

Identifying Employees Into Risk Categories

Principals and SESAs are the only authorized personnel who can access the Bloodborne Pathogens Compliance Tool (BBCT).

LOGGING IN TO THE BLOODBORNE PATHOGENS COMPLIANCE TOOL (BBPCT)

Use this link to access BBPCT: <https://apps.nycenet.edu/Applications/bbp>

At the log-in prompt or pop-up, type:

Central*(your Outlook ID)*, then your *(Outlook Password)*

Hint: Save this page as a Favorite

Employee Exposure Determination

In BBPCT, the HOME page will display the Compliance Tasks with your school's compliance status. The page links will take you to each compliance task.

To categorize employees, click on the link next to **IDENTIFY AT-RISK EMPLOYEES**, Click **SEARCH**. Scroll down to view the names of employees in your school.

You will notice employees on your school's Table of Organization. This list is updated daily from GALAXY. Employees cannot be added nor removed in BBPCT; this is a GALAXY function.

You now need to assign all employees into a risk category :

- Categories A and B are risk categories. These employees are expected to incur occupational exposure to blood or other potentially infectious materials regardless of frequency. They **routinely perform or are expected to perform at least one work related task**.
- All District 75 employees are Category A and are considered to be at risk.
- BBPCT has rolled over all assignments from the previous school year. Please review them for correctness.

COLOR CODES

RED—CATEGORY A

BBPCT has prepopulated certain titles which have high risk. These employees must be trained.

ORANGE—CATEGORY B

Employees with some occupational risk. Employees must perform at least one task selected from the drop down Task menu. These employees must be

YELLOW—CATEGORY C

Employees with no occupational risk. These employees do not need training.

Useful Links

BBP Webinar: www.learningtimes.net/bbp

Group Training: <http://learningtimes.adobeconnect.com/bbp2013employee/>

Accept/Decline Vaccine: <https://www.nycenet.edu/Offices/DHR/bbp>

User Id: (Your Outlook ID), **Password:** (Your Outlook password)

Help

Technology Help Desk: 718-935-5100

GALAXY Help: 718-935-4444

BBP Hotline : 718-935-2895

Email: BBPQuestions@schools.nyc.gov

Category A Employees

These are job classifications in which ALL employees may be expected to incur occupational exposure to blood or other potentially infectious materials (OPIM) regardless of frequency.

Employees in **Category A** have been pre-assigned based on their job titles, and include:

- School Nurses
- Speech Therapists
- Occupational Therapists
- Physical Therapists
- Lifeguards
- District 75 Employees

Category A employees must receive annual blood-borne pathogens training and are offered the Hepatitis B vaccine, if eligible (trained and never received the vaccine).

Required Action

Nothing. Employees in this category cannot be edited.

Category B Employees

Job classifications in which SOME employees may have exposure to blood and OPIM during the performance of their normal job duties.

Regardless of their job titles, employees in this category must ***routinely perform or be expected to perform at least one*** of the following work related tasks:

- Cleaning up blood and OPIM
- Designated First Aid, CPR, AED and Epi Pen Providers
- Handling Medical Waste
- Providing bathroom care – (*diapering, changing soiled undergarments, and/or bathroom assistance*)
- Providing Crisis Intervention (*member of the Crisis Intervention Team and responsible for conflict resolution, breaking up fights etc.*)
- Routine Health Care
- Sewer Maintenance

Examples of Category B Employees

- Principals/Assistant Principals/Deans
- Laboratory Teachers
- School Food and Nutrition Kitchen Staff

Employees in this category must be trained annually and offered the Hepatitis B vaccine.

Required Action

Review the names of each of these employees and select one work-related task from the drop down menu. Click *Save Changes*. *You can also transfer employees from Category C to B.*

Category C Employees

This category represents employees who generally do not have occupational exposure to blood and OPIM. E.g. general classroom teachers, and most para-professionals.

Required Action

New employees are automatically assigned to Category C. To change an employee to category to B, select a risk task from the drop down menu and press **SAVE THE CHANGES** to save your work.

Extras

Identify at-Risk Employees Tab	Shows your entire school roster
Summary	Shows the exposure determination status of all employees
Category Confirmed column	Shows whether the employee has been assigned to a risk category. If this column says <i>NO</i> , then the employee needs to be assigned to a risk category and saved.
Training Status column	Shows if the employee was trained. Category C employees are not required to be trained; therefore, their status will be displayed as <i>Not Trained</i> . View all pages to see all of your employees. You must click <i>SAVE</i>
Current Status column	Shows the individual status of each employee at the time of viewing.
Clicking on an employee's last name	Shows the employee's BBP history (exposure category, email notifications, training, and vaccination records)