

5-10-60-7

RESOLUTION NO. 255-10 (5/25/10)

GovOps&W&M-Cayuga County Policy Manual -05-10

AUTHORIZATION TO UPDATE AND ADOPT THE POLICIES OF THE COUNTY OF CAYUGA.

**BY: Mr. Fearon, Chairman, Government Operations Committee.
MR. Palermo, Chairman, Ways & Means Committee.**

WHEREAS, the County of Cayuga has adopted numerous policies and procedures for conducting county business and other policies were developed as mandated by statute; and

WHEREAS, these current policies have been reviewed, revised as needed and presented to the Legislature individually; and

WHEREAS; all current documents have been reviewed, revised as needed and formatted into one manual; now, therefore, be it

RESOLVED, that the County Legislature does hereby adopt the attached list of policies and procedures; and be it further

RESOLVED, that the policies be formatted in accordance to the direction of the Legislature and County Administrator, printed, and placed in manuals; and be it further

RESOLVED, that any future adoption of revisions to the above stated policies and procedures or newly adopted policies or procedures be updated in the Cayuga County Policy Manual; and be it further

RESOLVED, that this resolution take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 25th DAY OF MAY, 2010 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/26/2010 8:16AM


CLERK, CAYUGA COUNTY LEGISLATURE

The CAYUGA COUNTY

Respiratory Protection Plan

31

This Plan Addresses Respiratory Protection for the Employees of

Department Name

Updated: May 2, 2010

**Adopted by the Cayuga County Legislature
May, 2010 May 25, 2010
Resolution No. 255-10
Original Version
Cayuga County Administrator's Office**

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LIST OF ACRONYMS & ABBREVIATIONS

CDC – Center for Disease Control and Prevention
CFR – Code of Federal Regulations
EPA – U.S. Environmental Protection Agency
HEPA – High Efficiency Particulate Air
HHS – U.S. Department of Health and Human Services
NIOSH – National Institute for Occupational Safety and Health
NYSDOH – New York State Department of Health
PEL – Permissible Exposure Limits
PLHCP – Physician or other Licensed Health Care Professional
PPE – Personal Protective Equipment
QLFT – Qualitative Fit Test
RPA – Respiratory Program Administrator

I. INTRODUCTION

Respiratory Protection Program

Cayuga County has implemented this Program to ensure that medical personnel are not exposed to airborne biological hazards and that employees involved in construction / maintenance activities where lead containing materials are present are not exposed to airborne lead (dust) in excess of permissible exposure limits (PELs).

This program has been developed with specific respiratory protection scenarios common to employees in Cayuga County. The program has been designed for medical personnel that may require respiratory protection (use of a disposable N95 respirator) for infection control during normal work operations and during non-routine emergency situations. In addition, the program has been developed for maintenance/construction staff that may be required to wear respiratory protection (air purifying respirators) to control potential exposures associated with sanding, scraping, sawing or other dust generating tasks, when lead has been detected in the surface material **at any concentration**.

This program has been developed for respiratory protection during the following work activities.

Work Activity to be Performed	Where, When, Other Factors
Medical - Having any patient contact	When entering isolation room of patient on airborne precautions (such as Tuberculosis)
Medical – Providing direct patient care and/or having close patient contact	In patient care areas when either CDC or the NYSDOH recommend the use of N95 precautions. Be specific to the tasks and settings to which your employees would likely be assigned.
Maintenance / Construction – sanding, scraping, planning, sawing, grinding, or any other activity that may present a hazard to exposure to lead	In areas were these tasks may generate dust from a surface material (painted wall or other surface) that contains lead at any concentration .

The **Department Head** (for any department that requires employees to work in situations/conditions requiring respiratory protection) shall be identified as the Respiratory Program Administrator (RPA). The RPA shall be responsible for ensuring that the engineering controls and work practices outlined in this Respiratory Protection Program (RPP) are strictly enforced. While, Supervisors and line-managers will assist in the implementation of the Respiratory Protection Program requirements, the Department Head's responsibility as the RPA is non-transferrable.

The Department Head/RPA established for this Department shall be the following:

Department:

Department Head / RPA:

The Department Head / RPA shall be responsible for the periodic evaluation of the program (annual review, at a minimum). The evaluation will be based on results of the air quality monitoring program, medical evaluations, changing work environment(s), equipment changes, work requirements, employee responses, and regulatory changes. Respiratory equipment will be NIOSH certified only, and selection will be made by the Department Head/RPA based on identified and potential hazards, estimated exposures, and contamination information.

MANDATORY INFORMATION: For employees using respirators, when not required under PESH standards

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set forth by PESH standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services (HHS) certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

5. Check with your physician to ensure that you are medically fit to use respiratory protection.

II. RESPONSIBILITIES AND AUTHORITY

The following identifies some of the general responsibilities for various parties affected by this program.

County Management (County Legislature, County Administrator)

- Ensuring that Federal, State and Local laws, regulations, codes and ordinances are followed
- Developing the Respiratory Protection Program (RPP)
- Evaluating the effectiveness of the RPP
- Mandating annual review of RPP
- Establishing a procedure by which Human Resources (HR) will be able to maintain confidential medical records associated with RPP medical monitoring. Medical records must be maintained for an employee's duration of employment plus thirty (30) years.

Human Resources

- Maintaining annual fit test records for individuals required to wear a respirator in each employee's permanent personnel file. Department Heads/RPAs are responsible for providing this form to HR.
- Maintaining initial and annual medical evaluation/fitness forms (indicating that employee is medically fit to wear respirator) in employee's permanent file. Department Heads / RPAs shall be responsible for providing these forms to HR.
- Maintaining employee's medical records associated with RPP for the duration of employment plus thirty (30) years.

Department Head / RPA

The Department Head / RPA is responsible for administering the RPP. Duties of the Department Head / RPA include:

- Identifying work areas, processes, or tasks that require respiratory protection
- Arranging for medical evaluations for the program
- Providing medical evaluation form (indicating that employee is medically fit to wear respirator) from a licensed medical professional to Human Resources for incorporation into employees permanent file
- Providing fit test forms (indicating that employee has been properly fit tested to use a specific type of respirator) from a competent person (as defined by PESH) to Human Resources for incorporation into employees permanent file

- Arranging and coordinating a date & time for employee respirator fit testing by a competent person
- Maintaining copies of fit test records and medical/fitness evaluation results indicating employees “fitness” to wear respiratory protection for a period of at least three years at the employee’s workplace
- Monitoring PESH standards for changes and revising policy, as necessary
- Monitoring CDC and NYSDOH recommendations and guidelines, as they relate to respiratory protection and other recommended infection control measures
- Selecting appropriate respiratory protection products (Involve users in selection whenever possible)
- Monitoring respirator usage by employees to ensure that respirators are used in accordance with this program, the training received, and manufacturer’s instructions
- Coordinating medical evaluations with licensed healthcare professional
- Evaluating any feedback information or surveys
- Arranging for and/or conduct training and fit testing
- Ensuring that employees properly store and maintain respiratory protection equipment
- Conducting a periodic (at least annual) evaluation of the program and revising the program, as necessary (even if the only change is the brand of respirator used by the department)

Supervisors (includes Head Nurses)

Supervisors are responsible for ensuring that the following tasks are followed for employees that report to them

- Ensuring that the RPP is implemented properly at all times
- Obtaining a copy of the respirator fit-test record, and medical fitness form for any individual required to wear a respirator
- Understanding the program requirements for their own protection and ensuring that the program requirements are understood
- Knowing the hazards in the areas in which they work
- Knowing the types of respirators that need to be used
- Ensuring staff use respirators, as required
- Ensuring that employees receive medical evaluations
- Ensuring employees receive annual training and fit testing
- Notifying the Department Head / RPA of any problems with respirator use or changes in work processes that would impact program
- Ensuring proper storage and maintenance of respirators by their staff

Employees

All employees are responsible for following the County's RPP. In addition, Employee responsibilities include:

- Participating in all training, medical evaluations, and fit testing
- Wearing respirator, when indicated, or when work responsibilities require use of respiratory protection
- Properly maintaining, cleaning and disinfecting their respiratory protection equipment
- Inspecting respirator and performing seal check/fit checks before every use
- Report malfunctions or concerns to Supervisor or Department Head / RPA
- Reading and understanding the County's RPP prior to performing work
- Performing work activities in strict accordance with the County's RPP

III. PREPARATION AND TRAINING

The County will provide training to employees who are required to use respirators. The training will be comprehensive, understandable, **and recur annually** (and more frequently, if deemed necessary). The County will also provide the basic information on respirators to employees who wear respirators when not required by this section or by the County to do so. Employees that choose to use respiratory protection when not required must notify their Supervisor/Department Head so that appropriate information may be provided.

Cayuga County will ensure that employees are trained in the proper selection for situation and fit, use, storage, and cleaning of respiratory equipment, and can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- What the limitations and capabilities of the respirator are.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on, remove, use, and check the seals of the respirator.
- What the procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of 29 CFR 1910.134 Respiratory Protection.

The training will be conducted in a manner that is understandable to the employee. The County will provide the training prior to requiring the employee to use a respirator in the workplace.

Re-training will be done annually or when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete.
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding, knowledge, or skill.
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

Proper respiratory equipment, replacement elements, and any parts or equipment necessary for the functioning of the respiratory equipment shall be available to employees at no cost, provided that the respiratory equipment is required for the employee to effectively perform their respective job.

A medical examination for employees (required to use respiratory equipment) is required before use of the equipment. The examination will be provided at no cost to the employee. The information provided in the medical questionnaire (see **Appendix A**) is mandatory for employees required to use respiratory protection.

For work involving lead paint, periodic personal air monitoring will be performed to determine the proper respiratory equipment for the job being performed.

IV. IDENTIFYING WORK HAZARDS

The County will identify and evaluate the respiratory hazard(s) in the workplace; this evaluation will include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. The identification and evaluation process shall take place prior to work activities being performed by County employees.

The County will help the employee select an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed, the workplace where work will be performed, and user factors that affect respirator performance and reliability. The County will provide respirators with a variety of respirator models and sizes, so that the respirator is acceptable to, and correctly fits, the user. The County will only provide NIOSH-certified respirator. The respirator will be used in compliance with the conditions of its certification.

Infection Control Hazards

The respirators will be utilized by Employees as personal protective equipment, as part of an overall infection control plan which incorporates engineering and work practice controls.

Each respective Department shall follow the most current CDC and NYSDOH Guidance for appropriate infection control practices.

Routine infection control and isolation practices for typical work situations are well known and tend to remain constant over time. However, during an outbreak or a new virus type or pandemic flu, infection control guidance may change as the situation unfolds, based on available epidemiological data. In these situations, it will be the responsibility of the Department Head / RPA to keep current with CDC and NYSDOH recommendations. The program will be adjusted and employees will be kept informed as changes occur.

Construction / Maintenance – Lead in Dust Hazards

Respirators selected for construction / maintenance use will be used as part of an overall protection program that also incorporates engineering and administrative controls. The RPP is intended to minimize employee exposure to airborne hazards, such as lead.

The hazards associated with maintenance and construction activities that involve lead-based paint or lead containing materials will be identified through processes described in the County’s Lead Paint Policy (LPP). This involves sampling and analysis to determine the concentration of lead present in the material affected by the construction/maintenance activities and exposure (air) monitoring to determine airborne lead concentrations expected in the work area. Prior to working with lead, the Department Head / RPA, Supervisor, and Employee shall be familiar, understand, and utilize the County’s LPP.

V. RESPIRATOR SELECTION

Only respirators approved by the National Institute for Occupational Safety and Health (NIOSH) will be selected and used. In making the determination of which respirators to select, the Department Head / RPA will consider the type of settings and job activities the employees will perform, the capabilities and limitations of the respirator, and the duration of respirator use.

Respirators currently approved for use by this department are as follows (to be completed by the Department Head/RPA):

Work Task	Manufacturer	Model

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Disposable Respirators for Infection Control Purposes

Respirators selected for infection control purposes, for use by medical staff, shall be disposable particulate respirators (minimum N95).

Respirators for Control of Lead in Dust

The County will provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA/PESH statutory and regulatory requirements, under routine situations.

This program is not designed for protection exposures to toxic vapors, gasses, and conditions that are immediately dangerous to life and health (IDLH). County employees are prohibited from working in IDLH atmospheres and from performing activities that can result in the generation of toxic gasses or vapors such as:

- Welding or torch-cutting metals coated with paint that contains lead,
- Using high-temperature heat guns to remove paint that contains lead,
- Using chemical paint removers/strippers that contain hazardous volatile chemicals.

For Protection against Particulates:

To protect County employees to exposure from particulates, the County will provide an air-purifying respirator equipped with a filter certified by NIOSH (under 30 CFR Part 11) as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates (under 42 CFR Part 84).

VI. MEDICAL EVALUATION

Employees will be provided a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. The County may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator or when the employee is no longer in the employ of the County.

The County will identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire. It is strongly recommended that Department Heads / RPAs utilize an outside medical provider that specializes in industrial medicine to act as the PLHCP. An outside medical provider would be non-biased, would assure that employee's medical records were maintained confidentially, and would be able to provide required information to HR and Department Heads regarding the ability of an individual to perform their job duties.

While the County's Health Department may be able to act as the PLHCP and provide medical determinations, evaluations and examinations required under this Respiratory Protection Program that might be less costly to the Department, if a Department Head / RPA chooses to utilize the services of the County Health Department for these services, they must work through Human Resources to assure that records are maintained for the required period of time, and that the confidentiality of the employee's medical records is strictly maintained.

The medical evaluation will obtain the information requested by the questionnaire (**Appendix A**). All medical questionnaires and examinations are confidential, and handled during the employee's normal working hours. The medical questionnaire shall be administered so that the employee understands its content. All employees are provided an opportunity to discuss the questionnaire and examination results with their physician or other PLHCP.

Employee's medical records must be retained by the employer for at least the duration of employment plus thirty (30) years.

Medical Determination

In determining the employee's ability to use a respirator, the Department Head / RPA will:

- Obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation will provide only the following information:
 - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
 - The need, if any, for follow-up medical evaluations.
 - A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

If the PLHCP finds a medical condition that may place the employee's health at increased risk if a respirator is used, the employee will not be permitted to work in environments where a respirator is required.

Program Evaluation

Employees need to be medically cleared to wear respirators before commencing use. All respirators generally place a burden on the employee. Negative pressure respirators restrict breathing. Some respirators may cause claustrophobia. Self-contained breathing apparatuses are heavy. Each of these conditions may adversely affect the health of

some employees who wear respirators. That is why it is imperative that a physician or other licensed health care professional, operating within the scope of his/her practice, needs to medically evaluate employees to determine under what conditions they can **safely** wear respirators. This section requires the employer to conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly. The County will conduct evaluations of the workplace, as necessary, to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective in protecting County workers.

The County will regularly consult employees required to use respirators to assess the employees' views on this program's effectiveness and to identify any problems. Any problems that are identified will be assessed by County and modifications shall be made, as deemed necessary.. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance).
- Appropriate respirator selection for the hazards to which the employee is exposed.
- Proper respirator use under workplace conditions the employee encounters.
- Proper respirator maintenance.

Medical Evaluation

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Accordingly, this section specifies the minimum requirements for medical evaluation that must be implemented to determine the employee's ability to use a respirator. Records of medical evaluations required by this section must be retained and made available in accordance with 29.CFR 1910.1020. The following is a synopsis of some of the requirements of the standard.

Each Department will develop cartridge/canister change schedules based on available data or information. Such information includes the exposure assessment and information based on breakthrough test data, mathematically based estimates, and/or reliable use recommendations from the County's respirator and/or chemical suppliers.

Reliance on odor thresholds and other warning properties will not be permitted as the primary basis for determining the service life of respirator cartridges and canisters.

OSHA/PESH emphasizes that a conservative approach is recommended when evaluating service life testing data. Temperature, humidity, air flow through the filter, the work rate, and the presence of other potential interfering chemicals in the workplace all can have a serious effect on the service life of an air-purifying cartridge or canister.

Follow-up Medical Examination

The County will ensure that a follow-up medical examination is provided for an employee who gives a positive response to any question among questions 1 through 8 in Section 2, Part A of **Appendix A** or whose initial medical examination demonstrates the need for any follow-up medical examination. The follow-up medical examination will include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.

Additional Medical Evaluations

At a minimum, the County will provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A PLHCP, supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- Information from the -RPP, including observations made during fit testing and program evaluation, indicates a need for an employee re-evaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

VII. FIT TESTING

The County requires that the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This fit test must be performed prior to the use of any respiratory equipment.

Fit testing is conducted to determine how well the seal of a respirator “fits” on an individual’s face and that a good seal can be obtained. Respirators that do not seal properly, do not offer the protection for which the respirator was intended.

Employees required to wear a respirator shall be fit-tested using qualitative fit testing methods. The County will ensure that an employee using a tight-fitting, face-piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face-piece (size, style, model, or make) is used, and at least annually thereafter.

The County will establish a record of the qualitative fit tests administered to employees including:

- The name or identification of the employee tested
- Type of fit test performed
- Specific make, model, style, and size of respirator tested
- Date of test
- The pass/fail results for QLFT (*Qualitative Fit Test*)

Employees shall be fit-tested with a respirator of the exact make, model, style and size, as that of the respirator that will be used by the employee. Based on the results of the fit- test, it may be determined that the employee needs a different style or size of tight-fitting face piece. These employees shall be given a reasonable opportunity to select a different face piece, and be re-tested. Employees shall not be permitted to work in situations requiring a respirator, without first passing a qualitative fit-test.

Fit testing will be conducted at least annually AND:

Prior to being allowed to wear any respirator or:

- If the model of respirator available for use changes,
- If the employee adds or loses body weight by 10% or more, or
- If the employee has any changes in facial structure or scarring.

Records of fit testing shall be maintained by the Department Head / RPA for at least (3) three years, and will be maintained by Human Resources in the Employee's permanent record.

Fit tests will be administered by competent, qualified person trained in fit testing methods. Qualitative fit testing will be conducted in a manner consistent with the fit testing protocols presented in Appendix A to § 1910.134 (**See Appendix B**). The fit test record form is included as **Appendix C**.

Face-Piece Seal Protection

The County will not permit respirators with tight-fitting face-pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face-piece and the face or that interferes with valve function.
- Any condition that interferes with the face to face-piece seal or valve function.
- If an employee wears corrective glasses or goggles or other personal protective equipment, the employer will ensure that such equipment is worn in a manner that does not interfere with the seal of the face-piece to the face of the user or provides respirators equipped with prescription lenses incorporated into the respirator.
- For all tight-fitting respirators, the employer will ensure that employees perform a user seal check each time they put on the respirator using the procedures presented in **Appendix D**.

VIII. PROPER RESPIRATOR USE

Employees will use their respirators under the conditions specified by this program and in accordance with the training they receive on the use of the selected model(s). In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

All employees shall conduct user seal checks / fit checks, according to manufacturer recommendations, each and every time they wear a respirator.

Employees, who wear respirators, cannot have facial hair that comes between the sealing surface of the facepiece and the face, or that interferes with the respirator functions.

All employees shall leave a potentially contaminated work area, if the respirator is causing physical symptoms or the respirator no longer offers adequate protection (for example – strap breaks, becomes saturated with fluid, etc.).

IX. CLEANING AND DISINFECTION

Disposable Particulate Respirators

A disposable particulate respirator cannot be cleaned or disinfected. There is no specific time limit for how long an N95 respirator can be used.

If the medical condition requires only airborne isolation precautions (e.g., TB):

- Discard the respirator if soiled, if breathing becomes labored, or if structural integrity of the respirator is compromised.
- Discard the respirator at the end of the work shift.

If the condition also requires contact and or droplet precautions:

- The respirator must be discarded after a single use. All PPE should be removed and disposed of in a receptacle prior to or upon exiting a patient room and hand hygiene performed immediately.
- However, in times of shortage, consideration can be given to extend the use or reuse, if special training is provided. The decision will be made by the Department Head / RPA based on the available supply and current epidemiological data and will be communicated clearly to the staff.

Non-Disposable Respirators

The County will provide each respirator user with a respirator that is clean, sanitary, and in good working order. The County will provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees. The employees will be responsible for cleaning and disinfecting the respirator that is assigned to them, in

accordance with the procedures in this section, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness.

The respirators will be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee will be cleaned and disinfected, as often as necessary, to be maintained in a sanitary condition.
- Respirators used in fit testing and training will be cleaned and disinfected after each use.

Procedures for Cleaning Respirators

Non-disposable respirators will be cleaned in accordance with Appendix B-2 to § 1910.134 (see **Appendix E**). In summary:

- Remove filters, cartridges, or canisters. Disassemble face-pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm, preferably running water. Drain.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in a commercially available respirator disinfectant.
- Rinse components thoroughly in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face-pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air-dried.
- Reassemble face-piece, replacing filters, cartridges, and canisters where necessary.

X. STORAGE INSPECTION AND MAINTENANCE

Disposable Respirators

Employees will inspect the respirator immediately prior to use. Inspection will include:

- Examine the disposable respirator to determine if it has structural integrity. Discard the respirator if there are nicks, abrasions, cuts or creases in seal area, and/or if the filter material is physically damaged or soiled.
- Check the respirator straps to be sure they are not cut or otherwise damaged.

- Make sure the metal nose clip is in place and functions properly (if applicable).

Respirators will be stored in a clean, dry area away from direct sunlight and extreme heat. The Department Head/RPA will periodically inspect a representative sample of respirators in storage to ensure they are in usable condition.

Non-Disposable Respirators

All respirators used in routine situations will be inspected before each use and during cleaning.

Respirator inspections include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face-piece, head straps, valves, connecting tube, and cartridges, canisters or filters.
- A check of elastomeric parts for pliability and signs of deterioration.

Respirators shall be stored as follows:

- All respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they will be packed or stored to prevent deformation of the face-piece and exhalation valve;
- In addition to the other requirements of this section, emergency respirators will be:
 - Kept accessible to the work area.
 - Stored in compartments or in covers that are clearly marked
 - Stored in accordance with any applicable manufacturer instructions.

Repairs

The County will ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and will use only the respirator manufacturer's NIOSH-approved parts designed for the respirator.
- Repairs will be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.
- Reducing and admission valves, regulators, and alarms will be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Discarding Respirators

Respirators that fail an inspection or are otherwise not fit for use and cannot be repaired must be discarded. The Department Head / RPA will make the determination regarding whether a respirator can be repaired, or must be discarded.

XI. EVALUATING / UPDATING THE PROGRAM

The Department Head / RPA will complete an annual evaluation of the RPP. During the annual review, the Department Head / RPA will evaluate any feedback information or surveys, review any new hazards or changes in CDC, NYSDOH, EPA or OSHA/PESH recommendations that would affect respirator use. The Department Head / RPA will make recommendations and implement any changes needed in the RPP.

XII. DOCUMENTATION AND RECORD KEEPING

A written copy of this program can be found in the following location:

A copy of the RPP can be obtained from the Department Head / RPA identified in Section I.

Copies of fit test records, training records, and medical/fitness forms will be maintained by the Department Head / RPA for a period of at least 3 years. Copies of these records will be provided to Human Resources, who will maintain the documents as part of each employee's permanent personnel file.

Employee's medical records are confidential and must be maintained for a period of at least the duration of employment plus thirty (30) years.

The County will establish and retain written information regarding medical evaluations, fit testing, and the RPP. This information will facilitate employee involvement in the RPP, assist the County in auditing the adequacy of the program, and provide a record for compliance determinations by PESH.

XIII. ADDITIONAL INFORMATION AND RESOURCES

The following documents are helpful references:

- 29 CFR 1910.134, Respiratory Protection, and Appendices.
- 42 CFR 84, Approval of Respiratory Protective Devices.
- ANSI Z88.2, Respiratory Protection.
- NIOSH Guide to Industrial Respiratory Protection.
- NIOSH Guide to the Selection and Use of Particulate Respirators.