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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. It is our priority that every employee 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 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 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
7. To provide required safety and health training to employees.

Employees. 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 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 to respond to emergency situations. Every employee 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 to the need to evacuate.

We will practice fire evacuation drills, so that every employee 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 worker is accounted for. We will include procedures to account for visitors, contract employees.

Required Drills:

- Three Fire evacuation drills required within the school year, One with Fire Department participation.
- One Severe weather and shelter in place drill.
- One Law Enforcement drill, Certified by Law Enforcement

Original plan 5/2015 Reviewed annually
Reviewed 5/11/2021



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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.
(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



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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.
- 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.
- Parents are 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 parents or guardian 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.

MINOR

- Notify Director of Nursing and Director.



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- Nursing faculty Director, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are 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 students 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.

5/11/2021– Refer to Health & Safety Maintenance plan update attached for COVID-19 adaptations and requirements.

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
3/17/2020
7/20/2020
5/11/2021

Original plan 5/2015 Reviewed annually
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May 11, 2021

Health & Safety Maintenance Plan

Annual Update

Illinois is now entering the Bridge to Phase 5, allowing more normal operations of schools and businesses. Students are allowed to be less than 6 feet apart, and 60% capacity. The local health department has indicated that individuals who are fully vaccinated for over 30 days are not counted in capacity calculations. The following requirements continue for Beck School of Practical Nursing PN and CNA students:

COVID-19 Precautions Addendum

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. The following guidelines will be used for determination of the required actions following COVID exposure OR infection:
 - a. Student is asymptomatic but had close contact with someone who was suspected of having or tested positive for COVID-19:
 - i. Student may return after a 10 calendar day quarantine from the date of last contact with the individual, provided the student has no symptoms during the 10 day quarantine period. Exposure date is Day 0.
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - iii. Students will be allowed to make-up missed examinations without penalty on return to school. The student must make arrangements with the faculty to schedule makeup exams on the day of return.
 - b. Student tested positive or is suspected of having symptoms of COVID-19

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- i. Symptom-based requirements - may return after:
 1. At least 10 calendar days have passed since the onset of symptoms AND
 2. At least 24 hours fever-free without fever-reducing medications and improvement of symptoms OR
 3. Release from isolation letter from local health department.
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - c. Student tested positive for COVID-19 but has no symptoms:
 - i. Time-based requirements - may return after:
 1. AT least 10 days have passed since date of first COVID-19 positive test OR
 2. Release from isolation letter from local health department
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - d. Students who have been fully vaccinated for at least 30 days are not required to quarantine unless symptomatic.
4. Any student who reports that they are absent due to COVID-19 symptoms must show proof that they have contacted their local health department 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. Students must wear a mask while inside all campus buildings.
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. No blankets, pillows, or other similar items will be allowed. 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. Do not roam in the classroom.
10. Faculty offices are closed to students during this time. If you need to meet with a faculty, message the faculty in Edmodo to arrange a time to meet.
11. The nursing building break room will be available in July. Microwaves and refrigerators are available, but students are reminded that the area must be cleaned with the spray



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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. Breakfast will also be available.

12. 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.
13. 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.
14. Wash your hands frequently. Use the hand sanitizer available in the back of the classroom on entry and when leaving the classroom. Avoid touching your facemask.
15. Clinical attendance may require COVID-19 testing prior to start of the rotation. The student is responsible for all costs associated with the COVID-19 testing. Testing may be provided 15 minutes prior to the start of clinical at the clinical site. Plan to arrive early.
16. 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.