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# BBP COMPLIANCE INFORMATION FOR SCHOOLS

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The Bloodborne Pathogens Standard (cited as 29 CFR 1910.1030) is a federal and state mandate that requires all employers to institute measures to reduce employee exposure and illnesses. Employees whose job tasks involve routine contact with blood and other potentially infectious materials must receive the appropriate training.

The Bloodborne Pathogens Compliance Tool (BBPCT) was developed to assist schools with compliance requirements. This database allows a designated school administrator to identify at-risk employees and assign and ensure that these employees receive annual training and hepatitis B vaccines.

The BBPCT also assists each school with the development a site specific plan that *1. Provides employees with information on the availability of personal protective equipment and 2. Develops a cleaning schedule showing the frequency and method of how contaminated areas are cleaned.*

You should identify a Site Employee Safety Administrator (SESA) to coordinate these compliance activities and ensure that written documentation is available to employees and state representatives. A suitable SESA is preferably an Assistant Principal with administrative authority, who is accessible during work hours, has school leader-level network access and has knowledge of staff and assignments.

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## DEADLINES

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**By September 20**, Principals will identify SESA(s) in GALAXY, similar to the identification process in ARIS.

**By October 4**, SESAs must:

- (1) complete the Exposure Control Plan (ECP) and the Site Cleaning Schedule found in the Bloodborne Pathogens Compliance Tool; and
- (2) identify and confirm at-risk employees into the three category types (A, B and C) in the Bloodborne Pathogens Compliance Tool.<sup>1</sup>

**By November 5**, employees in Categories A and B must be trained using the BBP Webinar on the DOE intranet. Once the employee's ID number is recognized by the system, hosted by LearningTimes, the employee will receive credit. Schools may also choose to utilize a group training method. Where schools opt for group training, the SESA must contact the Office Occupational Safety and Health for the webinar link.<sup>2</sup>

For questions, call the BBP Hotline at 718-935-2895 or email [BBPquestions@schools.nyc.gov](mailto:BBPquestions@schools.nyc.gov). The BBPCT link is located at: <http://nycboe.net/applications/bbp>. To log in, type: Central\<(your Outlook ID), then your (Outlook Password) at the log in prompt or pop-up.

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<sup>1</sup> To prevent **over-identification**, SESA's are being asked to identify at least one task that the employee performs that puts him/her at-risk. BBPCT has helpful pop-ups to assist with categorization.

<sup>2</sup> Some staff members will be trained in a group setting by job title: nurses, new occupational therapists, new physical therapists, cafeteria workers, new LYFE staff, and District 75 employees. Principals/SESAs may opt to perform group training. In this case, SESAs must manually update the training status of employees in BBPCT. All other at-risk staff will be subject to the timelines and procedures in this document.