

C. A. S. H.
County of Alameda Safety and Health

Aerosol Transmissible Diseases

SAMPLE

Exposure Control Plan

for High Risk Employers

**County of Alameda
Risk Management Unit
125 12th Street, Suite 300
Oakland, CA 94607**

**Designated Department:
Probation Department
400 Broadway
Oakland, CA 94607**

December 2010

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Overview

Aerosol Transmissible Diseases (ATDs) are infectious diseases such as tuberculosis and severe acute respiratory syndrome (SARS). They are spread through respiratory secretions which are exhaled or expelled through coughing, sneezing, etc. ATDs can be separated into two categories: those requiring droplet precautions, such as pertussis, diphtheria, mumps and meningococcal disease, and those requiring airborne infection isolation, such as tuberculosis, SARS, smallpox, and measles.

The County of Alameda Probation Department (Probation) employees who work in areas or on tasks which have a potential for exposure to Aerosol Transmissible Diseases (ATDs) are at increased risk for infection. This written program is designed to reduce the ATD risks and hazards for the Probation Department, a High Risk Employer, as defined by CalOSHA.

The Probation Department, Field and Institutions, agree to abide by the Juvenile Justice Center Policies referenced in this program.

High Risk Employers are defined as having an elevated risk of contracting an ATD if protective measures are not instituted. They provide service in facilities that diagnose, treat, house, and provide supportive care for potential and identified cases of ATDs. CalOSHA defines the “elevated” risk of ATD exposure as a risk higher than what is considered ordinary for employees having direct contact with the general public.

References

This program was written based on the following:

- California Code of Regulations, Title 8, Chapter 4, Section 5199(d) – Aerosol Transmissible Diseases Exposure Control Plan requirements for High Risk Employers.
- Probation Injury and Illness Prevention Plan
- Probation Emergency Preparedness Plan
- Probation Bloodborne Pathogens Program
- Probation Visitation Policy for Juvenile Justice Center

Plan

The County of Alameda and the Probation Department will provide a safe, healthy and secure workplace for all employees by implementing an effective safety program. This Aerosol Transmissible Diseases (ATDs) Exposure Control Plan applies to the control of exposures to ATDs for High Risk Employers with work environments and job tasks having the potential for ATD exposures.

Responsibility

A. Risk Management

- Assists County agency/departments (departments) with developing a written program which complies with the requirements of the CalOSHA regulations.
- Assists with providing training tools to all affected employees and their supervisors on the risks and control procedures of ATDs, including how to recognize ATD symptoms and respond when they appear.
- Reviews and approves departmental, contractor, and vendor programs to ensure they comply with the applicable CalOSHA regulations.
- Serves as an informational resource to assist with compliance with applicable CalOSHA regulations.

B. Chief Probation Officer

- Provides the time and resources to develop and implement this Aerosol Transmissible Diseases Control Program.

C. Safety Coordinator/Program Administrator

- Identifies tasks and work environments where potential ATD exposures could occur.
- Identifies all employees, vendors, and contractors who are required to work on tasks or in areas where there is an increased risk of exposure to ATDs.
- Ensures effective processes and procedures are developed, implemented, and maintained in accordance with this Exposure Control Plan.
- Knowledgeable in infection control principles as they apply specifically to their facilities, services, and/or operations.

- Develops and adopts department and division specific procedures and training to supplement this Aerosol Transmissible Disease Exposure Control Plan.
- Identifies a designated person or persons to serve as alternate Program Administrator(s) when the primary Program Administrator is not on-site or accessible.
- Works with managers, supervisors and the Probation Safety Committee to audit this Program annually, or more frequently if needed. Collect and report audit findings and deficiencies to the Chief Probation Officer and the Safety Committee.

D. Department Managers and Supervisors

- Ensure that the requirements in this Exposure Control Plan are implemented.
- Assure that affected personnel are identified, trained, and following proper control procedures outlined in this Exposure Control Plan.
- Work with the Program Administrator and the Safety Committee to audit this Program annually, or more frequently if needed, to ensure this program is working properly.

E. Departmental Supply Division - Probation Laundry Services

- Works with the Program Administrator to ensure that decontamination supplies and personal protective equipment (PPE) required by this program meet the requirements to control exposures and risks associated with ATDs.
- Works with the Program Administrator to ensure that the tools, equipment, and materials required by this program are available in adequate variety and number to meet the needs of Probation employees.

F. Affected Employees

- Comply with the provisions of this Aerosol Transmissible Diseases Exposure Control Plan.
- Attend and understand training on Aerosol Transmissible Diseases.

G. Children's Hospital

- Provides healthcare to clients housed in Probation Institutions.
- Provides diagnosis and treatment to clients that may have Airborne Infection Disease (AirlD) cases.

- Provides recommendations on exposure prevention precautions and communicates this information to the Probation Department.
- Recommends certain AirID cases for transport to hospital for further treatment.
- Works with Probation to prioritize selected job classes for emergency vaccination(s) if needed.
- Works with Probation to determine when facilities should be closed to visitation.
- Alameda County HCSA Public Health, Acute Communicable Diseases Unit, (510) 267-3250, provides information on communicable diseases and is available for consult on response needs.

H. General Services Agency

- Provides testing and maintenance for ventilation systems to the areas in Probation facilities that are designated as isolation rooms.

I. Affected Vendors and Contractors

- Comply with the provisions of 8 CCR 5199 and this Aerosol Transmissible Diseases Program.

J. Visitors

- Probation Department may shut down visitation at facilities during ATD episodes.

Program Requirements

The following sections describe required program elements for the Probation Department (Probation). Under the program, Probation is considered a High Risk Employer due to work environments which expose employees, vendors, and contractors to ATDs. Probation will implement common infection control measures in order to protect personnel from those threats and to enable the personnel to continue to provide custodial care and services such as treating, housing, and transporting persons who may be AirID cases.

Probation will document the methods of implementation of this program, as they apply to their facility(ies) and services, in accordance with:

- 8 CCR 5199(e) Engineering and Work Practice Controls, and Personal Protective Equipment
- 8 CCR 5199(g) and 8 CCR 5144 Respiratory Protection

- 8 CCR 5199(h) Medical Services
- 8 CCR 5199(i) Training
- 8 CCR 5199(j) Recordkeeping

Specific control measures shall be listed for each operation or work area in which occupational exposure occurs. These measures shall include applicable engineering and work practice controls, cleaning and decontamination procedures, and personal protective equipment and respiratory protection.

Each of the following sections lists the regulatory requirements and the associated attachment addressing the requirements.

A. Program Administrator

The Probation Department (Probation) has designated a person as the administrator who will be responsible for the establishment, implementation and maintenance of effective written infection control procedures to control the risk of transmission of aerosol transmissible diseases.

The administrator shall have the authority to perform this function and shall be knowledgeable in infection control principles as they apply specifically to the facility, service, or operation.

When the program administrator is not on site, there shall be a designated person with full authority to act on his or her behalf.

The administrator shall identify and list the following:

- A list of all job classifications in which employees have occupational exposure.
- A list of all high hazard procedures performed in the facility, service or operation, and the job classifications and operations in which employees are exposed to those procedures.
- A list of all assignments or tasks requiring personal or respiratory protection.

Attachment One contains the following documents:

1. The names of the Probation program administrator and designated alternates.
2. The locations that have elevated ATD risks at the Probation Department.
3. The Probation job classifications and high hazard procedures in which employees have occupational exposure to ATDs.
4. All Probation assignments or tasks requiring respiratory protection.

B. Source Control Procedures

Probation has established written source control procedures to be implemented while working in areas or on tasks which have a potential for exposure to ATDs. These include:

- Procedures governing Probation employee infection control procedures.
- Procedures for Probation employees to follow the recommendations contained in “Respiratory Hygiene/Cough Etiquette in Health Care Settings.”
- Methods to inform individuals entering the facility, being transported by employees or otherwise in close contact with employees, of the source control practices implemented by the facility.

[Attachment Two](#) outlines Probation’s source control procedures.

C. Screening, Isolation, and Transfer Procedures

The Probation Department will take steps to identify, temporarily isolate, and refer or transfer Airborne Infectious Disease (AirID) cases or suspected cases to Airborne Infection Isolation (All) rooms, areas or facilities. These procedures shall include:

- The methods used to limit employee exposure to these persons during periods when they are not in airborne infection isolation rooms or areas.
- The methods the employer will use to document medical decisions not to transfer patients in need of All using the methodology found in 8 CCR 5199(e)(5)(B).

NOTES:

Airborne Infectious Disease (AirID) is defined as a known or suspected aerosol transmissible disease transmitted through dissemination of airborne droplet nuclei, small particle aerosols, or dust particles containing the disease agent for which All is recommended by the CDC or CDPH

Airborne infection isolation (All) control procedures are designed to reduce the risk of transmission of airborne infectious pathogens, and apply to patients known or suspected to be infected with epidemiologically important pathogens that can be transmitted by the airborne route

[Attachment Three](#) outlines Probation’s screening, isolation, and transfer procedures.

D. Employee Communication

The Probation Department has established procedures to communicate with employees, other employers, and the local health officer regarding exposure risks and incidents.

These communication procedures include the following:

- How to identify high risk work areas, procedures, and isolation areas before beginning assigned work.
- How to determine the appropriate level of personal protective equipment to wear in assigned work areas.
- How to determine the state of decontamination of tools, equipment, and building facilities before beginning assigned work.
- How to notify contractors of required precautions.

Attachment Four contains Probation's ATD communication procedures.

E. Transmission Control Procedures

The Probation Department has implemented procedures to reduce the risk of transmission of aerosol transmissible disease while clients requiring isolation are housed in Probation facilities and/or is in contact with employees.

In addition to source control measures listed above, these procedures include:

- Applicable engineering controls (such as use of ventilation or filtration in the isolation room or area)
- Work practice controls (such as placement of persons in isolation rooms or areas)
- Personal protective equipment and respiratory protection requirements
- Cleaning and decontamination procedures of work areas, vehicles, and equipment that may become contaminated with ATPs and pose an infection risk to employees

Employee use of effective respiratory protection (such as a NIOSH approved N95 mask) shall meet the requirements 8 CCR 5144, Respiratory Protection.

The written procedures shall meet the requirements listed in 8 CCR 5199(e) Engineering and Work Practice Controls, and Personal Protective Equipment, and be available at the worksite.

Attachment Five contains the Probation's transmission control procedures.

F. Surge Procedures

The Probation Department has implemented procedures to provide health, housing and/or isolation services in surge conditions. These procedures include:

- Surge event work practices and procedures.
- Decontamination procedures and facilities.
- Appropriate PPE and respiratory protection requirements.

- Procedures for stockpiling, accessing or procuring PPE and respiratory protection.
- Processes describing how the facility or operation will interact with the local and regional emergency plan.

[Attachment Six](#) contains Probation's surge event procedures.

G. Medical Services

The Probation Department maintains a system to provide medical services for employees as follows:

- Probation makes the following vaccines available to employees:
 - Hepatitis B
 - Influenza
 - Novel Influenza, if recommended by HSD Public Health
 - TDAP (Tetanus, Diphtheria, and Pertussis)
- Vaccinations shall be provided by a Physician or other Licensed Health Care Provider (PLHCP) at a reasonable time and place for the employee.
- Probation will document the lack of availability of a recommended vaccine, if necessary.
- Probation maintains a procedure to report and document exposure incident using the Probation IIPP and BBP.
- Probation has established a surveillance program for latent TB infections (LTBIs).
- Probation has established procedures for providing vaccinations against seasonal influenza to all employees with occupational exposure. Seasonal influenza vaccine shall be provided during the period designated by the Centers for Disease Control (CDC) for administration and need not be provided outside of those periods.

[Attachment Seven](#) contains the Probation's surveillance and vaccination procedures.

H. Training

The Probation Department will ensure that all Probation employees with occupational exposure participate in a training program covering the exposure risks and hazard controls for ATDs.

- Training on this program and its procedures shall be provided for employees working at locations or in tasks with increased risk factors for ATD exposure.
- This training will also be provided to supervisors with employees affected by this program and training requirements.
- Training will be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.
- For existing employees, training shall be provided within 6 months of implementation of this exposure control plan.
- Additional training shall be provided when there are changes in the workplace or when there are changes in procedures that could affect worker exposure to ATDs.
- Probation safety training for this program will be provided by a person knowledgeable in the subject matter.

Levels of Training

Employees

Before being assigned to a task where there is an increased risk of exposure to ATDs, employees shall be trained in the following areas:

- 1) Techniques for screening of suspected ATD cases
- 2) ATD source control procedures
- 3) ATD transmission control procedures
- 4) Isolation and transportation procedures for suspected ATD cases
- 5) Communication protocols and procedures
- 6) Surge event procedures and coordination with local and regional emergency response
- 7) Emergency and employee exposure procedures
- 8) Exposure surveillance and vaccination program
- 9) Respiratory protection and Personal Protective Equipment

Supervisors of Affected Employees

Supervisors or their designee are required to attend training on the following topics:

- (1) Information as detailed above in employee training requirements.

- (2) Procedures the supervisor shall follow to implement the provisions of this program.
- (3) Procedures the supervisor shall follow when an employee exhibits symptoms consistent with ATD exposure, including emergency response procedures.

I. Program and Procedures Review

The Probation Department will review this program at least annually. The review will be done by the administrator and by employees regarding the effectiveness of the program in their respective work areas, and that deficiencies found are corrected in a timely manner.

The reviewers shall ensure that Aerosol Transmissible Diseases control procedures are in place according to the elements of this program and are being properly followed.

The review process and findings shall be certified in writing. Any deficiency found shall be relayed to the Agency/Department Head.

[Attachment Eight](#) provides a list of the program review dates, findings, and corrective actions.

J. Personal Protective Equipment

The Probation Department shall evaluate, identify, and provide personal protective and other equipment necessary to minimize employee exposure to ATDs, in normal operations and in foreseeable emergencies.

Procedures will be implemented to ensure an adequate supply of personal protective equipment and other identified equipment is available to employees during normal and surge operations.

Probation will maintain records of implementation of the Probation Respiratory Protection Program in accordance with 8 CCR 5144 Respiratory Protection.

[Attachment Nine](#) lists personal protective equipment and other equipment to minimize employee exposure to ATDs, and procedures to ensure an adequate supply of listed equipment.

K. Records

All training, audit, and other records prepared for this program shall be managed in accordance with the requirements of 8 CCR 5199. The Probation Department maintains the following records to demonstrate compliance with this program:

- Employee safety training.
- Vaccinations.

- Medical surveillance.
- Exposure incidents and investigations.
- Inspection, testing, and maintenance of non-disposable engineering controls.
- Medical records shall be handled to ensure confidentiality and be retained for not less than 30 years.
- Training and audit records shall be retained for not less than 3 years.

[Attachment Ten](#) describes the procedures and location for Probation recordkeeping to comply with this program.

Attachment One

Program Administrators

Provide the name and contact numbers for each person.

Program Administrator	Name: Shereen Khan Phone: (510) 268-7252 Phone: (510)
Alternate Program Administrator	Name: Herb Robinson (Juvenile Justice Center) Phone: (510) 667-4994 Phone: (510)
Alternate Program Administrator	Name: XX (Camp Sweeney) Phone: (510) 667-7474 Phone: (510)

Affected Work Locations

Personnel working at the following job locations are at increased risk of occupational exposure to ATDs:

Work Locations	Address
Camp Wilmont Sweeney	2600 Fairmont Drive , San Leandro
Probation Juvenile Justice Center	2500 Fairmont Drive , San Leandro

Job Classifications and Job Tasks, Procedures and Personal Protective Equipment

Personnel working in the following job classifications and operations are at increased risk of occupational exposure to ATDs. Assignments or tasks requiring personal or respiratory protection are listed in the table below.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
Administrative - Chief - Chief Deputy - Managers	<ul style="list-style-type: none"> • Administration • Institutions 	<ol style="list-style-type: none"> 1. Managerial duties 2. Emergency response duties 	<ul style="list-style-type: none"> • Interface with staff • Interface with public • Interface with individual clients (complaints) • Interface with client groups • First aid/CPR 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.*
Administrative Services Officer Administrative Services Assistant	<ul style="list-style-type: none"> • Administration 	<ol style="list-style-type: none"> 1. Not a peace officer 2. Emergency response not required 	<ul style="list-style-type: none"> • Interface with public • Interface with staff 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Gloves, if desired. • General hand washing / hand hygiene.
Auxiliary/Volunteer Staff	<ul style="list-style-type: none"> • Administration • Institutions • Field 	<ol style="list-style-type: none"> 1. Tutor clients 2. Supervise outings 3. Supervise gardening 4. Arts and crafts 	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.

*Occupied by a person(s) with suspected or confirmed ATD

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
Clerical	<ul style="list-style-type: none"> • Administration • Institutions 	<ol style="list-style-type: none"> 1. Phones 2. Computers 3. Paperwork 4. Filing 5. Copying 6. Reception 7. Handling cash 8. US Mail 9. Interoffice mail 10. Interface with public and clients 11. Driving 12. Visit courts 	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups • Exchange of money with clients 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms. • Gloves, if desired. • General hand washing / hand hygiene.
Janitors	<ul style="list-style-type: none"> • Administration • Institutions 	<ol style="list-style-type: none"> 1. Floor maintenance (vacuum, mop, buff) 2. Office maintenance 3. Classroom cleaning 4. Break/lunchroom cleaning 5. Bathroom maintenance 6. Garbage removal 7. Clean up of blood/urine/feces/vomit spills 8. Handling soiled clothing prior to wash 9. Handling soiled linen prior to wash 	<ul style="list-style-type: none"> • Interface with individual clients • Interface with client groups • Exposure to housekeeping BBP • Exposure to BBP spills • Exposure to sharps 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. - If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
Food Services - Senior Food Service Worker, Food Service Worker	<ul style="list-style-type: none"> Institutions 	<ol style="list-style-type: none"> Prepare food (chop, slice) Light cooking (toast, heating) Load carts with food Kitchen cleanup – food processing equipment. Serving Food Dishwashing Floor maintenance (vacuum, mop, buff) Garbage removal 	<ul style="list-style-type: none"> Interface with staff Interface with individual clients Interface with client groups Exposure to housekeeping BBP Exposure to BBP spills Exposure to sharps 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. - If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Laundry - Laundry Worker	<ul style="list-style-type: none"> Institutions 	<ol style="list-style-type: none"> Handling soiled clothing and linen Washing laundry Sorting and folding laundry 	<ul style="list-style-type: none"> Interface with staff Interface with individual clients Interface with client groups Exposure to housekeeping BBP Exposure to BBP spills Exposure to sharps 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. - If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
Institutional Supervisor I, II	<ul style="list-style-type: none"> Institutions 	<ol style="list-style-type: none"> Oversee Institutional Service Workers, living units, and institutions Managerial duties First Aid/Medical Emergencies Interface with individual clients Interface with groups Safe Crisis Management Cleanup of blood/urine/feces/vomit spills Handle meal cleanup Handle dirty clothing and linens cleanup Emergency Response Search Facilities and Clients Strip search clients Supervise client cleanup of personal spills Handle sharps evidence 	<ul style="list-style-type: none"> Interface with public Interface with staff Interface with individual clients Interface with client groups Same as ISW, but less exposure time due to increasing managerial duties. Exposure to BBP spills Exposure to sharps First aid/CPR 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. - If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
Institutional Service Worker, I, II, III	<ul style="list-style-type: none"> Institutions 	<ol style="list-style-type: none"> Oversee living units, First Aid/Medical Emergencies Interface with individual clients Interface with groups Safe Crisis management Cleanup of blood/urine/feces/vomit spills Handle meal cleanup Handle dirty clothing and linens cleanup Emergency Response Search Facilities and Clients Strip search clients Supervise client cleanup of personal spills Handle sharps evidence 	<ul style="list-style-type: none"> Interface with public Interface with staff Interface with individual clients Interface with client groups Exposure to BBP spills Exposure to sharps First aid/CPR 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. - If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Computer Technicians	<ul style="list-style-type: none"> Administration Institutions 	<ol style="list-style-type: none"> Service facility computers Service computers on living units Not a peace officer Emergency response not required. 	<ul style="list-style-type: none"> Interface with public Interface with staff Interface with individual clients Interface with client groups 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Probation Officers I, II, III	<ul style="list-style-type: none"> Administration Institutions Field 	<ol style="list-style-type: none"> Arrest and detain clients Control client 	<ul style="list-style-type: none"> Interface with public Interface with individual clients 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
		behavior 3. Field Work (field supervision, home visits, job visits, school visits) 4. Collect DNA samples with swabs 5. Fingerprints 6. Collect evidence (potential sharps) 7. Drug testing/observing 8. Cleanup spills/contaminants 9. Transportation Officers 10. Field postings at schools, police stations 11. Placement Officers (visit JH, Group Homes, placements monthly) 12. Court Appearances 13. Emergency Response 14. Search homes, vehicles, and clients 15. Police collaboration (searches, ride along) 16. Handle sharps evidence	<ul style="list-style-type: none"> • Interface with client groups • Exposure to BBP • Exposure to sharps • First aid/CPR 	unless an emergency. <ul style="list-style-type: none"> • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Supervising Probation Officer	<ul style="list-style-type: none"> • Administration • Institutions • Field 	1. Managerial duties 2. Emergency Response 3. Arrest and detain clients 4. Field work	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups • First aid/CPR 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
		<ol style="list-style-type: none"> 5. Drug testing/observation 6. Transportation Officers 7. Court appearances 8. Handle sharps evidence 	<ul style="list-style-type: none"> • Exposure to sharps 	<ul style="list-style-type: none"> • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Storekeeper	<ul style="list-style-type: none"> • Institutions 	<ol style="list-style-type: none"> 1. Works with staff 2. Orders and maintains supplies 3. Coordinates supply needs 4. Driving/delivery of supplies 	<ul style="list-style-type: none"> • Interface with staff • Exposure to individual clients • Exposure to client groups 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms. • Gloves, if desired. • General hand washing / hand hygiene.
Chaplain	<ul style="list-style-type: none"> • Administration • Institutions • Field 	<ol style="list-style-type: none"> 1. Interface with individuals 2. Work with groups 3. Visits and counseling with individuals 4. Supervise outings 5. Emergency response not required 	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Clients	<ul style="list-style-type: none"> • Administration • Institutions • Field 	<ol style="list-style-type: none"> 1. Interface with individuals 2. Interface with groups 3. Clean up personal spills 4. General assigned duties (kitchen, floors, bathroom cleaning, serve food, laundry) 5. Weekend work (yard work, cleanup, 	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups • Exposure to BBP spills 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures				
Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
		recycling programs, road cleanup, canal and trail cleanup)		
Communications Staff	<ul style="list-style-type: none"> Administration Institutions 	1. Maintain phones in facilities	<ul style="list-style-type: none"> Interface with public Interface with individual clients Interface with client groups 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Social Workers	<ul style="list-style-type: none"> Institutions 	1. Individual counseling	<ul style="list-style-type: none"> Interface with public Interface with individual clients 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms. Gloves, if desired. General hand washing / hand hygiene.
General Services Staff - Trades	<ul style="list-style-type: none"> Administration Institutions 	1. Maintain county facilities	<ul style="list-style-type: none"> Interface with public Interface with individual clients Interface with client groups 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene. If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Behavioral Health Care Staff – (therapists, psychiatrists, supervisors)	<ul style="list-style-type: none"> Institutions 	<ol style="list-style-type: none"> Individual counseling Group counseling Emergency Response 	<ul style="list-style-type: none"> Interface with individual clients Interface with client groups 	<ul style="list-style-type: none"> Follow the hygiene policy currently in place at the building. Avoid isolation, treatment, and medical rooms unless an emergency. Gloves, if desired. General hand washing / hand hygiene.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures

Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
				<ul style="list-style-type: none"> • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Medical Department (Doctors, nurse practitioners, contract nurses)	<ul style="list-style-type: none"> • Institutions 	<ol style="list-style-type: none"> 1. Health Exams 2. Administer medications (oral and parenteral) 3. First Aid/Medical Emergencies 4. Individual interviews, counseling 5. Urine and blood lab duties 	<ul style="list-style-type: none"> • Interface with individual clients • Exposure to BBP • Exposure to sharps • First aid/CPR 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Public Health Nurse	<ul style="list-style-type: none"> • Administration • Institutions • Field 	<ol style="list-style-type: none"> 1. Emergency Response 2. Individual and group counseling 3. Administer vaccinations/medication 4. Provide first aid 	<ul style="list-style-type: none"> • Interface with individual clients • Interface with client groups • First aid/CPR • Exposure to sharps 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms unless an emergency. • Gloves, if desired. • General hand washing / hand hygiene. • If must enter occupied isolation, treatment, and medical rooms, don gloves, gown, safety glasses, and N95.
Public/Visitors	<ul style="list-style-type: none"> • Administration • Institutions 	<ol style="list-style-type: none"> 1. Interface with staff, public, clients 	<ul style="list-style-type: none"> • Interface with public • Interface with individual clients • Interface with client groups 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms. • Gloves, if desired. • General hand washing / hand hygiene.
School Contract Workers	<ul style="list-style-type: none"> • Institutions 	<ol style="list-style-type: none"> 1. Teach individuals and groups classes including academics, arts, crafts) 2. Take outings with clients 	<ul style="list-style-type: none"> • Interface with individual clients • Interface with client groups 	<ul style="list-style-type: none"> • Follow the hygiene policy currently in place at the building. • Avoid isolation, treatment, and medical rooms. • Gloves, if desired.

Probation Department ATD Procedures / Policy / Personal Protective Equipment to Mitigate Exposures				
Job Classifications	Work Site(s)	Job Task	Exposure Risk	Procedures / Policy / Personal Protective Equipment to Mitigate Exposures
				<ul style="list-style-type: none"> • General hand washing / hand hygiene.

Attachment Two

To prevent the transmission of **all** respiratory infections in Probation facilities, the following infection control measures should be implemented at the first point of contact with a potentially infected person. They should be incorporated into infection control practices as one component of Standard Precautions.

Source Control Procedures

Procedure #1 – Employee Infection Control

1. Stay home if you are sick.
2. Use a tissue to cover coughs and sneezes.
3. Properly dispose of used tissues in waste receptacles.
4. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
5. Note: You may be asked to put on a surgical mask to protect others.

Procedure #2 – Hand Hygiene

1. Practice good hand hygiene by hand washing after coughing and/or sneezing.
2. Practice good hand hygiene by hand washing periodically throughout the day.
3. Wash your hands before you eat, drink, smoke, or touch your face.
4. Note: Hand hygiene methods may include hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash.
5. Probation facilities shall provide conveniently located dispensers of alcohol-based hand rub in facilities, offices, and in field operations.
6. Where sinks are available, Probation will ensure that supplies for hand washing (i.e., soap, disposable towels) are consistently available.
7. “No Touch” waste disposal shall be available at Probation institutional facilities.

Procedure #3 – Personal Protective Equipment

1. Wear gloves when working within areas of buildings that house, treat or transport potential AirID cases.

2. Where possible, avoid contact with high-risk areas such as treatment, isolation, and residential rooms until they are unoccupied, ventilated, and decontaminated.
3. When Probation employees must enter isolation and/or residential and treatment rooms, they will wear the appropriate level of personal protective and respiratory protective equipment required.
4. NEVER enter treatment, isolation, and residential rooms while “high-risk” procedures such as treatments, surgery, autopsies, etc. are occurring.

Procedure #4 – Visual Alerts

Probation will post visual alerts (in appropriate languages) at the entrance to facilities instructing visitors and clients to inform Probation personnel of symptoms of a respiratory infection when they first enter the building and to practice Respiratory Hygiene/Cough Etiquette. The following websites are resources for posting and training materials.

- 1) [Notice to Patients to Report Flu Symptoms](http://www.cdc.gov/ncidod/dhqp/pdf/Infdis/RespiratoryPoster.pdf)
<http://www.cdc.gov/ncidod/dhqp/pdf/Infdis/RespiratoryPoster.pdf>
Emphasizes covering coughs and sneezes and the cleaning of hands
- 2) [Cover Your Cough](http://www.cdc.gov/flu/protect/covercough.htm)
<http://www.cdc.gov/flu/protect/covercough.htm>
Tips to prevent the spread of germs from coughing
- 3) [Information about Personal Protective Equipment](http://www.cdc.gov/ncidod/dhqp/ppe.html)
<http://www.cdc.gov/ncidod/dhqp/ppe.html>
Demonstrates the sequences for donning and removing personal protective equipment
- 4) Probation Institutional Facility Postings, including the following:
 - a) Facility Entrance Posting(s)
 - b) Living Unit Entrance Posting(s)
 - c) Isolation Room Posting(s)

Procedure #5 – Respiratory Hygiene/Cough Etiquette

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- 1) Cover the nose/mouth when coughing or sneezing;
- 2) Use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use;

- 3) Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic handwash) after having contact with respiratory secretions and contaminated objects/materials.

Procedure #6 – Masking and Separation of Persons with Respiratory Symptoms

During periods of increased respiratory infection activity in the community (e.g., when there is increased absenteeism in schools and work settings and increased medical office visits by persons complaining of respiratory illness), Probation will offer masks to clients who are coughing. Either procedure masks (i.e., with ear loops) or surgical masks (i.e., with ties) may be used to contain respiratory secretions (respirators such as N-95 or above are not necessary for this purpose). When space availability permits, Probation will encourage coughing persons to sit at least three feet away from others in common areas.

Procedure #7 – Droplet Precautions

Probation will advise Health Services healthcare personnel and Probation employees to observe Droplet Precautions (i.e., wearing a surgical or procedure mask for close contact), in addition to Standard Precautions, when examining and/or handling a patient with symptoms of a respiratory infection, particularly if fever is present. These precautions should be maintained until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions

<http://www.cdc.gov/ncidod/dhqp/ppe.html>.

NOTE: These recommendations are based on the *Draft Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings*. Recommendations of the Healthcare Infection Control Practices Advisory Committee (HICPAC), CDC.

Source: Centers for Disease Control and Prevention, *Respiratory Hygiene/Cough Etiquette in Healthcare Settings* (Accessed July 15, 2009), <http://www.cdc.gov/flu/professionals/infectionControl/resphygiene.htm>.

Procedure #8 – Referral of Ill Minors

Probation will refer to Probation Bulletin #600, Health Services Medical, to determine how to treat, house and/or refer ill residents for further medical treatment.

Procedure #9 – Identification of Newly Presented Minors

Probation will refer to the procedures in Probation Bulletin #252, Admission of Ill, Injured, and Inebriated Minors, and Bulletin #250, Resident Classification and Living Room Assignment, to determine how to treat, house, and/or refer ill minors during the intake process at Juvenile Justice Center.

Procedure #10 – Interfacility Transfers

Probation will refer to Probation Bulletin #600, Health Services Medical, to determine when to transfer ill residents at the CAMP SWEENEY Institution for evaluation and further medical treatment at Juvenile Justice Center or a medical facility.

Attachment Three

Screening, Isolation, and Transfer Procedures

Responsibility for the screening, isolation, and transfer procedures for ATD cases is shared by the Probation Department and Children's Hospital.

Screening Procedure

Probation will refer to the procedures in Juvenile Hall Manual, Chapter V, Section 1350, INTAKE UNIT, to determine how to screen ill minors during the intake process at Juvenile Justice Center.

Isolation Procedure

Probation will refer to the procedures in Juvenile Hall Manual, Chapter V, Section 1350, INTAKE UNIT, and Chapter VIII, Section 1410, MANAGEMENT OF COMMUNICABLE DISEASE, to determine when to isolate ill minors at Juvenile Justice Center.

Transfer Procedure

Probation will refer to the procedures in Juvenile Hall Manual, Chapter V, Section 1350, INTAKE UNIT, and Chapter VIII, Section 1410, MANAGEMENT OF COMMUNICABLE DISEASE, to determine when to transfer ill minors to Juvenile Justice Center or medical facilities from Camp Sweeney, or from Juvenile Justice Center to medical facilities.

Attachment Four

Communication Procedures

Probation Department employees have a right to know which areas in Probation facilities may contain high risk work procedures, patients with AirlD cases, and isolation rooms. For confidentiality reasons, Probation employees will not be notified of individual patient health status or diagnoses, but will be notified of exposure control precautions and required personal protective equipment (PPE).

1. The Probation Department will ensure that areas housing AirlD cases and isolation units will implement signage to identify high risk work areas and the required precautions and PPE for each area.
2. Probation employees should read and follow posted precaution instructions prior to entering an area for service work.
3. All Probation employees visiting institutions should sign in with site supervisor desk or the front desk/visiting window upon arrival. At this point, visiting employees will be notified if the facility is under special precautions or restricted access.
4. Probation employees can contact the building supervisor for additional information, precautions, and PPE required at the facility prior to providing service.
5. Prior to entering a work area, Probation employees can ask the site supervisor for the status of decontamination of tools, equipment, and building facilities. Probation employees can request that decontamination take place before providing service.
6. Juvenile Justice Center and Camp Sweeney will notify Probation Administration when they are operating under special precautions or restricted access so that Administration can notify field staff and other affected parties.
7. Juvenile Justice Center and Camp Sweeney will notify Probation Administration when they change special precautions or restricted access so that Administration can update field staff and other affected parties.
8. Probation will notify contractors, service providers, and visitors of which facilities may contain high risk work areas, procedures, and/or AirlD cases.
9. Probation will notify contractors, service providers, and visitors of required precautions, if known, or provide them with the appropriate contact information at the county facility to determine risks, precautions, and PPE.

10. If at any time, a Probation employee and/or contractor does not receive an answer about precautions and PPE requirements, or believes that the information provided is not sufficient, they should exit the work area and seek further guidance from the site supervisor.

Training is another method used to communicate about this ATD program. The Probation Department ATD safety training component is provided in **Program Requirements, Section H**.

Attachment Five

Transmission Control Procedures

The Probation Department controls the transmission of ATDs through the following methods:

- Seeking guidance from Children's Hospital personnel treating ATD cases.
- Learning and following the required work practice controls required in isolation rooms or areas.
- Wearing the required PPE (see Attachment One) for isolation rooms and high risk work areas.
- Ensuring that Probation staff and the General Services Agency maintains, inspects and repairs building structures and components along with the engineering controls required to control transmission of ATDs (e.g. ventilation or filtration in isolation rooms or areas).
- Probation, Juvenile Institution Administration (JIA), is responsible for cleaning and decontaminating laundry that has been used in isolation rooms and/or high risk work areas.
- Children's Hospital is responsible for cleaning and decontaminating isolation rooms.

Respiratory Protection

- Probation employees shall use a respirator that is at least as effective as a NIOSH approved N95 mask when the employee
 - Enters an All room or area in use for All;
 - Is present during the performance of procedures or services for an AirID case or suspected case;
 - Repairs, replaces, or maintains air systems or equipment that may contain or generate aerosolized pathogens;
 - Is working in an area occupied by an AirID case or suspected case, during decontamination procedures after the person has left the area;
 - Is working in a residence where an AirID case or suspected case is known to be present;
 - Transports an AirID case or suspected case within the facility or in an enclosed vehicle (e.g., van, car, ambulance or helicopter) when the patient is not masked.
 - **EXCEPTION:**
 - (1) Employees shall not use a respirator when operating a vehicle if the respirator may interfere with the safe operation of the vehicle. When

employees do not use respirators, other means of protection such as barriers or source control measures (e.g., solid partitions separating the passenger area from the employee area) shall be implemented.

- Probation shall provide a medical evaluation (**Attachment Five - A**) to determine the employee's ability to use a respirator before the employee is fit tested or required to use the respirator. The medical evaluation form shall not be reviewed by Probations staff, but shall be forwarded to a professional licensed health care professional (PLHCP) for review.

Fit testing

- Probation shall perform either quantitative or qualitative fit tests in accordance with the procedures outlined in Appendix A of Section 5144, Respiratory Protection. The fit test shall be performed on the same size, make, model and style of respirator as the employee will use. When fit testing single use respirators, a new respirator shall be used for each employee.
- Probation shall ensure that each employee who is assigned to use a filtering facepiece or other tight-fitting respirator passes a fit test:
 - 1. At the time of initial fitting;
 - 2. When a different size, make, model or style of respirator is used; and
 - 3. At least annually thereafter.

Attachment Five - A

Respirator Medical Evaluation Questionnaire

Aerosol Transmissible Diseases

Alternate Respirator Medical Evaluation Questionnaire (This Appendix is Mandatory if the Employer chooses to use a Respirator Medical Evaluation Questionnaire other than the Questionnaire in Section 5144 Appendix C)

To the PLHCP: Answers to questions in Section 1, and to question 6 in Section 2 do not require a medical examination. Employees must be provided with a confidential means of contacting the health care professional who will review this questionnaire.

To the employee: Can you read and understand this questionnaire (circle one): Yes No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Section 1. The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Today's date: _____

Name: _____

Job Title: _____

Your age (to nearest year): _____

Sex (circle one): Male Female

Height: _____ ft. _____ in. Weight: _____ lbs.

Phone number where you can be reached (include the Area Code): () _____

The best time to phone you at this number: _____

Has your employer told you how to contact the health care professional who will review this questionnaire (circle one) :
Yes No

Check the type of respirator you will use (you can check more than one category):

N, R, or P disposable respirator (filter-mask, non-cartridge type only).

Other type (ex, half- or full-facepiece type, PAPR, supplied-air, SCBA). **(fill in type here)** _____

Have you worn a respirator (circle one): Yes No

If "yes," what type(s): _____

Section 2. Questions 1 through 6 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Have you ever had any of the following conditions?

Allergic reactions that interfere with your breathing:	Yes	No	What did you react to? _____
Claustrophobia (fear of closed-in places)	Yes	No	

2. Do you currently have any of the following symptoms of pulmonary or lung illness?

Shortness of breath when walking fast on level ground or walking up a slight hill or incline:	Yes	No	Coughing that produces phlegm (thick sputum):	Yes	No
Have to stop for breath when walking at your own pace on level ground:	Yes	No	Coughing up blood in the last month:	Yes	No
			Wheezing that interferes with your job:	Yes	No
			Chest pain when you breathe deeply:	Yes	No

Shortness of breath that interferes with your job: Yes No
Any other symptoms that you think
may be related to lung problems: Yes No

3. Do you currently have any of the following cardiovascular or heart symptoms?

Frequent pain or tightness in your chest: Yes No
Pain or tightness in your chest during
physical activity: Yes No
Pain or tightness in your chest that interferes
with your job: Yes No
Any other symptoms that you think may be
related to heart or circulation problems: Yes No

4. Do you currently take medication for any of the following problems?

Breathing or lung problems: Yes No
Heart trouble: Yes No
Nose, throat or sinuses Yes No
Are your problems under control with these
medications? Yes No

5. If you've used a respirator, have you ever had any of the following problems while respirator is being used?

(If you've never used a respirator, check the following space and go to question 6:) _____

Skin allergies or rashes: Yes No
Anxiety: Yes No
General weakness or fatigue: Yes No
Any other problem that interferes with your use of a respirator: Yes No

6. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes No

Employee Signature

Date

PLHCP Signature

Date

Attachment Six

Surge Event Procedures

The Probation Department implements the following procedures for providing service during surge and decontamination events:

- Learns and follows the required work practice controls.
- Learns and follows procedures for adequate decontamination of surfaces, tools and equipment. (i.e., practice Universal Precautions and use a disinfectant that has been proven effective against aerosol transmissible pathogens (ATP))
- Wears the required PPE.
- Maintains procedures for stockpiling, accessing or procuring PPE and respiratory protection.
- Maintains the Probation Disaster Response Program to describe how the department will interact with the county emergency response plan.

See [Attachment Nine](#) for on-hand supply requirements for PPE and other protective equipment required during surge vents.

Attachment Seven

Surveillance and Vaccination Procedures

Vaccine / Surveillance	Policy
Hepatitis B	Vaccination is offered in conjunction with the Bloodborne Pathogen, Exposure Control Program.
Influenza*	Employees are referred to vaccination clinics provided by the occupational health services provider during flu season. Employees may use their personal provider.
Novel Influenza*	Probation will coordinate novel flu vaccination with Health Services Public Health.
TDAP*	Employees are referred to vaccination clinics provided by the occupational health services provider. Employees may use their personal health provider.
Tuberculosis (TB)	TB screening will be made available to all employees covered under this standard.

California Department of Public Health Vaccination Recommendations

- Adult Vaccination Schedules
 - <http://www.cdc.gov/vaccines/recs/schedules/adult-schedule.htm>
- Comprehensive and Disease Specific Vaccination Recommendations
 - <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>

Attachment Eight

Program and Procedures Review Dates and Findings.

Date	Reviewer	Finding	Corrective Action

Attachment Nine

Personal Protective Equipment (PPE)

The following protective equipment has been evaluated and identified for daily use.

Type	Brand	Make/Size	Model/Type	Use	# required on hand
Gloves	Various	Various	Nitrile	As needed	200 pair
N95 Respirator	3M		9210	As assigned	200
Surgical Masks	Various	Various		Suspected cases	500

The following protective equipment is required for use during surge events.

Type	Brand	Make	Model	Use	# required on hand
Gloves	Various	Various	Various	As needed	400 pair
N95 Respirator	3M		9210	As assigned	400
Surgical Masks	Various	Various	Various	Suspected cases	500

Resupply Procedures

PPE and other protective equipment is ordered and stocked by the Probation Juvenile Institution Administration (JIA). These materials will be inventoried monthly to ensure an adequate supply is on hand and available to employees.

JIA will identify and reorder missing equipment and materials through their designated vendors.

Attachment Ten

Program-Related Records

This attachment lists the type and location of the Probation records associated with this program.

Employee Safety Training Records

These records are maintained at the Probation Training Unit and by the Site Supervisor.

Vaccinations

These records are maintained at the Probation Human Resources office.

Medical Surveillance

These records are maintained at the Probation Human Resources office.

Exposure Incidents and Investigations

These records are maintained at the Probation Human Resources office.

Inspection, Testing, and Maintenance of HVAC System

These records are maintained by the General Services Agency.