BLOODBORNE PATHOGENS SESA FAQs:

Bloodborne Pathogen FAQs for SESA

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SESA

1. What does SESA mean?

Site Employee Safety Administrators. SESAs are selected by the school's principal to coordinate all bloodborne pathogens program activities at the school.

2. How does one become a Site Employee Safety Administrator (SESA)?

The principal can select up to two Site Employee Safety Administrators (SESAs) in GALAXY. The ideal SESA needs to have knowledge of staff assignments and responsibilities assigned by their roles that put them at-risk for bloodborne pathogens exposure. The SESA should have administrative authority and be accessible during work hours.

3. The previous SESA is no longer at my school but is still appearing in BBPCT as the SESA

Contact GALAXY at 718-935-4444 to have the employees' status updated.

4. I am a new SESA, what am I required to do?

All SESAs must complete the annual SESA training as it outlines the SESA tasks and responsibilities. You can access it here: www.learningtimes.net/bbp refer to Principal/SESA Guidance Document.

BBPCT (Bloodborne Pathogens Compliance Tool)

1. What is BBPCT?

The Bloodborne pathogens Compliance Tool is a user-friendly database used to comply with state regulation. Principals and SESAs can view real time data on school compliance and download reports. From the Staff Home Page, employees can view their personal compliance status and submit exposure incident reports. Guidance documents and resources are available.

2. My BBPCT link does not work.

BBPCT is located in the DOE Workspace: https://www.nycenet.edu/bbp. It is accessible via a Windows, Mac, or iPad platform, but not on your cell phone.

If you continue to experience internet access problems, please contact the IT Service Desk at 718-935-5100 or http://servicecenter.nycenet.edu/selfsupport

3. How can I learn more about the BBPCT?

You can always refer to the BBPCT User Manual located in the Resources Section.

4. My principal assigned me as the SESA, why can't I access BBPCT?

Possible Reasons for Access problems:

a) The SESA must be on the school's Table of Organization.
b) The SESA must be on the school's payroll.
c) Employees listed in GALAXY as "not on payroll" are not able to be a SESA.
d) SESAs must also have a valid DOE schools.nyc.gov email address.

Categorizing Staff

1. How do I place employees into risk categories?

Employee identification and classification are performed in BBPCT. For details on each risk category, please refer to the [Principal/SESA Guidance Document](#) and the [BBPCT User Manual](#), both of which are in BBPCT.

2. Am I only supposed to identify just category A and B staff?

No. Place each staff member on the school's Table of Organization into a risk category. Category A employees have been pre-identified and schools cannot make changes.

Using a drop-down menu, identify whether the remaining staff members are responsible for certain risk tasks under Category B. Place staff without risk in Category C. Any staff who remain unclassified will negatively affect your school's overall compliance status.

3. Certain staff members are not in my school; I cannot remove them from the roster.

Place staff in category C if they are on your school's Table of Organization but are not present in your school. Contact Galaxy to have names removed/added to BBPCT. BBPCT records the name of the person making changes. It is advisable that changes be made to an individual record rather than selecting a name from the list of employees to make changes. Type in the staff's name or number in the Search section to select an individual record.

4. How can I determine which staff still need to be placed into a risk category?

Select the **Employee Identification** Page in BBPCT; go to **Identification Status**. From the drop-down menu, select **Unidentified Risk Category**. Select **Search**. A list of employees not yet identified will appear.

Training

1. I watched the group training with the staff, why can't I update my own training status?

The SESA and Principals training is different from the one provided to Category A and B employees. SESAs/Principals **will only** receive training credit when completed through http://learningtimes.com/bbp. Participating in a group training with staff does not fulfill the SESA/Principal training requirement. SESAS and Principals are NOT able to update their own or other SESAs' training status in BBPCT.

2. Am I supposed to train employees?

The SESA must ensure that at-risk employees complete training by the compliance date. Individual staff can view the webinar via LearningTimes or schools may conduct SESA directed group training. In the case of the latter, SESAS must then update individual staff records in BBPCT. For details on staff training, please refer to the [Principal/SESA Guidance Document](#) and/or the [BBPCT User Manual](#) located in BBPCT.

3. How are employees trained?

Employees can access the webinar during normal work hours at www.learningtimes.net/bbp. Employees log in using their 7-digit Reference ID number (from the pay stub) and **not the** File number. If the ID# contains 6 digits, add 0 to the front to make it a 7-digit number. SESAs can find Ref. ID numbers in BBPCT. Training records are updated in 24 hours.

Alternatively, schools can conduct group training where the SESA shows the webinar to a group of employees. SESAs then apply training credit for staff. Review the Training Page in BBPCT for how to upload training data.

4. I just placed my staff into risk categories, why can't they access the webinar?

It takes 24 hours for BBPCT to update and send an email to staff giving them access to the webinar. BBPCT communicates via schools.nyc.gov email accounts.

5. Can BBPCT send the training reminder email to staff again?

Once staff are placed into Categories A and B, BBPCT sends a notification to employees that they must take the annual training and three reminder emails are sent every three days. After that, SESAs can send as many emails as is required.

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

Employees will receive a training confirmation 24 hours after completing the training.

7. Why can't some staff access LearningTimes to view the webinar?

Only category A and B employees can access the webinar. They can access it 24 hours after placement into these categories. Category C employees and staff without a valid

8. How can I see the training details for an employee?

Double click on an employee's name to view details. You can see their past and current risk categories, training details, vaccination offer details, vaccination doses and the person making edits to this account.

9. What are some reasons for BBP webinar access problems?

Possible Reasons for Access problems:

a) **Are you using your cell phone to access the webinar?** You can only access this course using a Windows, Mac, or iPad platform but not on your cell phone.

b) **Are your 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.

c) **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 an active email account.

d) **Did you receive an email in your schools.nyc.gov account to complete training?** If you did not receive an email to complete the training, then you would not be able to access the webinar.

e) **Did you only just place employees into Categories A or B?** Employees' access is activated within 24 hours. Category C employees will not be able to access the webinar.

f) **Are you experiencing internet access problems?** Contact the IT Service Desk at 718-935-5100 or http://servicecenter/nycenet.edu/selfsupport

g) **Are you experiencing issues with BBPCT?** Contact BBPquestions@schools.nyc.gov and provide a brief description of the problem with a screenshot of any issue you encounter.

10. What are the categories under the Training Status Column?

See below for a description of each Training Status category.

Training Status	Description
Assigned for Training	When a staff/SESA is confirmed for training.
Sent for Training	When a staff is notified about the training. Sent 24 hours after confirmation.
Registered for Training	When an employee registers for training at Learning Times.
Training Reminder Sent	When a staff fails to register for the training
Training not Attended	When a staff/SESA fails to attend registered training
Training Completed	When a staff/SESA completes the training

11. How can I determine which staff still need to be trained?

Select the **Training Page** in BBPCT; go to **Employees' Training Status**. From the drop- down menu, select **Training Not Completed**. Select **Search**. A list of employees not trained will appear.

Compliance Status

1. How can I check if our school is in compliance?

You can check your school's overall compliance status from the Home Page in BBPCT. Also, the Summary Box on each page in BBPCT provides you with a snapshot of the categorization and training status off all school employees.

2. I have already categorized all staff, why is the status still incomplete?

The most common reason is that new staff were added to the school's Table of Organization after all staff were placed into a risk category. The addition of these new staff can change a school's compliance status. Check your compliance status on the BBPCT Home Page frequently.

3. I completed all the SESA tasks, why did our school get a non-compliance notice?

Compliance tasks by the published deadlines. Non-compliance messages can be due to all staff not being identified, Category A and B employees not trained, or the Exposure Control Plan or Cleaning Schedule not updated.

Exposure Control Plan & Cleaning Schedule

1. I cannot print the Cleaning Schedule.

Try saving your work and checking the certification box before you attempt to print.

2. Do I post the Cleaning Schedule on the Health and Safety Bulletin Board?
No. Post Cleaning Schedules in the named room – either the Medical or Diaper Change Room.

3. I have multiple sites, why can't I print out the Exposure Control Plan?
While you can save information for individual sub-sites, you must first complete a plan for all sub-sites before you are able to print all the Exposure Control Plans. When plans for all sub-sites are completed, your overall status will change to "Complete" on the Home Page.

4. Where do I post the completed ECP?
Post Exposure Control Plans on the Health and Safety Bulletin Board.

5. I completed the Cleaning Schedule, but BBPCT says we are still out of compliance.
After completing the Cleaning Schedule, you must save your work and check the certification box to update the system.

Vaccination

1. I just finished my training; why didn't I get a vaccine offer?
Employees who complete training via LearningTimes will receive an emailed vaccine offer 24 hours after completing the training. Employees who participated in group training at the school will receive an emailed vaccine offer 24 hours after the SESA has applied training credit in BBPCT. You will not receive another offer if you have begun or completed the hepatitis B vaccine series.

2. Who can get the hepatitis B vaccine?
Employees in category A and B who have completed training are eligible to receive the hepatitis B vaccine at no cost. Category A and B employees who have never received the vaccine will receive a vaccine offer 24 hours after training. The employee must respond to the offer.

3. Am I required to 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 risk, you can change your mind even if you have previously declined the vaccine.

4. How can I see the vaccination details of an employee?
Double click on the employee's name to view their details.

5. I accepted the hepatitis B vaccine, but I do not want to continue.
To manage your vaccination status, click here https://www.nycenet.edu/bbp to begin the vaccine series, decline/accept the offer, discontinue any further doses or upload a doctor's note to have the vaccine re-administered.

Employees who retire before completing the hepatitis B vaccine series should contact OOSH at BBPquestions@schools.nyc.gov

6. 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. You can upload a doctor's note here https://www.nycenet.edu/bbp to receive vaccination options.

7. Where is the hepatitis vaccine administered?

The hepatitis B vaccine is administered by licensed health care professional. Employees are notified via email and principals and SESAs are also notified. Employees receive options to receive vaccine at no cost once they accept vaccine offer.

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

No. Employees must be released from duties to receive the vaccine. No charges must be made to their sick or vacation bank.

9. What if I miss my appointment date?

Please reschedule as soon as possible with your Health Care Provider or NYCDOH Clinic.

10. What are the different status categories under Vaccine Status?

See below for a description of each Vaccination Status category.

Vaccination Status	Description
Vaccination Offer Notification	When an employee completes the training and is eligible for the vaccine.
Vaccination Offer Reminder	When an employee fails to act on the vaccination offer.
Accepted Vaccine	When an employee accepts the vaccination offer.
Decline Vaccine	When an employee declines the vaccination offer.
Vaccination Completed	When an employee has received the vaccine.

My BBP Compliance Status

1. How can I check my own status in BBPCT?

SESAS and Principals can view their own compliance status from the Home Page of BBPCT. Click on Staff Home Page to view your own training status, your training certificates for the past 3 years and to accept /decline the hepatitis B vaccine. You can also view the dates BBP correspondence were sent to you.

2. How can staff check their own BBP Compliance status?

A link will be sent to Category A and B staff to access their Staff Home Page. From here, they can view their current risk status, the name of their SESA, the link to receive training, dates of correspondence related to training and vaccination, their training completion certificates for the last 3 years, and their vaccination status, as well as accept/decline the vaccine.