

BLOODBORNE PATHOGENS

Staff FAQs:

Bloodborne Pathogen FAQs for Staff

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Bloodborne Pathogens

1. What are Bloodborne Pathogens?

Bloodborne pathogens are micro-organisms that are present in human blood and can cause bloodborne diseases such as HIV/AIDS, Hepatitis B and Hepatitis C, Syphilis and Malaria.

These pathogens are spread via:

- a. Blood.
- b. Through body fluids which are visibly contaminated with blood. These include tears, feces, urine, nasal secretions, sputum, saliva, sweat and vomit; and
- c. Other Potentially Infectious Materials (OPIM). The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures.

2. Is there a law that the DOE must observe?

Yes. The federal Bloodborne Pathogens Standard is cited as 29 CFR 1910.1030. This regulation is enforced by the New York State Department of Labor, Public Employee Safety and Health Bureau (PESH). Each school principal must develop a program to protect employees who have occupational exposure to blood and other potentially infectious materials (OPIM).

SESA (Site Employee Safety Administrator)

1. What does SESA mean?

Site Employee Safety Administrators (SESAs) are chosen by the school's principal. A school can assign up to two employees and it is often the Assistant Principal. SESAs coordinate all bloodborne pathogens program activities at the school.

What does my SESA do?

In addition to regular school-related duties, your SESA is working to ensure that your school follows the bloodborne pathogens regulations. SESAs are designated to complete the following tasks:

- a) identify job tasks that contain the risk of exposure to blood and body fluid.
- b) ensure that at-risk employees receive annual bloodborne pathogens training.

- c) ensure that eligible staff is released to receive the hepatitis B vaccine.
- d) develop and posts cleaning schedules for diaper change rooms.
- e) develop and posts a school Exposure Control Plan; and
- f) provide bloodborne pathogens personal protective equipment to staff.
- g) document workplace exposure incidents to blood and body fluids, advises the employee about his/her rights and releases the employee to receive medical treatment; and
- h) Keep records on bloodborne pathogens.

Training

Why did I receive an email saying that I have an exposure risk to Bloodborne pathogens? You were sent this email because the job tasks you perform as per your assignment at the DOE may place you at risk for exposure to blood and body fluids. Certain body fluids can cause bloodborne pathogen diseases such as HIV/AIDS, hepatitis B and hepatitis C. Employees with work-related risk of exposure must receive annual bloodborne pathogens training.

Which employees have exposure risks?

Some job titles have risk due to their expected job tasks; these include School Nurses, SESAs, Principals, Occupational Therapists and Physical Therapists, and District 75. These employees have the highest risk and are placed in Category A.

Other employees may perform tasks which are considered to have risk some of the time. These employees are placed into Category B. These tasks include:

- a) Designated first-aid/CPR responders.
- b) Routine health care, for example: Health Paraprofessionals and 1:1 Paraprofessionals.
- c) Provide bathroom care including Universal Pre-K staff - may also include D79 LYFE staff
- d) Speech Therapists who manipulate students' mouths.
- e) Adaptive Physical Education Teachers who engage with physical contact with students.
- f) School Aides who work with the developmentally disabled; and
- g) Substitute Paraprofessionals

If I am not in Category A or B, do I still have to take the annual training?

No. According to the regulations, only staff with work-related risk are required to complete annual training. Staff who are not in this category will be unable to access the online training. Some schools are providing group training for the entire staff.

How do I get trained?

If you have been notified that you need to complete annual training, you can access the webinar here: www.learningtimes.net/bbp.

- a) You must complete the training during your normal work hours.
- b) You will need your 7-digit Reference ID number (from the pay stub) and not your File number. If the ID # contains 6 digits, add a 0 to the front to make it a 7-digit number. If you do not know your Reference ID number, contact your SESA.
- c) The training takes approximately 45 minutes, and you can view it in one or more sessions. Once you have finished, you will receive an email within 24 hours with a training certificate.
- d) As an alternative, some schools may conduct group training where the SESA shows the webinar to a group of employees. You will be asked to sign an attendance sheet. Once your SESA updates your training record, you will receive an email with your training certificate within 24 hours. Until you have been credited, you may continue to receive training reminder emails.

If you have questions, email: BBPquestions@schools.nyc.gov

I am having problems accessing the webinar Possible Reasons for Access problems:

- a) Do you need Adobe Flash Player 13? If you are using a DOE issued computer, please contact the IT Help Desk [here](#).
- b) Are you using your cell phone to access the webinar? This course is only accessible via a Windows, Mac, or iPad platform, but not on your cell phone.
- c) Are you trying to log in with your File number? The system only recognizes the Reference ID number from your paycheck. If you have a 6-digit number, add a 0 in front making it a 7-digit number.
- d) Do you have an active *schools.nyc.gov* email account? You will not be able to log in to view the webinar until you have been assigned a DOE email and it is active.
- e) Did you receive an email in your *schools.nyc.gov* account to complete training? If you did not receive a DOE email to complete the training, then you will not be able to access the webinar.
- f) Did your SESA only just identify you as a Category B employee? It takes 24 hours for your information to be activated so you can log in. If you are listed as a Category C employee, you will not be able to access the webinar.
- g) Are you experiencing technical issues, or do you require accommodation? Contact BBPquestions@schools.nyc.gov and provide a brief description of the problem with a screenshot of any issue you encounter.
- h) Are you experiencing internet access problems? Contact the IT Service Desk at 718-935-5100 or <https://supporthub.schools.nyc/request>

Is there a deadline to complete the training?

You must complete the bloodborne pathogens training by November 10, 2023.

I completed the training in February this year, do I have to take the training again this year?
Unfortunately, yes. The training deadline for the school year 2022 – 2023 was November 8, 2022. The training deadline for the 2023 – 2024 school year is November 10, 2023.

I tried to view the webinar and I got a message saying that I do not have Adobe Acrobat.
Please contact the IT person at your work site and/or the IT Service Desk at 718-935-5100 or <https://supporthub.schools.nyc/request>.

Why am I getting an unauthorized message when I log in to view the webinar?

Only category A and B employees can access the webinar, and 24 hours after being placed into these categories. Category C employees are not able to view the webinar. Also, at-risk employees without an active *schools.nyc.gov* email will not be able to access the webinar. These employees will receive the “unauthorized message”.

Can I complete the training after my shift or on the weekend?

Yes. The regulations clearly state that employees must be given time off during their normal work hours, but the training can be completed 24/7

I just completed the training, why didn't I get a certificate?

Category A and B employees who complete the webinar will receive a training certificate in their *schools.nyc.gov* email account after 24 hours. Category C employees will neither receive a training completion notification nor a training certificate.

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Vaccination

Who can get the hepatitis B vaccine?

If you are an employee with work-related risk (Category A or B) and you completed the training, you are eligible to receive the hepatitis B vaccine at no cost. You will receive an email offer 24 hours after training has been completed. You must respond to the offer.

I just finished my training; why did I not get a vaccine offer?

Employees who complete training via LearningTimes will receive an emailed indicating options on receiving the vaccine offer 24 hours after completing the training. Employees who participated in group training at the school will receive the options 24 hours after your SESA has updated your training records. Employees who have started the vaccine series or completed the series will not receive a vaccine offer.

I accepted the hepatitis B vaccine, but now I have changed my mind.

Once you have completed the BBP training, you will receive a vaccine offer. Here is how you can manage your vaccination status:

- a) If you have not begun the vaccine series, you can decline/accept the offer here: <https://www.nycenet.edu/bbp/>
- b) If you have already begun the vaccination series, you can discontinue any further doses by sending an email to RMcintosh2@schools.nyc.gov
- c) Employees who retire during the vaccine series should contact OOSH at BBPquestions@schools.nyc.gov

Is it mandatory that I take the hepatitis B vaccine?

No. Once you are eligible, the DOE must offer you the vaccine, but accepting or declining is your choice. If you remain at work-related risk, you can change your mind even if you have previously declined the vaccine.

How often should I get the hepatitis B vaccine?

The hepatitis B vaccine is administered in 3 doses over a 6-month period. Even if the schedule is interrupted, you can continue with the next dose in the series. The vaccine provides long term immunity and booster shots are administered with a physician's recommendation. To be placed on the vaccine updated system, send a doctor's note to RMcintosh2@schools.nyc.gov

Where can I get the hepatitis B vaccine?

The vaccine series will be administered by a licensed health care professional. Your options to receive the vaccine at no cost are the following:

- 1- At NYC immunization clinics: <https://www.nyc.gov/site/doh/services/immunization-clinics.page>
- 2- Through your Health Care Provider.

Do I need to take time off to receive the hepatitis B vaccine?

No. Employees must be given time off to receive the vaccine. No charges must be made to your sick bank, CAR or vacation bank.

My BBP Compliance Status

How can I see information about my BBP compliance status?

Using this link, you can view the following: <https://www.nycenet.edu/bbp/>

- a) Your current risk status.
- b) The name of your school's SESA.
- c) Your dates of training.
- d) Your training certificates for the last 3 years.
- e) Your vaccination status; and
- f) Your vaccination records.

Additional Resources

Health and Safety Bulletin Board

Each school should have a dedicated Health and Safety Bulletin Board where employees can view pertinent information on health and safety issues. For bloodborne pathogens, the following items should be posted:

- a) The Site-Specific Exposure Control Plan.
- b) The Standard Universal Precautions poster.
- c) The Protect Yourself poster.
- d) Smart Work Practices fact sheet.
- e) Handling Medical Waste fact sheet.
- f) Bloodborne Pathogens Facts for Employees with Risk fact sheet.
- g) Post the Cleaning Schedule in the named rooms

Resources Information

[OSHA's Bloodborne Pathogens Fact Sheet](#)

[BBP Facts for Employees with Risk](#)

[BBP: Smart Work Practices](#)

[Hepatitis B Information](#)

[Hepatitis C Information](#)

[Hepatitis B Vaccine](#)

[Living with HIV](#)

[HIV PEP](#)