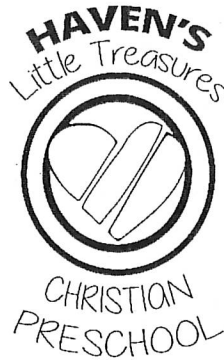


Haven's Little Treasures Christian Preschool Student Handbook

2020-2021

OUR MISSION STATEMENT:

Nurturing students to learn and grow in God's truths
academically, socially and spiritually.



He gathers the lambs in His arms and carries them close to His heart. Isaiah 40: 11

Dear Parents,

Welcome to Haven's Little Treasures Christian Preschool (HLTCP). We are so glad that you have chosen our school as your child's early learning experience. In the days ahead, your child will be exposed to many new and exciting enrichment opportunities.

The Preschool Student Handbook will provide you with important information that you may wish to refer to throughout the year. It will provide you with preschool policies and procedures. It is our hope that this handbook is just the beginning of good communication between home and school that will carry us through the year.

Your preschool teacher will communicate with you on a regular basis by monthly calendars and weekly newsletters.

Haven Church stands ready to serve you. In exchange we ask for your prayers, encouragement, and support. Please feel free to call the Haven Church's Office (269) 344-5871 if we can answer any questions for you.

Sincerely,

Haven's Little Treasures Christian Preschool

Little Treasures Preschool - Haven Church - 344-5871 - office
Joy Zylstra – 3s & 4s teacher (269) 217-1845 - cell

Preschool hours of operation:

3 yr. olds	T/TH	9:00-11:30 am
4 yr. olds	M/W/F	8:30-11:30 am and/or 12:15-3:15 pm

PRESCHOOL

GOALS:

- Provide a secure and loving environment for the child's development.
- Develop a sense of wonder and appreciation for God's creation.
- Develop an assurance of God's love for the child, and encourage a loving response to God and others.
- Build up the child's self-image and strengthen the concept of the worth of others.
- Strengthen the child's confidence in facing new situations and experiences.
- Establish a sense of social responsibility, encouraging cooperation and sensitivity to others.
- Enhance the child's ability to express ideas and emotions in verbal and nonverbal ways. For example, through imaginative play and artistic activities.
- Gradually develop readiness skills for listening and for good work habits.

TYPICAL DAILY SCHEDULE:

This can include any/all of the following: table toys, circle time, music and art literacy, free play, snack, Bible time, gym or outside play time.

3's Preschool sample daily schedule:

9:00-9:30 - Meet and greet and freeplay

9:30-9:50 - Circle time

9:50-10:25 - Rotating small groups (craft, phonics, math and table activities)

10:25-10:50 - Snack

10:50-11:15 - Last small group rotation

11:15-11:25 - Music and movement

11:30 - Dismissal

4's AM Preschool sample daily schedule:

8:30-9:00 - Meet and greet and freeplay

9:00-9:20 - Circle time

9:20-10:00 - Rotating small groups (craft, phonics, math and table activities)

10:00-10:20 - Gym

10:20-10:40 - Snack

10:40 - 11:00- Last small group rotation

11:00-11:20- Bible story, music and movement

11:20 Dismissal

4's PM Preschool sample daily schedule

12:15-12:45 Meet and greet and freeplay

12:45-1:05 Circle time

1:05-1:45 Rotating small groups (craft, phonics, math and table activities)

1:45-2:05 Gym

2:05-2:25 Snack

2:25-2:45 Last small group rotation

2:45-3:05 Bible story, music and movement

3:05 Dismissal

PARENT PARTICIPATION:

- Our preschool program highly encourages parent participation, but it is not required. The teacher leads the educational program; the parents and teacher help carry out that program daily in the classroom.
- Each family is required to be represented at the parent orientation meeting held just prior to the beginning of classes.
- Parents are encouraged to sign up for working times in the classroom.
- Please refrain from using cell phones during your child's VIP day, except for taking photos of our activities.

ADMISSION PROCEDURE:

The parent or parents of children seeking admission shall submit an application and a tuition deposit as set by the board.

No person shall be denied admission to, excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of HLTCP on the grounds of race, color, or national origin.

Children must be three by September 30 to enroll in the three's class. Children must be four by September 30 to be enrolled in the four's class. All children must be potty-trained and wear underwear to class; no diapers or pull-ups are allowed and the child should be able to accomplish the bathroom routine independently. All children must be up to date on their vaccinations.

PAYMENT, REFUND, AND WITHDRAWAL POLICIES

HLTCP will determine payment schedules. There is a \$100 non-refundable fee (applied toward tuition) for those who enroll in the preschool. Parents must complete enrollment forms. Health forms must be filled out properly and signed by a physician. Both should be completed by the first day of school. Scholarships are available. HLTCP parents of currently enrolled preschoolers will be given priority for the following school year.

A Cheddar Up account must be set up by the parents before the beginning of the school year.

WITHDRAWAL POLICY

- Parents may withdraw their child from the program by contacting HLTCP. This can be done in writing or via a phone call. Tuition is expected to be paid. All fees incurred prior to withdrawal are expected to be paid within the regular payment schedule time.
- HLTCP has the right to suspend services if payment is over 1 month delinquent.
- HLTCP has the right to suspend or discharge a student if repeated disciplinary measures prove ineffective or if other student's safety or well-being is jeopardized.

SCHOOL ADMINISTRATION

The educational program is directed by a certified lead teacher, teacher, and the parents help carry out the program daily in the classroom.

ABSENCE:

If you know your child is going to be absent, please notify the teacher. Notify the teacher immediately if your child is diagnosed as having a contagious disease, such as chicken pox, pink eye, or strep throat, or Covid 19.

ABUSE AND NEGLECT POLICY

Under the Child protection Law, 1975 PA 238, child care providers are mandated to immediately report any instance where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. Failure to report abuse or neglect is a crime that can result in legal penalties: Centralized Intake for Abuse and Neglect (855) 444-3911.

Any staff or volunteer, who suspects a child is being abused or neglected, must immediately report the concerns to the local county children's protective services unit. Reporting the situation to administration or other staff does not relieve the caregiver of the mandated responsibility to report to CPS. The investigation of allegations including interviewing of children and adults is the responsibility of the licensing consultant or CPS worker.

All verbal reports to CPS must be followed up in writing to CPS within 72 hours.

Signs of Abuse and Neglect (published by the Kalamazoo County Child Abuse and Neglect Council)

Physical

- Frequent bruises (face, back, buttocks, or legs)
- Cigarette burns (feet, arms, hands, or buttocks)
- Burns in the shape of an iron or other appliance

- Human bite marks

Sexual

- Knowledge beyond child's age
- Injury to genital or rectal area
- Dramatic changes in behavior
- Venereal disease in a child under 12

Neglect

- Dirty
- Frequent body odor
- No appropriate adult supervision
- Abandonment
- Frequently hungry but not growing
- Frequently tired

ARRIVAL AND DEPARTURE:

Unless you are the helping parent, you should bring your children to school no earlier than ten minutes before the session. All other children will be met at the door to be admitted at the posted beginning time of the class, (8:30, 12:15 or 9:00). Please be prompt to pick up your child at the end of the session. If you are late picking up your child more than 3 times you will be charged \$25. 11:40 will be considered late for am classes, and 3:25 will be late for the pm classes. The additional charge will be added to Cheddar Up.

Arrival and Departure occurs at the east door, closest to the preschool room. At arrival pull up to the door, get your child out of your vehicle and bring him/her to the double doors where their temperature will be taken and you will be given a short health survey. The preschool teacher or classroom aide will admit your child and guide him/her to put their backpack on their spot and to wash their hands on entering the classroom. At pick up pull up to the same double doors, walk to the door where your child will meet you. Put your child into your vehicle and then pull up ahead to get him/her buckled into the carseat.

SUGGESTED SNACKS:

Instead of having the VIP provide snacks for everyone the preschool staff will administer snacks. Parents may sign up to supply us with graham crackers, Goldfish, or cereals (we will make a mix). Snacks will be on the donation list.

Parents should notify the school in writing about their child's food allergies. All staff, parents, and helpers must be informed of all food allergies within the class. Parents will supply their own child with a safe snack.

BIRTHDAY CELEBRATIONS

If your child has a birthday during the school year, you may assist on or near that day. For a treat we will be putting frosting and sprinkles on our graham crackers. If your child has a summer birthday the teacher may schedule a special day on the "1/2 birthday" or close to the end of the year.

CLOTHING:

Please dress your child in washable play clothes. Mark the child's name on coats, boots, hats, mittens, backpacks, etc. Each child should bring his/her own backpack daily. Please place a clean set of clothing in a ziplock bag in your child's backpack to use in case of an accident.

CURRICULUM:

Our curriculum experience will promote growth in spiritual, social, physical, intellectual, and emotional areas in the child's life. There are many opportunities for age-appropriate experiences and activities.

SAFETY GUIDELINES

It is necessary to establish certain limits so that there is consistency in the program. Please learn and adhere to the following safety rules.

- Children are to walk inside the room.
- Children are encouraged to treat each other kindly. Hitting, shoving, kicking, biting, scratching, or throwing objects is not acceptable.
- Children are expected to help put toys and objects in their general areas of use when it is time to move on to the next activity.
- Children will be supervised in the hallways.
- If a staff member, family member, or visitor to our preschool becomes ill with Covid-19 symptoms we will contact the Health Department and licensing consultant for the next steps. Staff and families with children in our care are also required to report to the provider if they become symptomatic or receive a positive Covid-19 test result. If an individual in the classroom is identified with a positive test for Covid-19 the classroom will be closed, cleaned, and everyone in that classroom should be quarantined for 14 days initially.

DISCIPLINE POLICY

The entire preschool staff uses positive methods of discipline, which encourages, self-control, decision making, and cooperation. If a child misbehaves, we will take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity or may be redirected to another area in the classroom. Time-out is used as a last resort when all other strategies have been exhausted. Time-out involves having a child sit briefly away from the group to gain self-control. We will then talk to

the child about the incident and with the help of the child, come up with a positive plan to use in future situations. No physical or corporal punishment will be used.

EMERGENCY CLOSING POLICY

If it has been determined by the teacher that preschool could be canceled (power outage, broken furnace...) you will receive a text. You will be asked to confirm that you received the text. If we don't receive confirmation we will call you..

EVALUATION

Teachers will meet with parents once during the school year in order to report on their child's progress in the 4's class. At any time during the school year, you are welcome to contact the teacher with suggestions, concerns, or questions.

PARENT / VOLUNTEER WORK DAY POLICY

- All volunteers that will be supervised by an individual who has been fingerprinted will have an ICHAT clearance completed prior to supervised interaction with children. Some volunteers will be fingerprinted for the comprehensive fingerprinting background check if they will be unsupervised by an individual who has been fingerprinted.
- Any volunteer who will have unsupervised contact with children will be fingerprinted that verifies that the prospective volunteer has no history of child abuse/neglect.
- Volunteers will sign and date a self-certifying statement at the time of volunteering indicating that he/she:
 - -Is aware that abuse and neglect of children is against the law.
 - -Has been informed of the center's policies on child abuse and neglect.
 - -Knows that caregivers are required by law to immediately report suspected abuse and neglect to children's protective services.
- Volunteers cannot be unsupervised until there is documentation from the Department of Human Services on file that he or she has not been named in a central registry case as a perpetrator of child abuse or neglect. A volunteer cannot be unsupervised in the center if he or she has been convicted of the following:
 - A listed offense, as defined in section 2 of the sex offenders registration act.
 - Child abuse or neglect.
 - A felony involving harm or threatened harm to an individual within 10 years immediately preceding the date of hire.

If the volunteer has a criminal conviction stated above, chooses not to submit to a criminal history check, or chooses not to sign a statement regarding his or her criminal convictions, he or she will not have any unsupervised contact with children.

A staff member that has been fingerprinted will supervise the volunteer/parent at all times if fingerprinting is not completed or approved by the volunteer. The staff member will be in the same room with the volunteer. The staff member must be able to see the volunteer. For example, if the volunteer is sitting on the floor with a child behind a shelf, the staff member must move so they can see the interaction between the volunteer and the child. A volunteer will never be counted in the state licensed ratio of adults to children.

The volunteer/parent may not participate in any of the following activities while unattended by a staff member except if fingerprinted:

- Be alone with children in the classroom
- Take children to the restroom
- Take children outside
- Take children to the gym
- Spend time with one or multiple children outside the classroom

Volunteers will never be counted in ratio or left unattended in the presence of children without being fingerprinted.

Volunteers are not to handle blood or any potentially hazardous infectious, bodily fluids. Smoking is not permitted on any child care center property or on field trips.

Children other than enrollees, such as siblings or friends, cannot come on working days.

REMEMBER: In creative activities, it is the activity that is important-not the finished product. We do not compare children's work or comment to them on their ability. We encourage them to participate when they are ready to. Try comments such as "Tell me about this picture...."

We would like to remind our parents that this is a Christian preschool and we want to provide a Christian atmosphere for our children. Please be aware of your language. Use words of encouragement. Please do not use God's name inappropriately.

STAFF SCREENING POLICY

- Secure comprehensive fingerprinting background check is required for all staff.
- Cannot be present if listed on FIA central registry.
- Secure self-certifying statement of no substantiated abuse and neglect of children or adults **before** contact with children.
- Secure self-certifying statement of no convictions before contact with children.

- Secure "Criminal History Check" before employment. (Convictions or falsifying records may be cause for dismissal.)
- Document review of any and all conviction(s) and determine if appropriate to continue employment

Staff cannot be present in the center with felony conviction of harm or threatened harm or conviction of child abuse or neglect.

LEAD TEACHER AND TEACHER TRAINING POLICY

- HLTCP's teachers must read the Preschool Handbook (PH).
 - Staff must know the discipline policy (PH).
 - Staff must know the emergency procedures and review them twice each year. This includes fire and tornado drills, natural or man-made disaster plans, and crisis management plans. (PH)
 - Staff must know the Parent Work Day Policy. (PH)
 - Staff must know the Abuse and Neglect Policy. (PH)
 - Staff must know "Signs of Abuse and Neglect" distributed by the Kalamazoo County Child Abuse and Neglect Council. (PH)
 - Bloodborne Pathogens training is required once before unsupervised contact with children.
 - CPR and First Aid Certification every 2 years
 - Staff Training Plan
 - Staff will earn 16 clock hours of documented training per year. Topics to be covered are child development, curriculum, child discipline, health/safety, nutrition, working with parents, licensing rules, program management, teaching and learning, observation, documentation and assessment, and professionalism.

PESTICIDE MANAGEMENT PROGRAM

- Pesticides will not be used on the school property while school is in session.
- Parents and guardians will be notified annually that they will receive advance notice of pesticide application through the school newsletter and a posting at the school entrance.
- Advance notice will include, target pest or purpose, approximate location, date of application, and contact information at the school.
- Parents or guardians may receive notification by first-class mail postmarked three days before the application if they so request.
- A pesticide application will not be performed in a classroom unless the room will be unoccupied by students or children for not less than four hours or longer if required by pesticide label use directions.
- More information about pesticide usage can be obtained by contacting the Region 5 supervisor 269-429-1007.

NOTICE OF THE AVAILABILITY OF OUR LICENSING NOTEBOOK

The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans. The licensing notebook is available to parents in the classroom during regular school hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

HEALTH CARE POLICIES AND RESOURCES

HAND WASHING WHEN ENTERING THE CLASSROOM AT THE BEGINNING OF THE DAY, BEFORE EATING, AFTER USING THE BATHROOM, COUGHING, SNEEZING OR USING A TISSUE

The following procedures are considered best practice for hand washing:

- Have a clean, disposable paper or single-use cloth towel available.
- Turn on the water to a comfortable temperature between 60 to 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with clean, disposable paper or single sheet use cloth towel.
- Dispose of single use paper towel in a lined trash container or place the cloth towel in a laundry hamper.

HEALTH REGULATIONS

Health records are required before a child may enter school. If your child becomes ill, he/she must be kept at home until the infection period is over and is feeling well again. If your child will not be in preschool, notify the teacher (or school office) no later than preschool starting time. Contagious diseases must also be reported to the teacher. The County Health Department regulations require that the preschool file a weekly report.

A teacher/volunteer/child should remain home on any school day that he/she has:

- Evidence of cold or cough
- Shown an increase in temperature within the last 72 hours
- A rash
- Suffered an upset stomach within the last 72 hours
- Sore and/or discharging ears or eyes
- Experienced an intestinal disturbance within the last 72 hours

- Shown unusual fatigue
- **CHILD MUST BE SYMPTOM FREE FOR 72 HOURS BEFORE RETURNING TO SCHOOL**

MEDICATION

The center will administer medication only under the following circumstances. If a child has allergies or asthma, then special medical procedures will be given; however, written permission must have been given by the parent. The prescription medication has the pharmacy label indicating the physician's name, child's name, instructions and dosage to be given to the child. The medication will be kept out of reach of children.

PARENT NOTIFICATION FOR ACCIDENTS, INJURIES, INCIDENTS, OR ILLNESSES

How parents will be notified:

- Written injury report that they will receive at pick up
- Phone call
- Email
- Text message

When parents will be notified.

- Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report.
- Notification will occur immediately via telephone call to parents for serious injuries/incidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer...etc.

ILLNESS AT SCHOOL

Teachers should be able to contact parents at all times. If a child becomes ill at preschool, the parent should be called, and the child picked up as soon as possible.

EQUIPMENT CLEANING – Wash equipment, tables, and objects after use. Wash with soap, rinse and sanitize. Must use bleach – test with bleach strips. The following steps will be followed as well:

- Wash the surface or article vigorously with soap and water.
- Rinse the surface or article with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.

- Let the article(s) or surface(s) air dry.

NOTE: laundering bedding, dress-up clothes, stuffed animals, etc. in HOT water and detergent cleans AND sanitizes the item(s).

BLOOD BORNE PATHOGENS PROCEDURE AND BODILY FLUIDS

HLTCP procedures attached as Appendix C.

Protective Gloves are located on the top shelf right hand side of the sink in the First Aid/Medical Supply Box

Health Resources – Kalamazoo Health and Community Services Department
 311 E Alcott Street
 Kalamazoo, MI 49001 269-373-5200

Haven's Little Treasures Christian Preschool Emergency Procedures

Tornado Safety

- Sound tornado alarm (blow whistle). Teacher takes attendance records and children into the approved bathrooms. Take attendance. Keep children calm and quiet.
- Aide - Check the church for children and bring a phone to the hallway for weather monitoring.
- Aide and Teacher - Help keep the children calm and quiet.
- Teacher contacts parents by phone to ask them to pick children up.
- Teacher records drills - one in the fall and one in the spring.

Fire Safety

- Sound fire alarm. Teacher takes all children and attendance records to the baseball field - east of the parking lot.
- Take attendance to account for all children. Keep children calm and quiet.
- Aide - contact fire department. Check the church for children, then help keep children calm and quiet.
- Aide - contact parents by phone to ask to pick children up.
- Teacher records drills - one between September-November, one between December-February; one between March-May.

Bomb Threat

- Evacuate the building. Teacher takes all children and attendance records to the end of the parking lot - the northeast corner.
- Take attendance to account for all the children. Keep children calm and quiet.
- Teacher: Call 911. Aide checks the church for children. Teacher helps to check for children.
- Teachers help keep children calm and quiet.

- **Serious Accidents**

- Teacher is to stay with the injured child, help the child stay calm and quiet and administer first aid, if necessary.
- Aide is to contact emergency personnel, then parent/guardian, and direct personnel to sick or injured child, if necessary.

Severe Weather

When Gull Lake Community Schools are closed due to weather, preschool classes will be cancelled. If GLCS is on a 2 hour delay, the morning preschool classes will be cancelled. Afternoon preschool will still meet. It is always up to parent/guardian discretion whether you want to send your child based on road conditions. Closings will be announced on WWMT (if Gull Lake Schools are closed then preschool will be closed) and on our private Facebook page. If it becomes necessary to close during the school day due to a blizzard, closing will be announced via Facebook and the teacher will also inform parents via phone. We will not make up snow days.

Manmade and Natural Disasters

Power Outage

As long as heat and water are maintained, parents will be called to pick up their child by the teacher within an hour of losing power.

Gas Leaks

- The children and staff should evacuate the building.
- Contact 911 of a possible gas leak at the preschool.
- Teacher will notify the rest of the staff in the entire building.
- Do not turn ON or OFF any electrical switches.
- The preschool and Haven Church should not be entered by anyone until the fire department announces it is safe to return.
- Parents will be contacted by phone.

Flooding

- Teacher or aide will move records and valuable equipment to higher floors. Chemicals that are in the preschool should be stored in locations where floodwaters will not come into contact with them.
- TeachersP will make preparations to move children and staff in the event that an evacuation is needed.
- If evacuation is necessary and time permits, staff members or employees will unplug all electrical appliances. If time permits, move all loose and unsecured outdoor equipment to an indoor location.
- Parents will be contacted by phone.

Contaminated Water supply

Occasionally water supplies are contaminated or are suspected of being contaminated with microorganisms or chemicals due to a break in a water main or other damage to the distribution system. Discontinue the use of tap water, ice machines, drinking fountains and any other water equipment to prevent ingestion. Label all water sources with a sign reading, "Do not drink" and begin using bottled water.

APPENDIX C

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR

Haven's Little Treasures Christian Preschool (HLTCP)

In accordance with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

I. EXPOSURE DETERMINATION

HLTCP has determined that all its employees have some risk of occupational exposure to blood or to other potentially infectious materials and/or bodily fluids simply because of the types of contacts that take place and the kind of service that is rendered in an educational institution.

All teachers, aides and support staff interact to some degree with our preschoolers each day. It is possible that HLTCP may be exposed to bloodborne pathogens.

II. IMPLEMENTATION SCHEDULE AND METHODOLOGY

A. Methods of Compliance

1. Universal Precautions:

At HLTCP universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or other potentially contaminated body fluids shall be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

2. Engineering and Work Practice Controls:

Engineering and work practice controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained or replaced when an exposure incident occurs in this district and annually. The policy will be reviewed annually.

An exposure incident is defined as contact with blood or OPIM on an employee's non-intact skin, eye, mouth or other mucous membrane or by piercing the skin or a mucous membrane through such events as needlesticks.

a) Hand washing:

1) Each building shall provide handwashing facilities which are readily accessible to employees, or when provision for hand washing facilities is not feasible, this district shall provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth, paper towels, or antiseptic towelettes.

2) Employees shall wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.

3) Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

b) Housekeeping and Waste Procedures:

1) Each work site will post a procedure for dealing with housekeeping and waste procedures.

2) All equipment, materials, environmental and working surfaces shall be cleaned and decontaminated after contact with blood or OPIM.

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant immediately after completion of procedures/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or OPIM,

and at the end of the school day if the surface may have become contaminated since the last cleaning.

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or OPIM, or at the end of the school day, if they have become contaminated since the last cleaning.

3) All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

4) Materials, such as paper towels, gauze squares, or clothing, used in the treatment of blood or OPIM spills that are blood-soaked or caked with blood, shall be bagged, sealed, and designated as a biohazard (containing blood or OPIM contaminated materials) shall be red in color or affixed with a biohazard label and shall be located in each maintenance office or administration office.

(On the advice of the Michigan Office of Safety and Health (MIOSHA), biohazardous waste for this Standard's purposes shall only include items that are blood-soaked, caked with blood, or liquid blood that could be wrung out of the item. This would include items such as sharps, broken glass, or plastic on which there is fresh blood.)

5) The custodian shall respond immediately to any major blood or OPIM incident so that it can be cleaned, decontaminated, and removed immediately.

(A major blood or OPIM incident is one in which there will be biohazardous material for disposal.)

6) There shall be a marked biohazard container in the custodial area for the containment of all individual biohazard designated bags. Appropriate disposal of the contents of this container will be completed by a licensed hazardous materials agent such as Drug and Lab Disposal, Plainwell.

7) In the event that regulated waste leaks from a bag or container, the waste shall be placed in a second container, and the area shall be cleaned and decontaminated.

8) Contaminated broken glass shall NOT be picked up directly with the hands. It shall be cleaned up using a mechanical means, such as a brush and dustpan, tongs, or forceps. Broken glass shall be containerized. The custodian shall be notified immediately, either by verbal or by written notification.

a) Contaminated sharps, broken glass, plastic or other sharp objects shall be placed into appropriate sharps containers. The sharps containers shall be closable, puncture resistant, labeled with a biohazard label, and leak proof. Containers shall be maintained in an upright position. Containers shall be easily accessible to staff and shall be located as close as feasible to the immediate area where sharps are used. If an incident occurs where there is contaminated material that is too large for a sharps' container, the custodian shall be contacted immediately to obtain an appropriate biohazard container for this material.

- Re-usable sharps, that are contaminated with blood or OPIM, shall NOT be stored or processed in a manner that requires employees to reach, by hand, into the containers where these sharps have been placed. Sharps should be washed in soapy water with a long-handled brush, rinsed, and air dried.
- The employee shall notify the maintenance staff when sharp containers become three-quarters full so that they can be disposed of properly.
- Contaminated needles shall not be bent, recapped, removed, sheared or purposely broken.

9) Employees are prohibited from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses where there is a reasonable likelihood of exposure to bloodborne pathogens.

10) Employees shall NOT share water bottles, make-up, food, or eating utensils, or allow students to do so. Employees and students shall be warned against putting toothpicks, pens, pencils, or other potentially contaminated sharp items in their mouths.

11) Food and drink shall not be kept in refrigerators, freezers, cabinets, or on shelves, counter-tops or benchtops where blood or OPIM are present.

12) All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, splattering, and generating droplets of these substances.

13) Contaminated laundry shall be bagged, or containerized at the location where it was used, and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be disposed of properly.

3. Personal Protective Equipment:

a) Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall be used. Forms of personal protection equipment, available in this district, are gloves, goggles, gowns and masks.

1) Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin, and when handling or touching contaminated items, or surfaces.

2) Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible, if they are torn, punctured, or when the ability to function as a barrier is compromised. Disposable gloves shall NOT be washed or decontaminated for re-use.

3) Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives, shall be readily accessible to those employees who are allergic to the gloves normally provided.

4) Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

5) Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated, i.e. custodian cleaning a clogged toilet.

b) HLTCP shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the work site or is issued to the employees. Personal protective equipment is available in the following locations: maintenance office, classrooms, and administration office.

(1) HLTCP shall clean, launder, and dispose of personal protective equipment, at no cost to the employee.

(2) HLTCP shall repair, or replace, personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

c) All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment/supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. This container shall be labeled with a red biohazard symbol.

d) If a garment(s) is penetrated by blood or OPIM, the garment(s) shall be removed immediately, or as soon as feasible.

e) HLTCP shall ensure that the employee uses appropriate personal protective equipment. If an employee temporarily and briefly declines to use personal protective equipment because it is in his or her judgment that in that particular instance it would pose an increased hazard to the employee or others, the building principal shall investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future.