

**CHAPTER 6.00 – HUMAN RESOURCES
SCHOOL BOARD PROCEDURES MANUAL**

**FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY**

CHAPTER 6.00: HUMAN RESOURCES

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EMPLOYMENT OF PERSONNEL

6.10+

The procedures governing the recruitment, screening, selection, appointment and employment of all personnel are contained in the HRMD Plan.

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ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED	6.15+
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The Highly Qualified Teacher e-tool available through PAEC will be utilized to assist experienced teachers in meeting the highly qualified requirements of the No Child Left Behind Act.

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DISTRICT CERTIFICATES

6.21+

The fields of certification and requirements for some certificates are contained in the Handbook for Employment of Non-Degreed Vocational Teachers located at the District Office.

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ALCOHOL AND DRUG-FREE WORKPLACE

6.33+

The School Board shall advise all employees of the Drug-Free Workplace requirements including pre-employment, random and post accident, reasonable suspicion, return to duty and follow-up testing.

PRE-EMPLOYMENT ALCOHOL AND CONTROLLED SUBSTANCE TESTING

The following are the procedures for implementing the Omnibus Transportation Employment Testing Act (OTETA).

Prior to the first time a driver performs a safety-sensitive function for the Washington County School Board, the driver must submit to testing for alcohol and controlled substances. The prospective driver must report for testing as soon as directed to do so by the transportation supervisor, who will provide a notification for testing form to the applicant and obtain a consent form from the applicant.

RANDOM TESTING

All affected employees shall be subject to random, unannounced drug and alcohol testing. The annual random rate for alcohol and controlled substance testing shall be 50% of the affected employees.

The District shall ensure that the tests are unannounced and spread reasonably throughout the year. Individuals scheduled for a random test will be provided a notification/consent form and must report immediately to be tested. Refusal to do so will be treated as a positive result and the employee will be removed from duty, and given the option of taking sick leave or leave without pay until the next regularly scheduled Board meeting at which time they will be recommended for dismissal. Each case will be reviewed by the School Board and a recommendation will be made on the merits of each. If the employee is not dismissed he/she will be referred to a substance abuse professional for an evaluation and treatment if indicated by the substance abuse professional. The cost of the referral, and treatment will be assumed by the employee. The employee will be given a list of substance abuse professionals from which he/she may choose. An employee will not be returned to duty after a positive test result, under any conditions, until the substance abuse professional has contacted the supervisor and submitted a written statement that the employee is ready to return, and that the employee has followed the prescribed rehabilitation program.

The employee will then submit to and pay for a return to duty test. The follow-up testing, will be required as stated in these procedures, but will be at the expense of the

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School Board.

REASONABLE SUSPICION TESTING:

An employee will be required to submit to an alcohol or drug test when there is reasonable suspicion to believe that the employee is under the influence of alcohol or a controlled substance or when there is reasonable suspicion that an affected employee is violating any portion of the Drug/Alcohol Testing, or the Drug Free Workplace Policy.

The observation that an employee has violated the alcohol or controlled substance prohibitions must be made by an individual trained in the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. The observations, on which reasonable suspicion for alcohol is based, must be made during, just before or just after the period of the work day the affected employee is required to be in compliance, and during the work day of all other employees.

When there is reasonable suspicion, the employee will be given a Notification to be Tested Form and must immediately report to the testing site.

A refusal to test will be treated as a positive result and appropriate consequences as indicated in these procedures will apply.

POST ACCIDENT ALCOHOL/CONTROLLED SUBSTANCES TESTING:

Alcohol/controlled substance testing will be administered following an accident if the employee was performing a safety-sensitive function. Accidents, requiring testing are defined as those including loss of human life; the driver receiving a citation from a law enforcement officer; either a driver or passenger receiving immediate medical treatment away from the scene of the accident, or one of the vehicles involved being towed from the scene of the accident due to operational impairment. Such testing must be conducted within the time limits set forth in the Regulations.

Nothing in this document (or the rule itself) should be construed as to require the delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period or to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

A driver who is subject to post-accident testing must remain available, or the school board must consider the driver to have refused to submit to testing. The driver subject to post-accident testing must refrain from consuming alcohol for a period of 8 hours following an accident.

When the required controlled substances test has not been administered within a reasonable time following the accident, the following actions shall be taken:

- If the driver has not submitted to an alcohol test within 2 hours, the Supervisor

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shall prepare and maintain on file a record stating the reason a test was not promptly administered.

- If the driver has not submitted to an alcohol test within 8 hours the attempts to administer alcohol test are ceased and the Supervisor must prepare and maintain the records described.
- If the driver has not submitted to a controlled substance test within 32 hours, the supervisor shall cease attempts to administer the test, and prepare and maintain the record described above.

RETURN TO DUTY TESTING:

If an employee returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding alcohol/drug misuse, he/she shall undergo a return to duty test indicating a breath alcohol concentration of less than 0.02 and/or a result indicating a verified negative result for controlled substance use. The cost of the return to duty test will be borne by the employee.

In the event a return-to-duty test is required, the driver must also have been evaluated by a substance abuse professional (selected from an approved list) and have participated in any treatment program prescribed, at his/her own expense.

FOLLOW-UP TESTING:

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Washington County School Board shall ensure that the driver if returned to duty, is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the substance abuse professional. The driver shall be subject to a minimum of six follow-up controlled substance and/or alcohol tests in the first 12 months. These will be at the expense of the school district.

Alcohol follow-up testing shall be performed only when the driver is performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions.

SPLIT SAMPLE TESTING:

Under this provision, a driver whose urine sample has tested positive for a controlled substance may request (within 72 hours of being notified by the MRO) the other portion of the split sample tested at another laboratory. If the second portion of the sample also tests positive then the driver is subject to the sanctions contained in these procedures. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed. If a Split Sample Test is requested by the employee, he/she will be responsible for the costs associated with it.

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TESTING/ANALYSIS/PROTOCOL:

It is the intent of the Washington County School Board to comply with all alcohol and controlled substance testing procedures contained in 49 Code of Federal Regulations Parts 382, 291, 192, and 395. The School Board recognizes the need to protect individual dignity, in a manner to assure a high degree of accuracy and reliability and using laboratory facilities which are certified by the U.S. Department of Health and Human Services and the Florida Agency for Health Care Administration.

The methodology, cut off levels, reporting of results, and use of the medical review officer will adhere to the Federal Regulations and be the responsibility of First Lab which is the agency holding the State of Florida contract for testing and analysis.

CONSEQUENCES OF POSITIVE RESULTS ON DRUG/ALCOHOL TESTING:

Applicants: An individual applying for a position who tests positive for alcohol/controlled substances may not re-apply for employment with the school district for twelve months following the receipt of the positive result, and will be required to complete a pre-employment testing upon submitting a subsequent application or activating his/her application. The applicant will be responsible for the costs associated with the second and subsequent pre-employment tests.

Employees: Drivers who have tested positive with regard to alcohol misuse or use of controlled substances, are subject to the following consequences:

- They shall not be permitted to perform safety-sensitive functions.
- They shall be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.
- They shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, they need in resolving problems associated with alcohol misuse and controlled substance use.
- Before an employee is returned to duty requiring a safety-sensitive function, he/she shall undergo a return-to-duty test with a result indicating a negative breath alcohol level if the conduct involved alcohol, or a controlled substance test with a verified involved controlled substance use.
- In addition, each driver identified as needing assistance in resolving problems associated with alcohol or controlled substances shall be evaluated by a SAP to determine that the driver has followed the rehabilitation program prescribed.

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- The driver if returned to duty, shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and consist of at least six tests in the first 12 months.

Additional Consequences:

Employees who test positive for alcohol/controlled substances will be removed from duty and given the option of taking sick leave or leave without pay until the next regularly scheduled Board meeting at which time they will be recommended for dismissal. Each case will be reviewed by the School Board and a recommendation will be made on the merits of each. If the employee is not dismissed he/she will be referred to a substance abuse professional for an evaluation and treatment if indicated by the substance abuse professional. The cost of the referral, and treatment will be assumed by the employee. The employee will be given a list of substance abuse professionals from which he/she may choose. An employee will not be returned to duty after a positive test result, under any conditions, until the substance abuse professional has contacted the supervisor and submitted a written statement that the employee is ready to return, and that the employee has followed the prescribed rehabilitation program.

The employee will then submit to and pay for a return to duty test. The follow-testing, will be required as stated in these procedures, but will be at the expense of the school board.

Any attempts to obstruct the testing, to substitute or adulterate the sample or to refuse to submit to testing shall be the equivalent of a positive test result and treated as such, consistent with these procedures.

The failure of any employee to report knowledge of any violation regarding the use, possession or distribution of alcohol or a controlled substance in the workplace will be grounds for disciplinary action.

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EMPLOYEE USE OF CELLULAR TELEPHONES

6.321+

The purpose of these procedures is to address the use of cellular telephones and other wireless communication devices as an effective means of conducting Washington County School Board business and to establish and communicate the responsibilities of such to each department and user. The Superintendent is responsible for designating employees who will be required to carry a cellular telephone or other wireless communication device. Each department or school is to review the actual communications need for employees in their area or school.

The district has determined that the positions or employee categories listed below have the need for cellular telephone or wireless communication capabilities. It has been determined that varying job responsibilities require different communication capabilities within the district. In recognition of this, the following categories have been established.

- (1) District and School Level Administrators (Option 1) (Also includes other personnel with district-wide responsibilities)

Cellular telephone services to include regular telephone communications and direct connect services will be provided. Once a month, each district and school level administrator will be given a copy of the bill for their telephone. All personal calls must be marked and a personal check for the amount of any such calls must be made payable to the current provider. This check and the marked bill are to be returned to finance for verification purposes and the WCSB will pay the balance of the bill.

Individual user call records may be audited to ensure appropriate use.

- (2) District and School Level Administrators (Option 2) (Also includes other personnel with district-wide responsibilities)

In addition to the services provided in Options 1, administrators may choose to have a second line added to their cellular telephone on which all personal calls are to be made. The cost of this additional line and any other associated costs will be billed directly to the individual by the provider.

Once a month, each district and school level administrator choosing option 2 will be given a copy of the bill for their telephone. Any personal calls that have been made on Line 1 must be marked and a personal check for the amount of any such

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calls must be made payable to the current provider. This check and the marked bill are to be returned to finance for verification purposes and the WCSB will pay the balance of the bill.

Individual user call records may be audited to ensure appropriate use.

(3) Maintenance Personnel and Transportation/Bus Barn Supervisors

Cellular telephone services to include regular telephone communications and direct connect services will be provided. Once a month, maintenance and transportation/bus barn supervisors will be given a copy of the bill for their telephone. All personal calls must be marked and a personal check for the amount of any such calls must be made payable to the current provider. This check and the marked bill are to be returned to finance for verification purposes and the WCSB will pay the balance of the bill.

Individual user call records may be audited to ensure appropriate use.

(4) Bus Drivers

Cellular telephones with direct connect only services will be provided. While these telephones will be direct connect only, as a safety feature, 9-1-1 calls can be made from any cellular telephone. Bus drivers may choose, as an option, to have a second line added to the cellular telephone for personal use. The cost of this additional line and any other associated costs will be billed directly to the individual by the provider.

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COMPLAINTS AGAINST EMPLOYEES

6.36*+

Any complaint involving serious charges against an employee of the School Board shall follow the procedures outlined in 2.70.

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ASSESSMENT OF EMPLOYEES

6.40+

The School Board has approved procedures and instruments that are to be used to assess personnel performances.

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LEAVE OF ABSENCE

6.50+

The procedures to implement leave provisions may be found in the policy governing the appropriate leave.

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**TRANSPORTATION EMPLOYEE DRUG AND
ALCOHOL TESTING**

6.60+

The procedures contained in the Drug Free Workplace govern the testing, procedures, results, rights to appeal, etc., that relate to employees who hold a commercial driver's license and drives a school bus, a county vehicle weighing over 26,000 pounds or who is in a safety-sensitive position.

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SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES

6.61+

1. If the Superintendent has reasonable belief that an employee has been diagnosed as having AIDS, AIDS/ARC, or has screened positive to the AIDS Virus the Superintendent may request a medical evaluation. The medical evaluation shall be completed by a physician who is licensed by the State of Florida and is approved by the School Board. Expenses incurred from the medical evaluation shall be paid by the School Board.
2. The Superintendent or his designee will make a careful review of the work assignment and will examine all available information to:
 - a. verify that the employee is not exhibiting any symptoms or behaviors that would facilitate the transmission of the AIDS Virus;
 - b. determine the risks and benefits to the employee affected as well as all others who may be affected should the work assignment be continued;
 - c. assure that the confidentiality of personally identifiable data on the affected employee is maintained and;
 - d. secure input from the employee's immediate supervisor as to any other precautionary steps that should be taken to protect the rights of the employee and all other staff.
3. If appropriate the Superintendent may arrange an alternate work assignment to limit the employee's contact with other employees, students, and the public.
4. The Superintendent shall notify the employee and immediate supervisor in writing if an alternate work assignment is necessary.
5. Should the employee need to take leave and after the employee's accrued sick and annual leave days are exhausted, the Superintendent may grant the employee leave without pay up to the maximum time allowable as established by School Board policy.
6. The Superintendent may request periodic medical evaluations of the employee. Medical evaluations shall be conducted by a physician who is licensed by the State of Florida and is approved by the School Board.

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7. The employee shall be eligible to return to the workplace when a physician who is licensed by the State of Florida and is approved by the School Board diagnoses that the employee's condition no longer exists and/or the employee may return to the workplace without endangering the health/safety of students and other School Board employees.

8. The confidentiality of the employee's personnel record shall be maintained.

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AIDS, BLOODBORNE PATHOGENS AND ENVIRONMENTAL HAZARDS	6.62+
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The Bloodborne Pathogens Exposure Control Plan shall be used to address the training and methods of handling and ameliorating the potential risk of exposure to bloodborne pathogens and other environmental hazards.

EXPOSURE CONTROL PLAN

The Washington County School Board has performed an exposure determination concerning which of its employees may incur occupational exposure to blood or other potentially infectious materials.

Category I Job Classifications

The exposure determination indicates that the following employees in the job classification are expected to incur occupational exposure (regardless of frequency); Instructional Nurses; Custodians (if school district employees); Early Childhood Teachers; Early Childhood Paraprofessionals and individuals at each school who are trained/designated to provide first aid.

Category II Job Classifications

The following job classifications in which some employees may have occupational exposure include but are not limited to: Bus Drivers; Maintenance Staff; Administrators; Selected Teachers; Paraprofessionals; Secretaries and School Food Service Workers. The degree of exposure depends on the tasks required of the individual in the performance of their jobs.

Task/Procedures

Employees who are considered to be at risk include those in the above categories plus any others who are required to perform any or all of the following tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and that are performed by employees in job classifications that handle blood or other potentially infectious materials (general first aid), deal with sharp instruments, (industrial arts, nursing, home economics, science labs), or who deal with students who are incontinent or cannot control their behavior or who are required to clean up spills involving body fluids.

A. Compliance Methods

Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived

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status of the source individual.

Procedures will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

The Washington County School Board shall provide exposed personnel with disposable gloves and antiseptic towelettes for their use in the event of exposure to blood or other potentially infectious materials. Physical education teachers shall maintain towelettes and gloves in their offices for use in the event of an indoor exposure incident and shall carry towelettes and gloves with them when conducting class outdoors in the event of an outdoor exposure incident. Any physical education teacher who incurs an exposure incident shall wash their hands with soap and running water as soon as possible after use of towelettes and gloves. Early childhood personnel shall maintain such towelettes in their offices for use in the event of an indoor exposure incident and shall carry such towelettes with them when conducting class outdoors in the event of an outdoor exposure incident. Any personnel who incurs an exposure incident shall wash their hands with soap and running water as soon as possible after use of towelettes/gloves.

The immediate supervisor shall be responsible for issuing antiseptic towelettes and gloves to the appropriate personnel. Each supervisor shall review the supply of towelettes on hand for each employee in Category I and II classifications list once monthly to ensure that an adequate supply of such towelettes is available. In the event an employee in such classification exhausts his/her supply of towelettes between such reviews, it shall be the responsibility of the individual employee to advise their supervisor that he/she has exhausted the supply, at which time the supervisor shall immediately issue a new supply of towelettes/gloves to the employee.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

B. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter

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tops or bench tops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generations of droplets of these substances. Mouth pipetting, suctioning of blood or other potentially infectious materials is prohibited.

C. Personal Protective Equipment

All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing kits will be provided to and used by employees in the following manner. The immediate supervisor of those individuals who are considered at risk shall be responsible for distributing protective clothing kits to each group of employee considered at risk and shall review the issuance of such kits once monthly to ensure that an adequate supply of such kits is on hand.

Each protective clothing kit shall contain a clinical apron or jacket and gloves.

All personal protective equipment will be disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Disposable gloves used at any site are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Any area of any site in which an exposure incident occurs will be cleaned and decontaminated immediately.

Decontamination will be accomplished by utilizing the following materials:

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All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans and similar receptacles shall be inspected and, if necessary, decontaminated on a regularly scheduled basis, by the custodial staff.

Any broken glassware which may be contaminated will not be picked up directly with the hands but shall be picked up using a shovel, broom and dustpan or other appropriate implement.

D. Waste Disposal/Labeling

All potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping. The container for storage, transport, or shipping of contaminated material shall be labeled or color-coded appropriately. Warning labels shall be affixed to containers of regulated waste or of blood or other potentially infectious materials.

E. Antibody Screening/Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be given the opportunity to be screened for the presence of the Hepatitis B Antibody (HB AB) to determine the individual's immunity. If there is not sufficient immunity the employee will be offered the Hepatitis B vaccine, at no cost to the employee.

Employees who decline the surface screening and/or the Hepatitis B vaccine will sign the waiver which is available at each site.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The principal or designee, or immediate supervisor shall be responsible for assuring that the vaccine is offered, the waivers are signed, and employees who initially decline the vaccine, but who later wish to have the vaccine, receive the vaccine.

F. Post-Exposure Evaluation and Follow-Up

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with these procedures:

-Documentation of the route of exposure and the circumstances related to the incident.

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-If possible, and not prohibited by statute, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

-Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

-The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood shall be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.

-The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

-The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

-The immediate supervisors are designated to assure that the procedures outlined here are effectively carried out as well as to maintain records of all employees who have been exposed.

G. Interaction With Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees of the district as a result of an exposure incident. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine.
2. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has

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received the vaccine, or for evaluation following an incident.

2. That the employee has been informed of the results of the evaluation.
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The written opinion to the employer is not to reference any other personal medical information.

H. Training

The Washington County Health Department will assist the supervisor in providing the training of employees. Training will be provided to all employees and will include explanations of the following:

1. The policy for Bloodborne Pathogens
2. Epidemiology and symptomatology of bloodborne diseases.
3. Modes of transmission of bloodborne pathogens.
4. The District's Exposure Control Plan.
5. Procedures which might cause exposure to blood or other potentially infectious materials.
6. Control methods which will be used to control exposure to blood or other potentially infectious materials.
7. Personal protective equipment available and who should be contacted concerning it.
8. Post Exposure evaluation and follow-up.
9. Hepatitis B vaccine program at the site.

Training may be conducted using either the video "Bloodborne Pathogen Instructions for School Staff", pre-printed materials and/or individual presentations.

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