SCHOOL OF PRACTICAL NURSING

Holly Szopinski MSN, RN
Director of Nursing
6137 Beck Road ● Red Bud, IL 62278
P. (618)473-2222 ● F. (618)473-2292
www.becknursing.org

Health & Safety Maintenance Plan

The Beck School of Practical Nursing (BSPN) and its management are completely committed to the safety and health of all employees, students, and campus guests. It is our priority that every employee, student, and guest goes home safe, every day.

Management provides the resources for our safety program, and is committed to the following general responsibilities:

1. To provide a work environment that protects employees, students, and campus guests from occupational injuries and illnesses.

2. To design, implement, and monitor company safety policies and procedures.

3. To lead annual reviews in company safety programs and procedures, and to make corrections and improvements as necessary.

4. To provide methods for employee, student, and campus guest feedback and input on company safety and health programs.

5. To ensure that periodic work hazard assessments are conducted.

6. To clearly establish the safety and health responsibilities of all employees, students, and guests

7. To provide required safety and health training to employees.

Employees and students. At a minimum, employees must know the general safety and health rules of the worksite, specific site hazards and the safe work practices needed to help control exposure, and the individual's role in all types of emergency situations. We will ensure all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.

Safety orientation for employees and students will emphasize that compliance with safety policies, procedures, and rules as outlined in the safety plan is a condition of employment.

Emergency Response.

We will train our employees and students to respond to emergency situations. Every employee and student at every worksite will understand: • emergency telephone numbers and who may use them; • emergency exits and how they are marked; • evacuation routes; and • signals that alert employees, students, and guests to the need to evacuate.

We will practice fire evacuation drills, so that every employee and student has a chance to recognize the signal and evacuate in a safe and orderly fashion. Supervisors or their alternates will practice counting personnel at evacuation gathering points to ensure that every employee, student, and guest is accounted for. We will include procedures to account for visitors, students, and, contract employees.

Required Drills:

- Three Fire evacuation drills required within the school year, One with Fire Department participation.

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- One Severe weather and shelter in place drill.

- One Law Enforcement drill, Certified by Law Enforcement

Additional Drills:

Active Shooter – (Sheriff Department Oversight)

Active shooter drills and training, is provided with direct oversight of the Monroe County Sheriff's Department. This training is offered as a means to assist faculty in dealing with an active shooter and shelter in place, until the sheriff's department arrives on scene. This training will be offered by the Sheriff's Department on an ongoing basis as needed.

Monitoring the Training Program.

Monitoring the employee's progress through the developmental period is critical to ensure success of the training program. Monitoring provides information to administration regarding the benefits and effectiveness of the training received. In addition, it provides information on the ability of the employee to achieve training goals and objectives. Both the employee and supervisor play major roles in the monitoring process. The Assistant Director of the Career Center has oversight of the Training program.

Determination of Work-Relatedness.

An injury or illness will be considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-Relatedness is presumed for all events or exposures that occur in the work environment, unless an exception specifically applies.

Expectations to Work Related Injuries or Illness.

The following are exceptions to the work-related injury policy:

(i)	At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
(ii)	The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
(iii)	The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.

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(iv)	The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.
(v)	The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
(vi)	The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.
(vii)	The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
(viii)	The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
(ix)	The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related

Employee Responsibility.

Safety education requires employee participation. Remember, the following general rules apply in all situations:

• No employee should undertake a job that appears to be unsafe.

• No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.

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• No employee should use chemicals without fully understanding their hazardous or toxic properties and without the knowledge required to work with these chemicals safely.

• Mechanical safeguards must be kept in place.

• Employees must report any unsafe conditions to management

• Any work-related injury or illness must be reported to management at once.

• Personal protective equipment must be used when and where required.

Emergency Response.

Nursing faculty are considered first responders, and as such are qualified to render emergency medical treatment as needed. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

INJURY EMERGENCIES ON CAMPUS

MINOR

- Notify administration and Nursing Director.
- Nursing faculty Director, or other designated school staff may administer first aid procedures as indicated by the nature of the accident.
- Designated emergency contact person is notified if necessary.
- Staff witnessing the accident and/or providing first aid care should complete an accident report.

MAJOR

Defined as any injury deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility.

- Notify Director of Nursing and Director of CCSI.
- Either the first school staff person attending to the student or another school staff person calls 911 immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must also retrieve or send other staff for the Automated External Defibrillator (AED).
- Director (s) or designee calls designated emergency contact person immediately.

MEDICAL EMERGENCIES ON CAMPUS

Medical emergencies include seizures, unconsciousness (without injury), asthma, breathing emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.

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MINOR

- Notify Director of Nursing and Director.
- Nursing faculty Director, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Designated emergency contact is notified if necessary.
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.

MAJOR

Defined as any medical emergency deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility. Any insect sting, food allergy reactions, or other allergic reactions in employees, students, or campus guests known to have such reactions are EMERGENCIES – CALL 911. All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES – CALL 911.

Notify Director of Nursing and Director.

- Either first school staff person attending to the student or another school staff person calls 911.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Assist the person with or administer their prescribed Epi-Pen, Epi-Pen Jr., or other epinephrine auto-injector, or inhaler for all allergic reactions causing breathing problems.
- Contact the Nursing faculty or Nursing Director or EMS regarding administering the first aid kit's epinephrine auto-injector to any individual having breathing problems or severe swelling of mouth, lips, or tongue after an insect sting.

- If CPR or rescue breathing is required, staff must also retrieve or send other staff for the AED.
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.

Oversight: Director CCSI / Assistant Director of the Career Center

Evaluated and reviewed annually, Trends evaluated at the Board meeting following any incident

Annual review dates:

7/16/2016

7/24/2017

7/16/2018

7/29/2019

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3/17/2020

1/27/2022

COVID-19 Precautions Addendum 3/31/2022

The health and safety of all students, faculty, and staff are of primary concern at the Beck School of Practical Nursing. To reduce the risk of exposure to COVID-19 and resultant infection, the following policies are to be followed:

1. All students and faculty will complete the COVID-19 assessment checklist prior to leaving home. Students should use the following link to access the assessment: https://docs.google.com/forms/d/1Z77kX96GLVMYGmNeWeNOQTEYWZrgojwo1i86RcUKTtI/edit. You will receive this form as an email originally, and the link will also be on the website.
2. Any student who answers "yes" to any of the assessment questions is to stay home for the day and seek guidance from the healthcare provider. If the healthcare provider believes that the symptoms observed are not COVID-19 related, such as seasonal allergies, migraine, strep throat, etc., the healthcare provider should provide the student a note which indicates the date which the student will be allowed to return to Beck School of Practical Nursing.
3. Staff or students who tests positive for COVID-19, regardless of vaccination status, should isolate for 5 days after onset of symptoms, or 5 days from specimen collection date if no symptoms are present.
    - 3.1. Staff or students who test positive for COVID-19 and have no symptoms or their symptoms are resolving can be released from isolation after 5 days.
    - 3.2. To calculate the 5- day isolation period, day 0 is the first day of symptoms or specimen collection date if asymptomatic.
    - 3.3. If they continue to have fever or other symptoms have not improved after 5 days of isolation, they should wait to end isolation until they are fever-free for 24 hours and their other symptoms have improved.
    - 3.4. Staff or students who test positive for COVID-19 also do the following: o Continue to wear a well-fitted mask around others (including at home) for 5 additional days after release from isolation.
    - 3.5. If unable to wear a mask when around others, the case should continue to isolate for a total of 10 days.
    - 3.6. Avoid being around students or staff who are immunocompromised or at high risk for severe disease. o If masks need to be removed (e.g., for lunch), ensure 6 feet of physical distancing until 10 days after symptom onset or positive test.

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3.7.

4. Any student who reports that they are absent due to COVID-19 symptoms must show proof that they have tested for COVID and are either awaiting results or have tested positive for Zoom only attendance to be approved by the Director of Nursing. Failure to do so will result in hours counted as absence until proof of reporting to the health department is provided by the student.
5. Masks are optional on campus, but nursing students will wear a mask in the clinical setting.
6. Social distancing is required to the greatest extent possible. Tables and chairs have been arranged to meet the distance requirements while seated. Do not move the tables or chairs out of the current locations.
7. Do not share pens, pencils, notebooks, or any personal items.
8. Personal items brought into the classroom will be limited to purses, binder, books, and notebooks. Students are discouraged from bringing blankets, pillows, or other similar items into the classroom. You may store your unneeded books, etc. in a locker. Locks must be obtained from the front office for a $5.00 deposit fee. No personal locks are allowed.
9. Stay in the seat assigned throughout class.
10. The nursing building break room is available for meals and breaks. Microwaves and refrigerators are available, but students are reminded that the area must be cleaned with the spray disinfectant after use. Please maintain social distancing to the greatest extent possible while using the room. Vending machines are available to purchase soda and snacks. Meals may be purchased from the cafeteria beginning in late August when the high school students return to the campus and will end in May when the high school students are no longer in attendance. Breakfast will also be available.
11. Spray bottles with disinfectant and paper towels are located on each table. Clean your table top at the start of each day, every time you leave the room, and upon your return. Please let your faculty know when the bottle needs to be refilled.
12. Please maintain appropriate space when in line for the rest room and other areas. Traffic flow must allow social distancing to the greatest extent possible.
13. Wash your hands frequently. Use the hand sanitizer available in the back of the classroom on entry and when leaving the classroom.
14. Clinical attendance may require COVID-19 testing prior to start of each day of the rotation at some facilities. If the testing is not completed at the facility, the student is responsible for all costs associated with the COVID-19 testing.
15. Updates and changes to these requirements may be needed based on Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), local health department, and Illinois Community College Board (ICCB) recommendations.

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See next page for quarantine guidelines.

1.

CDC Recommended Quarantine Period for Close Contacts to Someone with COVID-19

· Ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people. · Ages 5-17 years and completed the primary series of COVID-19 vaccines. · Confirmed COVID-19 within the last 90 days (you tested positive using a viral test).	· Quarantine not required · Wear a mask around others for 10 days · Test on day 5, if possible · If a person develops symptoms, they should immediately isolate until a negative test confirms symptoms are not caused by COVID-19

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· Ages 18 or older and completed the primary series of recommended vaccine, but have not received a recommended booster shot when eligible. · Received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot. · Unvaccinated or have not completed a primary vaccine series.	· Stay home and mask around others for 5 days. After that, continue to wear a mask around others for 5 additional days · Test on day 5, if possible · If a person develops symptoms, they should immediately isolate until a negative test confirms symptoms are not caused by COVID-19.

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