

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice Number	No. of Page
All Site Administrators	November 16, 2016		1 of 13
WAD Title		Date Due (if applicable)	Not Applicable After
Universal Precautions, Green Cleaning Resolution and Asthma Management/Emergency Information 2016-2017		N/A	May 26, 2016
From	Title	Signature	Telephone
Kim Coates <small>(Cabinet member or approved by one below)</small>	Executive Director, School Health Program, SFCSD		415-242-2615
Inform			
( x ) Certificated Staff    ( x ) Classified Staff    ( x ) Parents    ( x ) Post on Bulletin Board    ( x ) Other: As needed			

**Universal Precautions, Green Cleaning Resolution and Asthma Management/Emergency Information 2016-2017**

**WHO:** All staff at Early Education sites, Elementary, Middle, High Schools and Central Offices

**WHAT: Universal Precautions are:**

- 1) Best practices that help prevent contact with blood and other body fluids
- 2) Procedures required at all school sites
- 3) Ways to prevent exposure to infectious disease

**Ten to fifteen percent of SFUSD children have asthma.** Asthma management and emergency response in schools may assist in the prevention of negative outcomes in students with asthma because:

- 1) Uncontrolled asthma can lead to emergency room visits and hospital stays.
- 2) Asthma accounts for more than 15 million missed school days per year which may lead to poor academic performance and decreased physical activity.
- 3) Missed school days means lost revenue to the school district.
- 4) Controlling or minimizing exposure to asthma triggers is central to asthma management

**WHEN:** Every day is a day for Universal Precautions and good Asthma Management

**WHY:** Pursuant to Occupational Safety and Health Administration (OSHA) requirements and **SFUSD Board of Education Resolutions #51-11A1, #310-28A5, #38-26A7, #51-25A, #34-22A11, #116-14A3**

- All Staff are informed of Universal Precautions.
- All SFUSD schools will have quick and easy access to asthma action plans also known as **Asthma Emergency Care Plans** for all on- and off-site activities.
- All SFUSD schools will implement the **“Indoor Air Quality: Tools for Schools”** program. For more information contact: Jacqueline Chan – SFUSD Tools for Schools District Coordinator, Department of Public Health-Occupational Safety & Health Section @ (415) 554-2875 or email: [Jacqueline.Chan@sfdph.org](mailto:Jacqueline.Chan@sfdph.org).
- All SFUSD schools will implement the Green Cleaning Resolution to help control potential asthma triggers.

<i>Approved</i>	Cabinet Member Kevin Truitt	Associate Superintendent, SFCSD	Signature
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)

**How:** Each Site Administrator will receive a packet with an employee roster and *Universal Precautions Fact Sheet and Asthma Management and Emergency Plan Information*. The Administrator is responsible for ensuring that the following **Occupational Safety and Health Administration (OSHA) requirements are met:**

- 1) **Each employee must read a copy** of the **Universal Precautions: School Employee Information** and **Asthma in Schools information**. We recommend that you place the information sheets and roster next to the staff sign-in book and/or circulate the information at a staff meeting.
- 2) **Each employee must initial the roster** indicating that they have read the **Universal Precautions: School Employee Information** and **Asthma in Schools information**.
- 3) **The initialed roster must be returned to Student, Family, and Community Support Department, School Health Programs no later than January 3, 2017.**  
Please return it via school mail to:

**Gioconda Ruthardt  
School Health Programs, SFCSD  
1515 Quintara  
San Francisco, CA 94116**

For more information regarding Universal Precautions and Asthma Management, please call the Nurse of the Day at School Health Programs, SFCSD at 415-242-2615.

**Thank you for ensuring staff is informed!**

<i>Approved</i>	Cabinet Member Kevin Truitt	Associate Superintendent, SFCSD	Signature
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)