



United Federation of Teachers
A Union of Professionals

Guide to the DOE's Blood-borne Pathogen Compliance Tool

The UFT Safety and Health Department developed this guide to provide our borough, district, special representatives and Chapter Leaders, with assistance in understanding the DOE Blood-borne Pathogens Compliance Tool (BBP CT). The role and responsibilities of Site Employee Safety Administrator (SESA) as well as the post-exposure procedures are defined in this guide. The BBP CT complies with the Blood-borne Pathogens Standard 29 CFR 1910.1030.

The Blood-borne Pathogens Compliance Tool (BBP CT) has been developed to make compliance to the standard easier. The interactive online database will simplify the employee exposure determination process and relieve schools of the burden of tracking the training and vaccination status of at-risk employees. There are nine (9) steps for schools to be in compliance with the law:

1. Appoint a Site Employee Safety Administrator (SESA)
2. Conduct Employee Exposure Determination
3. Complete the Exposure Control Plan
4. Train At-Risk Employees
5. Provide Hepatitis B Vaccinations
6. Provide Personal Protective Equipment (PPE)
7. Housekeeping
8. Post Exposure Follow-up
9. Recordkeeping

Nine Steps to Compliance using the DOE Blood-borne Pathogens Compliance Tool (BBP CT)

1. Appoint a SESA

1. The principal appoints a Site Employee Safety Administrator (SESA)
2. SESAs should be an administrative level person (i.e. A.P.)
3. The appointed person will receive special online training on how to use the BBP CT.
4. They will be responsible for:
 - Maintaining the School's BBP CT (Updating Exposure Control Plan, etc...)
 - Categorizing at-risk employees who may come in contact with blood or other potentially infectious materials (OPIM)
 - Following up with training to at-risk employees
 - Scheduling Hepatitis B Vaccination

2. Conduct Employee Exposure Determination

1. Depending on Job Title and specific Job Duties, a list will be automatically generated for all of the school's employees by the BBP CT.
2. The SESA must identify all employees whose work is likely to involve routine contact with blood or OPIM (At-Risk Employees)
3. At-Risk Employees are identified by job title or job duties:
 - Category A - All employees with these job titles are considered to be at-risk for occupational exposure to blood. (I.e. All D/75 Staff, Epi-Pen Administrator, etc...)
 - Category B - Some employees with these job titles may be at-risk for occupational exposure to blood because of the job duties they perform. (I.e. AP, Custodians, etc...)
 - Category C - These employees are not considered at-risk (i.e. Classroom Teacher)

*If an Employee feels he or she belongs in different category, the SESA has the authority to change his or her category as needed.

3. Complete the Exposure Control Plan

1. A generic exposure control plan can be downloaded from the resource section of the BBP CT and then the generic plan is made site specific when the SESA completes the prompts provided by the BBP CT.
2. A completed site specific Exposure Control Plan Poster should then be printed and posted on the Health and Safety Bulletin Board.

4. Train At-Risk Employees

1. Once the at-risk-employees have been categorized by the SESA, the employee will receive an email to his or her DOE email address.
2. Employees will receive a link to an internet based training session
3. Must be released (for duration of training) and completed during school time
 - * New At-Risk-Employees must receive the training and be offered the Hepatitis B Vaccine within 10 days of assignment.
 - * All At-Risk Employees must receive annual training.

5. Provide Hepatitis B Vaccinations

Once at-risk employees have completed online training:

1. They will be offered the Hepatitis B vaccine (free of charge) via email from DOE email account
2. SESA must schedule an appointment during school time for vaccinations to take place.

6. Provide Personal Protective Equipment (PPE)

1. Gloves, aprons and sleeves must be provided to employee free of charge.

7. Housekeeping

1. All surfaces contaminated with blood or OPIM must be decontaminated with a bleach solution or EPA approved disinfectant.
2. A cleaning schedule must be posted in medical and change rooms.
3. SESA will develop a schedule using the prompts from the BBP CT.

8. Post Exposure follow-up

1. Any employee, regardless of category, must be offered the opportunity to seek free medical attention if he or she has been exposed to blood or other potentially infectious materials. An employee can go to designated Health and Hospital Corporation (HHC) facilities or to his or her own doctor.
2. If there has been a bloodborne pathogens exposure, the employee should:
 - a. Notify the Chapter Leader and SESA.
 - b. Get a "P-Card" from school to get free transportation to and from an HHC facility or personal physician.
 - c. Receive a "Post-Exposure Medical Services Referral" form to receive free treatment at the HHC facility or from one's personal physician.
 - d. Receive a copy of the "DOE Exposure Incident Package"
 - e. Go to a designated HHC facility or personal physician for treatment
 - f. There are no out-of-pocket expenses for treatment at an HHC facility. The out-of-pocket expenses for co-pays for treatment by one's personal physician will be reimbursed by the DOE.

9. Recordkeeping

1. The BBP CT will keep records of employee:
 - a. Training and vaccination
 - b. Vaccine acceptance or declination
 - c. All email notifications
 - d. Non-responsive employees
2. Records must be made available to representatives from PESH and employee representative (Chapter Leader) with employee's consent.
3. Records must be kept at school.

Health and Hospital Corporation (HHC)

Where do I go for Medical Evaluation?



HEALTH AND HOSPITALS CORPORATION FACILITIES			
Manhattan	Bellevue Hospital Center	462 First Ave.	212-562-4347 / 4141
	Metropolitan Hospital Center	1901 First Ave.	212-423-6466 / 6262
	Harlem Hospital Center	506 Lenox Ave.	212-939-2250 / 1000
Bronx	Lincoln Medical & Medical Health Center	234 E. 149th Street	718-579-5200 / 5000
	Jacobi Medical Center	1400 Pelham Parkway S.	718-918-5800 / 5000
	North Central Bronx Hospital	3424 Kossuth Ave.	718-519-3000 / 5000
Brooklyn	Kings County Hospital Center	451 Clarkson Ave	718-245-4637 / 3131
	Staten Island Coney Island Hospital	2601 Ocean Parkway,	718-616-4400/ 3000
	Woodhull Medical & Mental Health Center—	760 Broadway	718-963-8442 / 8000
Queens	Elmhurst Hospital Center	79-01 Broadway, Elmhurst	718-334-4000
	Queens Hospital Center	82-70 164th Street, Jamaica	718-883-3090



The Department of Education’s Office of Occupational Safety and Health (OOSH) developed the Blood-borne Pathogens Compliance Tool (BBP CT) outlining specific procedures and protocols when dealing with exposure to blood or other potentially infectious materials.

SESA’s may contact OOSH for further assistance with the BBP CT at: **718-935-2319**

Additional brochures and information available:

<http://Schools.nyc.gov/offices/DHR/OSH>

1. “Post Exposure Incidents Information Sheet for Employees”
2. “Post Exposure Incidents Information Sheet for Principals & Site Employee Safety Administrator”
3. “Compliance Information Sheet – Principals”
4. “Compliance Information Sheet – SESA”
5. “A SESA’s Guide to Employee Exposure Determination”