

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.
- 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)