infectious materials.
4. Handwashing facilities with soap and running hot and cold water are located throughout each school, including in each nurse's office and athletic training area. Hand sanitizer will be available in multiple locations throughout the building where handwashing is not immediately available.

The immediate availability of engineering controls will be ensured by regular inspections and reviews of the controls, as follows:

1. School Nurses are responsible for maintaining the sharps containers in their office. Department Supervisors are responsible for controlling and overseeing the sharps containers in their departments. Full sharps containers will be given to the school nurse for proper disposal. Sharps containers will not be reused.

2. A supply of non-reusable biohazard bags (Red Bags) is maintained by and available from the Custodial Department. Used biohazard bags will be sealed, double bagged, and given to the School Nurse, who will arrange for proper disposal.
3. Department Supervisors are responsible for inspecting the Bloodborne Pathogen Spill Kits in their areas. Bus Drivers are responsible for inspecting the kits on their buses to ensure they are fully stocked. Coaches and/or athletic trainers are responsible for inspecting kits located in the training rooms, on the athletic fields, or on athletic carts. Employees must notify their manager/supervisor when any material from a spill kit is used, so it can be restocked immediately. Extra spill kit components are maintained by the Custodial Department.
4. Handwashing facilities are inspected daily to ensure they are clean, in proper working order, and that an adequate supply of soap is available at the washing area.

Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

B. Work Practices

1. Needles- Contaminated needles and other sharps shall not be bent, recapped, removed, sheared, or purposely broken. Contaminated sharps shall be placed immediately, or as soon as possible, after use, into appropriate sharps containers. All disposable sharps containers shall be puncture-resistant, labeled with a biohazard label, and leak-proof.
2. Hand Washing- Employees will thoroughly wash their hands with warm running water and soap immediately following any contact or potential contact with materials or equipment contaminated with potentially infectious materials. If water is not immediately available, hand sanitizer with at least 70% alcohol will be used.

C. Contaminated Equipment

The Building Custodian shall ensure that equipment contaminated with blood or other potentially infectious materials is examined prior to servicing or use. Contaminated equipment shall be decontaminated, unless decontamination is not feasible. Contaminated equipment shall be tagged and labeled as such.

D. Personal Protective Equipment (PPE)

Personal protective equipment shall be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment shall be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an employee's clothing,

skin, eyes, mouth, or other mucous membranes under normal and proper conditions of use and for the duration of time that the equipment will be used.

A list of personal protective equipment and associated tasks for Pascack Valley Regional High School District Board of Education employees is provided in Appendix D of this plan.

1. PPE Use

The **School Safety Specialist, the Director of Facilities, or their designee, and the Building Principals** shall ensure that employees use appropriate PPE. Employees will use the provided PPE when there is a risk of contact with materials that are or could be contaminated.

2. PPE Accessibility

Each School Nurse and Athletic Trainer shall ensure that appropriate PPE in the necessary sizes is readily accessible at the work site or is issued at no cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

3. PPE Cleaning and Disposal

Most PPE associated with BBP exposures is disposable and shall be properly disposed of once used. Safety Glasses or face shields that become contaminated shall be properly cleaned and disinfected as soon as possible, and before being put back into service. All PPE shall be cleaned or disposed of, and replaced, by the Pascack Valley Regional High School District Board of Education at no cost to employees.

All garments penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE shall be removed before leaving the work area.

When PPE is removed, it shall be placed in appropriately designated areas or containers for storage, washing, decontamination, or disposal.

4. Types of PPE

a. Gloves

Disposable gloves are not to be washed or decontaminated for reuse and must be replaced as soon as possible when they become contaminated. Gloves that become torn or punctured (or their ability to function as a

barrier is otherwise compromised) shall be replaced immediately or as soon as feasible.

Utility gloves may be decontaminated for re-use if the integrity of the glove is uncompromised. Utility gloves shall be disposed of properly if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or inability to function as a barrier without compromise.

b. Eye and Face Protection

Masks worn in combination with eye protection devices (such as goggles or glasses with solid side shields, or chin-length face shields) are required when the occurrence of splashes, splatters, or droplets of blood, COVID-19, or other potentially infectious materials can reasonably be anticipated to contaminate an employee's eye, nose, or mouth.

c. Other PPE

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be expected.

E. Housekeeping

Each Board-owned building shall be cleaned and decontaminated regularly and as needed in the event of gross contamination. See Appendix E for the cleaning schedule and required cleaning materials. All contaminated work surfaces, bins, pails, cans, and similar receptacles shall be inspected and decontaminated regularly as described in Appendix E.

Any potentially contaminated broken glassware shall not be picked up directly with the hands; tweezers, tongs, brush & dustpan, or a similar piece of equipment shall be used to handle contaminated broken glass.

F. Regulated Waste Disposal

Disposal of all regulated waste shall be in accordance with applicable federal, New Jersey State, and local regulations.

1. Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture-resistant, leak-proof on sides and bottom, and labeled or color-coded to be easily identifiable as potentially infectious materials.

During use, containers for contaminated sharps shall remain upright throughout use, shall be easily accessible to employees, and shall be located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (including laundry areas). School Nurses shall replace sharps containers routinely and not allow them to overfill.

When moving sharps containers from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Sharps containers shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents, and shall prevent leakage during handling, storage, transport, or shipping. The secondary container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

2. Other Regulated Waste

Other regulated waste shall be placed in containers that are closable, constructed to contain all contents, and designed to prevent leakage of fluids during handling, storage, transportation, or shipping. Typically, specifically labeled Red Biohazard Bags will be used to contain contaminated or potentially contaminated materials.

Biohazard bags will be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

3. Disposal Services

Only licensed and insured waste disposal vendors will be used for disposing of regulated wastes.

II. Hepatitis B Vaccines and Post-Exposure Evaluation and Follow-Up

A. Hepatitis B Vaccines- General

The Pascack Valley Regional High School District Board of Education will make the Hepatitis B vaccine and vaccination series available to all employees who have the potential for occupational exposure, as well as post-exposure follow-up to employees who have experienced an exposure incident.

School Safety Specialist, Director of Facilities, or their designee, with assistance and input from School Nurses, shall ensure that all medical evaluations and procedures

involved in the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

1. made available at no cost to the employee;
2. made available to the employee at a reasonable time and place;
3. performed by or under the supervision of a licensed physician or other licensed healthcare professional; and
4. provided in accordance with the recommendations of the United States Public Health Service.

An accredited laboratory shall conduct all laboratory tests at no cost to the employee.

B. Hepatitis B Vaccination Program

The HR Manager, School Safety Specialist, Director of Facilities, or their designee, with assistance and input from School Nurses, shall manage the Hepatitis B vaccination program.

1. Category I Employees

The Hepatitis B vaccination shall be made available to an affected Category I employee after he or she has received training in occupational exposure and within 10 working days of initial assignment to job duties that involve exposure. Exceptions to the administration of the Hepatitis B vaccination include situations where an employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for an affected employee to receive the Hepatitis B vaccination. If an employee initially declines the Hepatitis B vaccination but later decides to accept it and remains covered under the OSHA standard, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F), as required by OSHA. If the United States Public Health Service recommends a routine booster dose of Hepatitis B vaccine, this shall also be made available free of charge to affected employees.

2. Category II Employees

The Hepatitis B vaccination series shall be made available and administered to Category II employees no later than 24 hours after an exposure incident (as per OSHA Letter of Interpretation, November 1, 2000). All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F).

C. Post-Exposure Evaluation and Follow-Up

All employees must report all exposure incidents to the **School Nurse, School Safety Specialist, Director of Facilities, or their designee** immediately or as soon as possible. The **School Safety Specialist, Director of Facilities, or their designee** shall investigate and document each exposure incident. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential post-exposure evaluation and follow-up, to be provided by the school district's workers' comp. physician. The post-exposure evaluation and follow-up shall include the following elements, at a minimum:

1. Documentation of the route of exposure and the circumstances under which the exposure occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
3. The source individual's blood shall be tested and documented as soon as feasible and after consent is obtained (if consent is required) in order to determine HBV and HIV infectivity. If consent cannot be obtained, the School Safety Specialist shall establish and document that legally required consent cannot be obtained.
4. When the source individual is already known to be infected with the Hepatitis B virus (HBV) or human immunodeficiency virus (HIV), testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
6. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
7. The exposed employee shall be offered the option of having their blood tested for HBV and HIV serological status. The blood sample shall be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HBV and HIV serological status.
8. The exposed employee will be offered counseling services related to the exposure at no cost to the employee.

Names or other personally identifiable information of employees who contract HIV, Hepatitis, or tuberculosis shall not be recorded on the OSHA 300 log.

Additional resources and guidance on post-exposure follow-up and prophylaxis are available to School Nurses through the Clinician Consultation Center at the University of California, San Francisco.

Clinician Consultation Center
University of California, San Francisco
(888) 448-4911 [9:00 am – 2:00 am EST]
<http://nccc.ucsf.edu/clinician-consultation/post-exposure-prophylaxis-pep/>

D. Post-Exposure Information Provided to the Healthcare Professional

After an exposure incident occurs, the **School Nurse, School Safety Specialist, Director of Facilities, or their designee** shall ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination, as well as the healthcare provider providing the post-exposure evaluation, if different, is provided with the following:

1. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard, with emphasis on the confidentiality requirements contained therein;
2. a written description of the exposed employee's duties as they relate to the exposure incident;
3. written documentation of the route of exposure and circumstances under which the exposure occurred;
4. results of the source individual's blood testing, if available; and
5. all medical records relevant to the appropriate treatment of the employee, including vaccination status.

E. Healthcare Professional's Written Opinion

The **School Nurse, School Safety Specialist, Director of Facilities, or their designee** shall obtain and provide the exposed employee a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for the employees, and if the employee has received said vaccination.

The healthcare professional's written opinion for post-exposure follow-up shall be limited to **ONLY** the following information:

1. a statement that the employee has been informed of the results of the evaluation; and

2. a statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Other findings or diagnoses resulting from the post-exposure follow-up shall remain confidential and shall not be included in the written report.

F. Incident Evaluation and Review

Following an employee exposure incident, the **School Safety Specialist, Director of Facilities, or their designee**, with assistance from the School Nurse and other employees relevant to the incident (employee exposed, Supervisors, Maintenance, third party consultants, etc.), will conduct an evaluation of the incident. The goal of the incident evaluation is to identify how the exposure occurred and the contributing factors leading to the exposure, with the intent of preventing future exposures. The evaluation will follow the standard procedures identified in the Pascack Valley Regional High School District Board of Education Accident and Incident Investigation Program. Any issues identified with the Exposure Control Plan or equipment and procedures used by the Board will be corrected immediately.

G. Sharps Injury Log

A needle stick or sharps injury log (see Appendix C), separate from the OSHA 300 log, shall be maintained. The purpose of this log is to track devices, equipment, and processes/procedures that are causing injuries; it is not intended to track employees having injuries. The log shall include the following information for each needle stick or sharps injury/incident:

- a. period of time the log covers;
- b. date the incident is entered on the log;
- c. date of incident;
- d. type and brand of device involved;
- e. department or area of incident; and
- f. description of how the incident occurred.

The log shall be retained for five years after the end of the log year, and will be reviewed annually to determine if modifications to devices, equipment, and processes/procedures need to be made to reduce needle stick or sharps injuries.

III. Labels and Signs

The **School Safety Specialist, Director of Facilities, or their designee** shall ensure that biohazard labels are affixed to containers of regulated waste that contain blood or other potentially infectious materials, including sharps containers. The labels shall be fluorescent orange or orange-red and shall include the universal biohazard symbol.



Red bags or containers with the universal biohazard symbol may be substituted for labels. Regulated medical wastes must be handled, processed, transported, and disposed of in accordance with the rules and regulations of the New Jersey Department of Environmental Protection (N.J.A.C. 7:26-3A.11).

Small quantities of materials contaminated with blood or other potentially infectious materials, such as bandages, gauze pads, tapes, and dressings generated during first aid activities that are not oversaturated with fluid are not considered regulated medical waste (RMW). These items can be disposed of in the regular trash, provided that the material is contained in a sealed bag or container. In these situations, the bag or container should not be labeled as a biohazard.

IV. Training

The Director of Facilities and/or School Safety Specialist shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials may occur. Training shall be repeated every 12 months, or sooner if there are any changes to tasks or procedures affecting an employee's occupational exposure. Training shall be tailored to the education level and language of the affected employees, and offered during the normal work shift. Training shall be interactive and shall include:

- A. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard;
- B. a discussion of the epidemiology and symptoms of bloodborne diseases;
- C. an explanation of the modes of transmission of bloodborne pathogens;

- D. an explanation of the Pascack Valley Regional High School District Board of Education's Bloodborne Pathogen Exposure Control Plan, and how employees can obtain a copy of the plan;
- E. a description and recognition of tasks that may involve exposure;
- F. an explanation of the use and limitations of the methods employed by the Pascack Valley Regional High School District Board of Education to reduce exposure (such as engineering controls, work practices, and personal protective equipment);
- G. information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- H. an explanation of the basis of the selection of personal protective equipment;
- I. information about the Hepatitis B vaccination (including efficacy, safety, method of administration, and benefits), as well as an explanation that the vaccination will be provided at no charge to the employee;
- J. instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- K. an explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- L. information on the post-incident evaluation and follow-up required for all exposure incidents; and
- M. an explanation of signs, labels, and color-coding systems.

The Pascack Valley Regional High School District Board of Education offers online training through the SafeSchools program. The online program covers all general requirements and topics. **Information specific to the Pascack Valley Regional High School District Board of Education's procedures and policies is provided to the employee through a face-to-face session, which includes time for the employees to ask questions on the program.** SafeSchools maintains detailed information regarding training dates and materials for each employee who completes the training. Each face-to-face session will include a sign-in sheet with the required information.

V. Recordkeeping

A. Medical Records

The Pascack Valley Regional High School District Board of Education shall maintain medical records as required by 29 CFR 1910.1020 in the Nurse's Office of each building.

All records shall be kept confidential and shall be retained for at least the duration of employment plus 30 years.

The **School Safety Specialist, Director of Facilities, HR Manager, or their designee** shall ensure that all contracts for Hepatitis B vaccinations and post-exposure evaluations and follow-ups stipulate any OSHA recordkeeping and retention requirements.

Medical records related to this program include, but are not limited to:

1. name and social security number of the employee;
2. a copy of the employee's HBV vaccination status, including the dates of vaccination;
3. a copy of all results of examinations, medical testing, and follow-up procedures; and
4. a copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to an exposure incident, and documentation of the routes and circumstances of an exposure.

B. Training Records

The Director of Facilities and/or School Safety Specialist shall ensure the SafeSchools training records and the face-to-face session records are retained for three years from the date of training. SafeSchools maintains the records for each employee training session, with the records being readily available through the SafeSchools portal. Records for the face-to-face sessions shall be kept in the Board of Education Office, and shall include:

1. the dates of the training or face-to-face sessions;
2. an outline describing the material presented;
3. the names and qualifications of persons conducting the training or face-to-face session; and
4. the names and job titles of all persons attending the training sessions.

C. Availability of Records

Whenever an employee (or designated representative) requests access to a record, access to said employee's records shall be provided in a reasonable time, place, and manner in accordance with 29 CFR 1910.1020(e). An employee (or designated representative) will only be given access to his or her own records.

D. Evaluation and Review

The School Safety Specialist shall ensure that a review of this Bloodborne Exposure Control Plan for effectiveness is made at least annually and as needed to incorporate changes to the standard or changes in the workplace. The date of the review and the name or initials of the person or persons conducting the review will be noted on page 1 of this program.

Appendix A

Category I Job Classification Expected Exposure List

Pascack Valley Regional High School District Board of Education

At the Pascack Valley Regional High School District Board of Education, the following job classifications are expected to incur occupational exposure to blood or other possibly infectious materials:

Job Classification	
School Nurses	
Science Teachers	
Physical Education Teacher	
Special Education Staff	
Coaches/ Athletic Trainer	
Maintenance	
Custodians	
School Safety Specialist	
Transportation Staff	

Appendix B

Category II Job Classification Possible Exposure List

Pascack Valley Regional High School District Board of Education

At the Pascack Valley Regional High School District Board of Education, the following job classifications <u>may</u> incur occupational exposure to blood or other possibly infectious materials during certain tasks or procedures: (Note: Click on the “—” in the Job Classification Column for a drop-down menu)		
Job Classification	Task/Procedure	
Teacher	Assisting in cleaning up blood spills	
Administrative Staff	Assisting in cleaning up blood spills	
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Appendix C

Sharps Injury Log Pascack Valley Regional High School District Board of Education

Date Entered	Date & Time of Incident	Type & Brand of Device	Department or Work Area Where Incident Occurred	Description of Incident

Retain Until (five years after the end of the log year)

Appendix D

Personal Protective Equipment/Task List **Pascack Valley Regional High School District Board of Education**

Job Classification	Task/Procedure	Type of PPE to be Used
Example Title	Assisting in cleaning up blood spills	Latex Gloves
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Appendix E

Cleaning and Decontamination Schedule **Pascack Valley Regional High School District Board of Education**

The following schedule describes the work areas at the Pascack Valley Regional High School District Board of Education that should be decontaminated, the decontamination frequency and method, and the required types of cleaning.

Work Area/Equipment	Cleaning and Decontamination Frequency	Type of Cleaners/ Supplies and Methods to be Used
Indoor hard surfaces contaminated with infectious or possibly infectious materials	As needed, following an incident	Use Universal Precautions and appropriate PPE. Apply commercial biocide BBP cleaner or a solution of 1:10 bleach to water mixture to the surface and allow to air dry. Wash hands thoroughly with warm water and soap following clean up.
Indoor soft surfaces contaminated with infectious or possibly infectious materials	As needed, following an incident	Use Universal Precautions and appropriate PPE. Apply commercial biocide BBP cleaner that will not damage the surface and allow it to air dry. If a powder coagulant is used, vacuum-dry dried powder using a HEPA filter-equipped vacuum or brush and dust pan, minimizing the dust allowed to become entrained in the air. Collected powder/dust should be disposed of as regulated waste. Vacuums and/or dust pans used should be decontaminated after each use. Wash your hands thoroughly with warm water and soap following clean up.
Outdoor hard surfaces contaminated with infectious or possibly infectious materials	As needed, following an incident	Use Universal Precautions and appropriate PPE. Use a hose to flood the area with copious amounts of running water until all visible traces of blood are gone. Allow the area to air dry. Do not use any cleaners or bleach. Wash hands thoroughly with warm water and soap following cleanup.

Appendix F

Pascack Valley Regional High School District Board of Education **Hepatitis B Vaccine Declination**

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to receive the Hepatitis B vaccine at no charge to me. However, I decline the Hepatitis B vaccination at this time.

If, in the future, I continue to experience occupational exposure to blood or other potentially infectious materials and I wish to receive the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ Employee Name	_____ Signature	_____ Date
_____ [Job Title, e.g. Custodian]	_____ Signature	_____ Date