

Contracted Services Agreement
Bay-Arenac ISD
Section 1.9 Attachments

Contractor agrees that the individuals it assigns to Bay-Arenac ISD under this Agreement will abide by those policies of Bay-Arenac ISD which are applicable to performance of Services under this Agreement including, but not limited to, policies pertinent to:

- A. Corporal punishment/physical contact with students; Administrative Rules, Section 8000 – Students, 8300-R Student Discipline, Corporal Punishment
- B. Non-discrimination; Board Policy Section 5000 – Personnel; 5030 Non-Discrimination and Complaint Policy
- C. Child abuse and neglect reporting; Board Policy Section 8000 – Students; 8580 Child Abuse
- D. Sexual Harassment; Board Policy Section 9000 – General Organizational and Public Relations; 9450 Complaints; Administrative Guidelines; Sexual Harassment Procedure
- E. Confidentiality of student records and student record information; Board Policy Section 8000 – Students; 8940 Student Records
- F. Bloodborne pathogens exposure control; Bloodborne Infectious Diseases Exposure Control Plan for Bay-Arenac ISD
- G. Administration of medication to pupils; Board Policy 8000 – Students; 8670 Administration of Medications by School Personnel
- H. Communicable diseases; Board Policy Section 5000 – Personnel; 5370 Communicable Diseases – Staff and Students & Board Policy Section 8000 – Communicable Diseases – Students and Staff
- I. Alcohol/controlled substance possession and use; Board Policy 8000 – Students; 8220 Alcohol and Drug Abuse
- J. Copyright; Board Policy Section 4000 – Operations; 4250 Printing and Duplicating Service – Copyright

Section 8000 - Students

8280-R

Electronic Communications Devices – Students

8280-R-2

Students who violate the provisions of these rules are subject to disciplinary action under the Student Code of Conduct including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

8300-R Student Discipline (Cf. 5220)

8300-R

Corporal Punishment

The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in student discipline.

No employee, volunteer or contractor of the District shall inflict physical pain by hitting, paddling or spanking, or cause to be inflicted, corporal punishment upon a student. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

Physical force upon a student may be necessary to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District functions within a school or school related activity if that student has refused to comply with a request to refrain from further disruptive acts; for self defense or the defense of another; to prevent a student from inflicting harm on him/herself; to quell a disturbance that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object; and to protect property.

Employees should not find it necessary to resort to physical force, violence or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school through established suspension or expulsion procedures.

Section 5000 – Personnel

5030 Non-Discrimination and Complaint Policy

5030

It is the policy of the Board of Education that the District will not discriminate against any person on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; the Handicappers' Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The administrator in charge of Career and Technical Education is appointed the Civil Rights Coordinator regarding discrimination complaints made by any students and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight or marital status. The Superintendent of Schools (*OR other appropriate administrator named by the District*) is appointed the Civil Rights Coordinator regarding all other complaints of discrimination.

(In the event the complaint is against the Superintendent, the President of the Board shall be automatically designated as the Civil Rights Coordinator for such complaints. The President of the Board may, at his/her sole discretion, elect to employ District legal counsel or other qualified, independent investigators to assist him/her in the investigation.) The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent (or Board President if the complaint is against the Superintendent) by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The

Any employee of the District who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Family Independence Agency.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

Access to Students on School Premises (Cf. 8140)

The building Administrator is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by FIA representatives on school premises. The District recognizes that the FIA may, lawfully, interview a child alleged to have been abused without the presence of the building Administrator or other school personnel. However, in appropriate cases, the Administrator may request that he or she, or a designated representative, be present during the interview.

Cooperation Between School and Agencies

School district administrators of Elementary and secondary schools, FIA and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect.

Approved: March 18, 2002

LEGAL REF: MCL 722.621-638, OAG Opinion No. 6869, September 6, 1995.

Section 9000 – General Organizational and Public Relations

9450 Complaints

9450

All complaints regarding the District should be resolved at the lowest possible administrative level.

About Policies

Complaints about policies should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the Superintendent.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building Administrator.

About Facilities and Services

Complaints about facilities and services should be directed to the Superintendent.

About Personnel (Cf. 1370-R)

Complaints will be investigated fully and fairly, and the employee's rights to due process shall be protected at all times.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the administration for study and possible solution. The employee involved will be informed and shall be given every opportunity for explanation, comment and presentation of the facts as the employee sees them. The employee shall also be given the opportunity to meet with the person(s) making the complaint if the employee so desires.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request a closed session of the Board for a full study and decision by this body. Statutory provisions for closed sessions of the Board shall be observed.

Section 9000 – General Organizational and Public Relations

9450 Complaints

9450-2

Generally all parties involved, including the administration, will be asked to attend such a meeting to present additional facts and clarify the issues. Hearsay and rumor shall be disregarded as will any emotional display.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help the Board reach a mutually satisfactory solution.

Approved: May 6, 2002

LEGAL REF: MCL 15.261 *et seq.*

SEXUAL HARASSMENT PROCEDURE

PURPOSE

U. S. Department of Education, Office of Civil Rights, requires school districts to have a sexual harassment grievance process. The Bay-Arenac ISD compliance officer shall coordinate federal regulation and initiate School Board policy.

APPLICATION

This procedure shall apply to all administrators regardless of their location.

DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of an intimidating nature; particularly when submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education.

Examples of Sexual Harassment

- Φ Quid Pro Quo:
Tangible job/education benefits are granted or withheld based on submission or rejection of unwelcome requests or conduct based on sex. Examples include:
 - Φ pressure for sexual activity
 - Φ suggestions or demands of sexual involvement accompanied by implicit or explicit threat.

- Φ Hostile Work Environment
Conduct which has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile or offensive educational environment. Examples include:
 - Φ verbal harassment or abuse of a sexual nature,
 - Φ repeated remarks with sexual or demeaning implications,
 - Φ unwelcome touching of a sexual nature,
 - Φ sexual name calling, gestures, jokes, and spreading sexual rumors.

RESPONSIBILITIES

The Bay-Arenac ISD will conduct a confidential complaint review without reprisal or retaliation. All complaints are investigated through the following process:

Step 1 Complaint is presented orally or in writing to the compliance officer and include:

- Φ nature of harassment and corresponding incident dates,
- Φ name, address, and phone number of complainant,
- Φ oral reports shall be reduced to writing.

Step 2 Compliance officer shall investigate by:

- Φ notify accused of harassment charges; permitting the person to respond to allegations,
- Φ arrange a meeting for parties involved within ten (10) working days after complaint filed,
- Φ provide a written response to complainant and accused within fifteen (15) working days,
- Φ forward to Superintendent copy of response, with recommendations for action.

Step 3 If the complainant or the complained about person is not satisfied with Step 2:

- Φ an appeal can be made directly to the district Superintendent within ten (10) working days,
- Φ within twenty (20) working days, the Superintendent shall conduct a hearing for the complainant to present case,
- Φ both parties may present evidence, call and question witnesses, and be represented by counsel,
- Φ the hearing shall be open or closed; at the discretion of the person complained against,
- Φ the Superintendent shall provide a written response to complainant and accused within fifteen (15) days of hearing.

Step 4 Administration shall proceed to implement responsive actions according to:

- Φ board of education policies,
- Φ applicable employee agreement,
- Φ constitutional and statutory provisions affecting such actions.

Possible corrective actions include:

- Φ counseling for both victim and harasser,
- Φ warning and/or discipline for harasser,
- Φ separating harasser from victim,
- Φ formal sanctions as specified by contract and/or board policy.

Failure to Report

Professional staff has the responsibility to report sexual harassment.

CONSEQUENCES

The Student:

Progressive discipline process specifying behaviors and consequences, which may include suspension or expulsion.

The Employee:

Discipline ranging from verbal reprimand up to and including termination of employment.

RIGHTS

Students and Staff:

“Every student has the right to a safe learning environment. Every student has the right to be treated with respect. Every student has the right to attend a school that is free of discrimination.”

School/Staff:

“Every school district is responsible for providing a safe learning and working environment for students and staff. Every school has the right and the responsibility to establish a code of conduct for students and staff.”

DISTRIBUTION

This procedure is to be communicated to all administrators and bargaining unit representatives via the appropriate organizational chain of command.

The school District will maintain educational records of students for legitimate educational purposes.

School student records are confidential and information from them shall not be released except as provided by law. The information contained in school student records shall be kept current, accurate, clear, and relevant. All student records, including those maintained in District electronic database(s), shall be safeguarded during collection, maintenance, and dissemination so as to protect against unauthorized access or accidental release. The District may release directory information in accord with law, provided parent(s) or guardian(s) are given the opportunity to object to the release of this information.

Directory Information

The custodian of records may make certain directory information available without parental/guardian or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents/guardian have the right to object to the release of the information within a specified reasonable time period. Directory information for this District includes the following information about the student: The student's name, picture; major field of study; participation in recognized activities and sports and related information; grade placement; and honors and awards received.

The District shall inform students and their parent(s) or guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to student records, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Administrator shall develop rules and procedures for implementing this policy and state and federal law with respect to student records. The Superintendent shall designate one or more records custodian(s) for each site and/or media in which student records are kept, and shall provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by a parent or guardian.

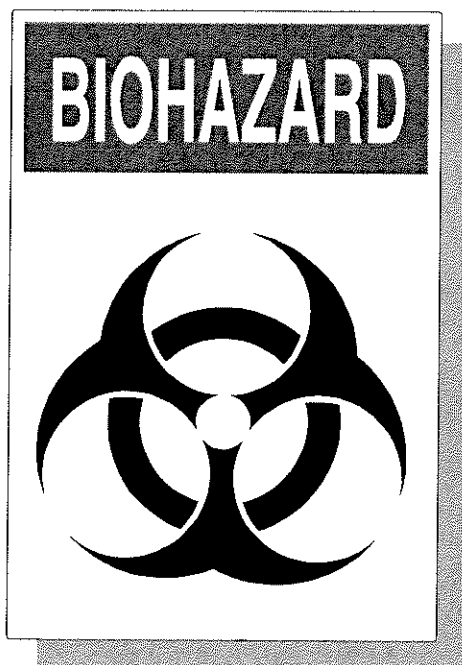
The District shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the Board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

For the purposes of these rules, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parents or guardians of the student shall only be required of and accorded to the student.

Approved: March 18, 2002

LEGAL REF: MCL 15.231 *et seq.*; 380.1134-1135; 20 USCA §1232g (Family Educational Rights and Privacy Act)

BLOODBORNE INFECTIOUS DISEASES EXPOSURE CONTROL PLAN for BAY-ARENAC ISD



Note: This guide does not substitute for a full reading of the standard. This document is provided as an informational service under the authority of Public Act 154 of 1974. This program is designed to be adapted to each individual employer's need; forms should be shortened, expanded, or duplicated as needed.

Table of Contents

<i>ITEM</i>	<i>PAGE NUMBER</i>
Policy	1
Program Administration	2
I. Employee Exposure Determination	2
II. Methods of Implementation and Control.....	3
A. Universal Precautions.....	3
B. Exposure Control Plan	3
C. Standard Operating Procedures.....	3
D. Contingency Plans.....	3
E. Engineering Controls and Work Practices	3
F. Personal Protective Equipment (PPE).....	4
G. Housekeeping	5
H. Laundry	5
III. Labels.....	5
IV. Hepatitis B Vaccination.....	6
V. Post-Exposure Evaluation and Follow-up	6
VI. Administration of Post-Exposure Evaluation and Follow-up.....	7
VII. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident	8
VIII. Employee Training	8
IX. Recordkeeping	8
A. Training Records	8
B. Medical Records.....	9
C. MIOSHA Recordkeeping	9
D. Sharps Injury Log.....	9
Appendix A – Standard Operating Procedure for Bloodborne Infectious Disease Control Measures.....	11
Appendix B – Sharps Injury and Needlestick Prevention: Use of Safer Devices, Engineering Control and Work Practice Controls	12
Appendix C – Hepatitis B Vaccine Declination (Mandatory).....	13

POLICY

5370 – Board Policy

In the interest of student and staff safety, the Superintendent is charged with the responsibility of making sure the district follows State and Federal regulations as it applies to Bloodborne Pathogens.

PROGRAM ADMINISTRATION

The Human Resources Development is responsible for the implementation of the ECP. Human Resources Department will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Educational Service Center, 4228 Two Mile Road, Bay City, MI 48706/(989) 667-3201.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Building Operations Supervisor will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and biohazard bags as required by the standard. The Building Operations Supervisor will ensure that adequate supplies of the equipment are available in the appropriate sizes. Contact location/phone number: Building Operations Supervisor, 4155 Monitor Road, Bay City, MI 48706/(989) 667-3270.

The Director of Human Resources will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and MIOSHA records are maintained. Contact location/phone number: Educational Service Center, 4228 Two Mile Road, Bay City, MI 48706/(989) 667-3201.

Human Resources will be responsible for training, documentation of training, and making the written ECP available to employees, MIOSHA, and NIOSH representatives. Contact location/phone number: Educational Service Center, 4228 Two Mile Road, Bay City, MI 48706/(989) 667-3201.

I. EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment that have been determined to be Category A:

<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>
All staff/participants in these areas:	Special Education
	Allied Health
	Custodial
	Professional Development of a biological/medical nature

Part-time, temporary, contract and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees will be described in the ECP.

II. METHODS OF IMPLEMENTATION AND CONTROL

A. Universal Precautions

All employees will utilize universal precautions.

B. Exposure Control Plan

Employees covered by the bloodborne infectious diseases standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting Human Resources or via the Bay-Arenac ISD web site at www.baisd.net . If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Director of Human Resources is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

C. Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide specific guidance on controls and practices that shall be used when performing tasks involving occupational exposure to bloodborne pathogens. They will be based on the form found in Appendix A and will be utilized in employee training.

D. Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation and medical follow-up as part of the standard operating procedures. See Appendix B.

E. Engineering Controls and Work Practices

- ◆ Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed in Appendix A.

Sharps disposal containers are inspected and maintained or replaced by Building Operations every month or whenever necessary to prevent overfilling.

This district identifies the need for changes in engineering control and work practices through records review, incident documentation and Safety Committee recommendations.

District personnel evaluate new procedures or new products by record review annually (or more frequently as needed).

The following staff is involved in this process: Human Resources in collaboration with Educational Service Center staff and the Career Center and Special Education Safety Committees.

Department Administrators will ensure effective implementation of these recommendations.

F. Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to the employee. Training is provided by Human Resources through Global Compliance Network (GCN) in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows or see Appendix A:
First aid kits, gloves, glasses, bandages, smocks, and see Appendix A.

Each department will determine the location of PPE and PPE may be obtained through Building Operations. (Specify how employees are to obtain PPE, and who is responsible for ensuring that it is available.)

All employees using PPE must observe the following precautions:

- ◆ Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- ◆ Remove PPE after it becomes contaminated, and before leaving the work area.
- ◆ Used PPE may be disposed of in the appropriate containers for storage, laundering, decontamination, or disposal as deemed appropriate per incident.
- ◆ Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- ◆ Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- ◆ Never wash or decontaminate disposable gloves for reuse.
- ◆ Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- ◆ Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface. The procedure for handling used PPE is as follows:
 - ◆ Blood – red biohazard bag through the Building Operations department.
 - ◆ Body fluid – washed and dried in the Building Operations department.

G. Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is: Contact Building Operations at (989) 667-3270 and they will call the custodial department or lab at Bay Regional Medical Center to be disposed with their medical waste.

The procedure for handling other regulated waste is: For dry cleaning, contact Jacobs Cleaners. Regular laundry is handled by the Building Operations Department.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are located in each Bay-Arenac ISD building and from the Building Operations Department.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

H. Laundry

The following contaminated articles will be laundered by this company: Cinta's Cleaners, 421 Bayliss, Midland, MI 48640 (989) 835-7709 for dry cleaning, Building Operations Department for regular laundry.

Laundering will be contracted through Cinta's.

The following laundering requirements must be met:

- ◆ Handle contaminated laundry as little as possible, with minimal agitation
- ◆ Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red bags or bags marked with biohazard symbol for this purpose.
- ◆ Wear the following PPE when handling and/or sorting contaminated laundry: gloves and a smock.

III. Labels

The following labeling method(s) is used in this facility:

EQUIPMENT TO BE LABELED

Contaminated laundry, hazard materials, sharps containers

LABEL TYPE (size, color, etc.)

Biohazard bag, biohazard labels, sharps

Building Operations will ensure warning labels are affixed or biohazard bags as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Building Operations if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

IV. HEPATITIS B VACCINATION

Administration

Human Resources will provide training to employees on hepatitis B, addressing the safety, benefits, efficacy, methods of administration, and availability of vaccine. The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a copy of the declination form (see Appendix C). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the Human Resources Department.

Vaccination will be provided by the designated Occupational Health facility.

Following hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

V. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, **contact the Director of Human Resources at the following number: (989) 667-3201.**

An immediately available confidential medical evaluation and follow-up will be conducted by the district's designated Occupational Health facility. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed by the occupational health facility:

- ◆ Document the routes of exposure and how the exposure occurred.
- ◆ Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- ◆ Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- ◆ If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- ◆ Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- ◆ After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status

- ◆ If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

VI. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

Human Resources ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of MIOSHA's bloodborne infectious diseases standard.

Human Resources ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- ◆ a description of the employee's job duties relevant to the exposure incident
- ◆ route(s) of exposure
- ◆ circumstances of exposure
- ◆ if possible, results of the source individual's blood test
- ◆ relevant employee medical records, including vaccination status

Human Resources provides the employee with a copy of the evaluating health care professional's confidential written opinion within 15 days after completion of the evaluation.

The written opinion obtained by the district shall not reveal specific findings or diagnoses that are unrelated to the employee's ability to wear protective clothing and equipment or receive vaccinations. Such findings and diagnoses shall remain confidential.

VII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Human Resources and the Safety Committees for the Career Center and Special Education will review the circumstances of all exposure incidents to determine:

- ◆ engineering controls in use at the time
- ◆ work practices followed
- ◆ a description of the device being used protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*)
- ◆ location of the incident (*O.R., E.R., patient room, etc.*)
- ◆ procedure being performed when the incident occurred
- ◆ employee's training

If it is determined that revisions need to be made, the Human Resources Department will ensure that appropriate changes are made to this ECP. (*Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.*)

VIII. EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the Coordinator of School Health, School Nurse, Allied Health Instructor or Global Computer Network. *(See attached description of their qualifications.)*

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- ◆ a copy and explanation of the standard;
- ◆ an explanation of our ECP and how to obtain a copy;
- ◆ an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident ;
- ◆ an explanation of the use and limitations of engineering controls, work practices, and PPE;
- ◆ an explanation of and supervised practice with the types, uses, location, removal, handling, decontamination, and disposal of PPE ;
- ◆ an explanation of the basis for PPE selection;
- ◆ information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- ◆ information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- ◆ an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the confidential medical evaluation and follow-up that will be made available;
- ◆ information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- ◆ an explanation of the signs and labels and/or color coding required by the standard and used at this facility; and
- ◆ an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for the district are available from Instructional Services or the School Health Coordinator Program.

IX. RECORDKEEPING

A. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the Human Resources Department.

The training records include:

- ◆ the dates of the training sessions
- ◆ the contents or a summary of the training sessions
- ◆ the names and qualifications of persons conducting the training

- ◆ the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Director of Human Resources.

B. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with Part 432/R325.52101 - .52137, "Access to Employee Exposure and Medical Records."

Human Resources is responsible for maintenance of the required medical records. These confidential records are kept at the Educational Service Center, Human Resources Department for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Director of Human Resources.

C. MIOSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets MIOSHA's Recordkeeping Requirements (Part 11). This determination and the recording activities are done by Human Resources.

Appendix A to Part II Recordkeeping lists industries who are partially exempt from keeping the 300 Log and SHARP Log. (e.g. SIC code 801 offices of M.D.s, SIC code 802 Dentist's offices and SIC code 726 Funeral Services are partially exempt).

D. Sharps Injury Log

A sharps injury log is established and maintained for recording percutaneous injuries from contaminated sharps. The log includes:

- ◆ type and brand of device involved in the injury;
- ◆ department or work area where the exposure occurred; and
- ◆ explanation of how the incident occurred.

The log is recorded and maintained to protect the confidentiality of the injured employee. The Part 11 Recording & Reporting of Occupational Injuries & Illnesses 300 Log of Work Related Injuries and Illnesses may be used to record this information.

The log will be reviewed by Human Resources on a bi-weekly basis. Sharps containers are located at the Educational Service Center, Career Center, Living and Learning Center – Bay Campus, and Living and Learning Center – Arenac

Campus. Containers will be monitored by Building Operations at all locations. Sharps disposal is contracted through Bay Medical Regional Center.

Human Resources is responsible for the maintenance of the sharps injury log.

APPENDIX A
STANDARD OPERATING PROCEDURE
FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES

Task/Procedure:

Exposure Potential:

Personal Protective Equipment:

Use:

Maintenance/Disinfection:

Disposal:

Engineering Controls:

Work Practice Controls:

Management of Exposure Incidents:

Contingency Plan:

APPENDIX B

**SHARPS INJURY AND NEEDLESTICK PREVENTION:
USE OF SAFER DEVICES, ENGINEERING CONTROLS AND
WORK PRACTICE CONTROLS**

The following safety devices and engineering controls are being considered and/or implemented:

The following work practice controls are being used to reduce exposure:

Follow up to an exposure, Safety Committees, booklets, videos, Global Computer Network, School Health Coordinator Program, School Nurse training, Allied Health Instructor training.

APPENDIX C
HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: _____ Date: _____
Employee Name

Date: _____ Performed by: _____



Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
7150 Harris Drive, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services
call (517) 322-1809

or

visit our website at www.michigan.gov/miosha



www.michigan.gov/dleg

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency.

This document is available upon request in alternative accessible formats to individuals with disabilities. For further information call:
Voice (517) 322-1809, TTY (517) 335-0191

Whenever possible, medications for students should be administered by parents/guardians at home. As a service to the family, the Administration shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent/guardian or physician.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10). Students who "self administer" medications shall be responsible for returning any such wastes to their home for disposal by the student/parent/guardian. The Administration shall be responsible for providing staff members with written procedures to implement this requirement.

A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent(s) or guardian(s), and in compliance with, the written instructions of a physician. If the employee is a licensed registered professional nurse, medications may be administered without another adult present. It is recognized that medication will continue to be taken independently by pupils who are competent to do so in their parent's/guardians judgment without involvement of the schools.

Management of Students with Asthma in the School Setting

The District will honor the parental/guardian request and doctor's written instructions that allow a child to carry and self-medicate for asthma. If needed, and with prior written permission, school administrators, or nurses may have direct communication

with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an asthma emergency," as published by the Michigan Department of Education, will be distributed to all staff and shall be posted on appropriate bulletin boards in school buildings.

Exercise Induced Asthma Attacks

Teachers and support staff are to be informed that exercise, or class activities involving a high level of physical activity, can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staff who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

The Administration will promulgate rules and guidelines to implement this policy.

Approved: March 18, 2002

LEGAL REF: MCL 380.1178; MCL 380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

Section 5000 – Personnel

5370 Communicable Diseases - Staff and Students (Cf. 8510)

5370

In the interest of student and staff safety, the Superintendent is charged with the responsibility of making sure the district follows State and Federal regulations as it applies to Bloodborne Pathogens.

In order to minimize the spread of contagious diseases among students and staff, the District will cooperate, fully, with the Bay and Arenac County Health Department to enforce adherence to the Michigan Health Code for the prevention, control, and containment of communicable diseases.

A decision to close schools due to communicable disease outbreaks shall be made by the Superintendent, or designee, in consultation with the Bay and Arenac County Health Department medical staff and/or for review to the review team.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.¹

Approved: August 6, 2001

Revised: February 19, 2007

LEGAL REF: MCL 333.5111; 333.5131; Family Educational Rights and Privacy Act of 1974, MDE Bulletin, September 23, 1999

In order to minimize the spread of contagious diseases among students and staff, the District will cooperate, fully, with the Bay or Arenac County Health Departments to enforce adherence to the Michigan Health Code for the prevention, control, and containment of communicable diseases.

A decision to close schools due to communicable disease outbreaks shall be made by the superintendent, or designee, in consultation with the Bay or Arenac County Health Departments medical staff and/or the Bay-Arenac ISD health personnel.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the district's policies.¹

Approved: March 18, 2002

LEGAL REF: MCL 333.5111; 333.5131; Family Educational Rights and Privacy Act of 1974, MDE Bulletin, September 23, 1999

¹ A student with a contagious disease is probably a "handicapped individual" under Section 504 of the Rehabilitation Act (29 U.S.C. § 794(a)). See *Thomas v Atascadero Unified School District*, 662 F. Supp.376 (C.D. Cal 1986) (a child with Aids was a "handicapped person" under Section 504).

Students with contagious diseases may also qualify for special education under the Individuals With Disabilities Education Act (20, U.S.C. § 1400 *et seq.*)

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. *Community High School District 155 v Denz*, 463 N.E.2nd 998 (2nd Dist. 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, legal counsel should be consulted.

Students, who unlawfully possess, use or distribute alcohol and/or illicit drugs on school premises or at a school activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with the District's "Student Code of Conduct." Students may also be required to successfully complete an appropriate rehabilitation program.

Approved: March 18, 2002
LEGAL REF: MCL 380.1170

Section 4000 – Operations

4250 Printing and Duplicating Service - Copyright

4250

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical according to the needs of the District.

The building Principal, who shall develop guidelines for requesting such services, shall determine the extent of production of instructional materials by clerical staff.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use,” as set forth in 4250-R.

Employee Produced Material

The Board has certain proprietary right to publications, devices and instructional materials produced by District employees during their regular and normal workdays while in the employment of the District. All items prepared by District employees on District time, including data processing programs, shall become the property of the District. The Board may elect to copyright or patent such materials, devices or programs in the name of the District. All earnings or profits from such original materials, devices or programs shall become assets of the District.

The Superintendent shall, through regulations, inform staff of the guidelines for use of copyright materials.

Copyright Compliance and Computer Software Copyright

The Board shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs. The Superintendent shall develop appropriate procedures for staff to follow in this area.

Approved: May 21, 2001

LEGAL REF: 17 USCA §101, et seq. (Copyright Act of 1976)