



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES
Environmental Health & Safety
AT OLD DOMINION UNIVERSITY

Respiratory Protection Program

Revision Date
2025

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1.0 PURPOSE AND APPLICABILITY

Macon and Joan Brock Virginia Health Sciences at Old Dominion University (VHS) is an academic medical center engaged in education, research, and patient care. This environment may contain aerosol-transmitted diseases (ATDs), as well as other airborne hazards such as dust, fibers, fumes, mists, gases, smoke, and vapors. VHS aims to reduce exposures through product substitution, engineering controls, and administrative procedures. Respirators serve as the last line of defense in protecting employees from inhalation hazards. To meet the requirements of the Occupational Safety and Health Administration's (OSHA) Respiratory Protection Standard, 29 CFR 1910.134, VHS has implemented this respiratory protection program (RPP). This RPP shall apply to all faculty, staff, residents, students, volunteers, and temporary employees who are required to wear respirators due to the nature of their work or academic program. Any job position involving patient contact qualifies for inclusion in this RPP. Contractors and their employees are not covered under this RPP.

Virginia Code, Section 23.1-1301 as amended, grants the Board of Visitors the authority to make rules and policies concerning the institution. Thus, in accordance with the Old Dominion University Police 3223, The Macon & Joan Brock Virginia Health Sciences at Old Dominion University has been granted the authority to implement this Respiratory Protection Program.

2.0 RPA RESPONSIBILITIES

- 2.1 **Respirator Program Administrator (RPA).** The VHS Environmental Health & Safety (EH&S) Respiratory Protection Program Manager has been designated as the Respirator Program Administrator (RPA). The RPA has received appropriate training and has been granted authority for:
- 2.1.1 Conducting a hazard assessment and, with input from VHS Occupational Health, selecting the appropriate level of respiratory protection for each task or job title with potential exposure.
 - 2.1.2 Developing and monitoring respirator maintenance procedures as needed.
 - 2.1.3 Managing and maintaining the Respiratory Protection Records Platform.
 - 2.1.4 Routinely evaluating the effectiveness of the RPP, with input from the VHS Academic Occupational Health and Safety Committee, and making any necessary changes to the program.
 - 2.1.5 Ensuring that respirator fit testing is available at a reasonable time and place. Maintaining a copy of this RPP and ensuring that it is readily accessible.
- 2.2 **VHS Academic Occupational Health and Safety Committee (AOHSC).** The VHS AOHSC, in conjunction with the Infection Control Subcommittee (ICS), assists the RPA by annually reviewing respiratory surveillance information and referring respiratory safety issues across the VHS campus to the RPA for resolution. The AOHSC shall also assist the RPA with evaluating the RPP.
- 2.3 **VHS Occupational Health is responsible for:**
- 2.3.1 Conducting annual TB risk assessment.
 - 2.3.2 Updating the OSHA Medical Questionnaire.
 - 2.3.3 Reviewing Medical Questionnaires and granting medical clearances for fit testing.
 - 2.3.4 Assisting in selecting the appropriate respiratory protection for each task and job title.
 - 2.3.5 Ensuring that all medical evaluations are kept in accordance with the requirements of this RPP.
- 2.4 **Group Managers.** Each department and academic group included in the RPP must designate a Group Manager. They are responsible for:
- 2.4.1 Participating in the hazard assessment process by evaluating all potential exposures to respiratory hazards, including exposure to chemicals and STD pathogens, and communicating this information to the RPA.

- 2.4.2 Managing group members lists to assist the RPA in identifying respirator users, identifying tasks for which respirators may be required, and notifying the RPA when individuals listed in the program leave the institution or practice.
 - 2.4.3 Ensuring their department's/unit's respirator users follow the procedures outlined in the RPP, including allowing respirator users time during work hours to complete Respiratory Protection training and testing requirements and communicating any concerns to the RPA and ensuring that respirator users under their supervision (including new hires and temporary employees) have received medical clearance, appropriate training, and annual fit testing. Note: Group Managers must notify the RPA of any temporary employees who require fit testing within three business days of their hire date.
 - 2.4.4 Tracking RPP compliance of group members.
 - 2.4.5 Purchasing and ensuring the availability of respirators for which their personnel have been successfully fit tested, as well as any necessary accessories.
 - 2.4.6 Being aware of tasks requiring the use of respiratory protection.
 - 2.4.7 Enforcing the proper use of respiratory protection.
 - 2.4.8 Ensuring that reusable respirators are properly cleaned, maintained, stored and replaced according to the RPP.
 - 2.4.9 Continually monitoring their work areas and operations to identify hazards.
- 2.5 **Required Respirator Users.** Faculty, staff, residents, temporary employees working under VHS supervision, students, and volunteers in areas where the RPA's risk assessment has determined there to be a respiratory hazard are considered Required Respirator Users. All Required Respirator Users must adhere to all requirements of this RPP.
- 2.6 **Voluntary Respirator Users.** Employees working in areas or performing tasks where the RPA has determined respirator use is not mandatory, but who choose to wear a respirator, are classified as Voluntary Respirator Users. The RPA shall authorize the voluntary use of respiratory protective equipment on a case-by-case basis upon request. All Voluntary Respirator Users must receive approval from their supervisor and shall meet all the requirements of Respirator Users. The RPA will also provide Voluntary Respirator Users with a copy of OSHA Appendix D:
- Information for Employees Using Respirators When Not Required under the Standard (29 CFR 1910.134 Appendix D). These users must then sign the Voluntary Use of Respiratory Protection Agreement.*

3.0 RESPIRATOR SELECTION

- 3.1 **Hazard Assessment.** The RPA, in collaboration with supervisors, respirator users, and other safety professionals, will conduct hazard assessments as needed. The hazard assessment will include the following:
- 3.1.1 Identification of potential exposures, including ATDs, animals, other microbial agents, and hazardous chemicals.
 - 3.1.2 A review of work processes and EH&S inspection records to determine where potential exposures may occur and levels of potential exposure for all tasks and locations.
 - 3.1.3 Objective determination of potential exposure levels, where possible. Monitoring will be conducted by EH&S or performed by a third-party provider, as needed.
 - 3.1.4 Discussions with student program directors to determine which students are enrolled in programs where they will be exposed to respiratory hazards or airborne infectious diseases and where respirator use may potentially be necessary.
- 3.2 **NIOSH Equipment.** The RPA is responsible for surveying partnering facilities to determine respirator options for the RPP. A variety of brands, models, and sizes shall be made available to ensure proper fit and comfort for all users. Only National Institute for Occupational Safety and Health (NIOSH) certified equipment shall be used in the program. Equipment issued to respirator users under this RPP may include:
- 3.2.1 Filtering facepiece respirators (FFRs) are disposable, negative-pressure, air-purifying respirators in which the filtering material is integral to the facepiece or the entire facepiece. These respirators are designed for single use and should be properly disposed of in a biohazard receptacle after use.
 - 3.2.2 “N95 disposable respirator” is a general term for a specific type of FFR manufactured with NIOSH-approved materials that filter out 95% of particulates $\leq 0.3 \mu\text{m}$. This is the respirator used by most VHS participants and is designed for protection against certain particles, dusts, the transmission of *M. tuberculosis*, and other airborne infectious diseases.
 - 3.2.3 Air-purifying respirators (APR) – elastomeric, tight-fitting respirators with a filter, canister, or cartridge that removes specific air contaminants from the ambient air by passing through an air-purifying element. APRs must be NIOSH-tested and approved for the specific type of contaminant. These respirators do not supply oxygen and, therefore, cannot be used to enter an oxygen-deficient atmosphere.

- 3.2.4 Powered air-purifying respirators (PAPR) - air-purifying respirators that use a blower to force ambient air through air-purifying elements into the respirator facepiece, helmet, or hood. These respirators do not supply oxygen and, therefore, cannot be used to enter an oxygen-deficient atmosphere.

4.0 RESPIRATOR CLEARANCE PROCESS

- 4.1 **Medical Evaluation.** Per 29 CFR 1910.134(e)(1), all respirator users must undergo an initial medical evaluation and be cleared for respirator use by VHS Occupational Health before being fit-tested or wearing a respirator. Unless otherwise approved by VHS Occupational Health, the OSHA Medical Questionnaire must be completed online and consists of the questions from 29 CFR 1910.134 Appendix C.
- 4.2 **Medical Evaluation Results.** All respirator users have the right to discuss their medical evaluation results with Occupational Health.
- 4.3 **Medical Reevaluation.** Once cleared, a medical reevaluation, including the completion of a new medical questionnaire, will be required annually or whenever:
 - 4.3.1 The respirator user reports medical signs or symptoms that are related to the ability to use a respirator.
 - 4.3.2 VHS Occupational Health, the respirator user's supervisor, or the RPA requests a reevaluation.
 - 4.3.3 Observations made during fit testing or program evaluation indicate a need for reevaluation (e.g., the employee experiences claustrophobia or difficulty breathing during the fit test).
 - 4.3.4 A change occurs in workplace conditions (e.g., physical work effort, protective clothing, or temperature) that may result in a substantial increase in the physiological burden placed on an employee wearing a respirator.
 - 4.3.5 The respirator user has completed a medical questionnaire but has not been medically cleared, and more than 90 days have passed since the medical questionnaire was completed.
 - 4.3.6 The respirator user was medically cleared but has not undergone a fit test, and more than 90 days have passed since the respirator user was medically cleared.
- 4.4 **Training.** Annual training is required before fit testing. The RPA shall develop and deliver all training materials, which shall include, at a minimum:
 - 4.4.1 The general requirements of the OSHA Respiratory Protection standard.
 - 4.4.2 The specific circumstances under which respirators are to be used.
 - 4.4.3 Respiratory hazards to which employees are potentially exposed during routine and emergencies.
 - 4.4.4 The purpose of the respirator, including proper fit, use, and maintenance, contributes to effectiveness, and how improper practices can compromise protection.
 - 4.4.5 The limitations and capabilities of the respirators that will be used.
 - 4.4.6 When and how to use the respirators, including during emergencies and when the respirator malfunctions.

- 4.4.7 How to inspect, put on (don), remove (doff), use, and check the seals of the respirator (for tight-fitting respirators).
 - 4.4.8 The procedures outlined in this program are for maintenance, storage, cleaning, and disposal of respirators. Employees who are issued PAPRs shall be instructed in procedures for charging and maintaining the batteries, as well as checking the air flow rate.
 - 4.4.9 How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
 - 4.4.10 How and when to decontaminate (or safely dispose of) a respirator that has been contaminated with chemicals or hazardous/infectious biological materials.
 - 4.4.11 During the fit test, the employee will also receive training on handling the respirator, having it fitted properly, testing its facepiece-to-face seal, wearing it in normal air to familiarize themselves with the respirator, and finally wearing it in a test atmosphere. Every respirator user will receive fitting instructions, including demonstrations and practice on how to wear, adjust, and perform a user seal check for their respirator.
 - 4.4.12 The training shall be conducted in a manner that is understandable to the employee.
 - 4.4.13 Additional training will be provided when there is a change in the type of respiratory protection used or when inadequacies in the employee's knowledge or use of the respirator indicate a lack of understanding or skill.
- 4.5 **Fit Test.** After being medically cleared and completing the training, the respirator user must be fit tested for a respirator and document the results. The fit test, either quantitative (QNFT) or qualitative (QLFT), will be conducted by trained individuals in EH&S or by EH&S-trained departmental fit testers. The fit test shall be conducted using OSHA-Accepted Fit Test Protocols (29 CFR 1910.134 Appendix A, Fit Testing Procedures (Mandatory)). These protocols are found in the EH&S internal QNFT and QLFT SOPs.
- 4.5.1 QLFT may only be used to fit test negative-pressure air-purifying respirators with a fit factor of 100 or less.

- 4.5.2 Passing results for QNFT are equal to or greater than 100 for tight-fitting half-facepiece respirators or equal to or greater than 500 for tight-fitting full-facepiece respirators. Note: VHS uses TSI PortaCount™ predetermined assigned protection factors. The maximum use concentration will be calculated based on the assigned fit factor (determined by passing results from the QNFT fit test) and the permissible exposure limit, ensuring the respirator adequately protects the employee.
- 4.5.3 An additional fit test is required when a change in physical condition, such as facial scarring, dental changes, cosmetic surgery, or changes in body weight, could affect respirator fit.
- 4.5.4 If the employee reports that the original respirator does not fit, they may request an alternative model and be retested.

5.0 RESPIRATOR USE

- 5.1 All respirator users shall follow the procedures for proper use as specified in this program and accordance with the training received for each model or type of respirator.
- 5.2 Respirators relying on a tight facepiece-to-face seal must not be worn when conditions prevent a good seal. Such conditions affecting the seal may include a beard, long mustache, sideburns, razor stubble, scars, facial deformities, piercings, and temple pieces on glasses. Additionally, the absence of one or both dentures can seriously affect the fit of a facepiece.
- 5.3 Employees and supervisors are expected to diligently observe practices to ensure the safe use of respirators. To ensure proper protection, the respirator user will perform a user seal check, following the manufacturer's instructions and the training provided at the time of fit testing, each time they put on a tight-fitting respirator. Employees who wear corrective glasses or other personal protective equipment must wear these during their fit testing to ensure that they do not interfere with the facepiece seal.
- 5.4 When using filtering facepiece respirators, they should be discarded after each use or sooner if breathing becomes difficult or if the respirator is damaged, soiled, or contaminated.
- 5.5 When there is a change in work area conditions, the employee shall be reevaluated for the continued effectiveness of the respirator.
- 5.6 Employees must leave the respirator use area to:
 - 5.6.1 Adjust their respirator if it is not fitting correctly or impeding their ability to work.
 - 5.6.2 Wash their face if the respirator is causing discomfort or rash.
 - 5.6.3 Change the respirator, filters, cartridges, or canister elements.
 - 5.6.4 Inspect the respirator if it stops functioning as intended, such as detection of vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece.
- 5.7 If a gas or vapor breakthrough is detected, the employee must immediately notify their supervisor. The employer shall ensure that the respirator is repaired or replaced before the employee is permitted to return to the affected work area.

6.0 PROGRAM ACCOMMODATIONS

6.1 **Religious Accommodations.** Employees and students with federally recognized religious beliefs that prevent them from shaving their facial hair shall be allowed to apply for a religious accommodation to the respirator fit testing institutional requirement.

6.1.a Employee applications for religious accommodations can be found at the ODU webpage: [ADA and Religious Accommodation Request](#).

6.1.b Students may apply for religious accommodations at the VHS webpage: [Student Affairs-Request for Non-Disability Accommodation Form](#)

6.1.1 Documentation of the accommodation shall be forwarded to VHS EH&S for record-keeping purposes.

6.1.2 Employees who receive religious accommodations from Human Resources will not be required to undergo fit testing but shall be provided with a PAPR.

6.1.3 Employees who receive religious accommodations must complete respiratory protection training and submit the OSHA Medical Questionnaire annually.

6.1.4 Students who receive religious accommodations must sign the “N95 Respirator Accommodation Certification for Trainees” and adhere to its instructions.

6.1.5 Students who receive religious accommodations from Student Affairs must complete respiratory protection training and submit the OSHA Medical Questionnaire annually.

6.2 **Other Accommodations.** Employees and students with other documented disabilities (such as medically diagnosed conditions) that prevent them from shaving their facial hair shall be allowed to apply for an accommodation to waive respirator fit testing. This depends on the employee or student providing documentation of their condition from a physician or other licensed healthcare professional.

6.2.a Employees may apply for other accommodations at the ODU webpage: [ADA and Religious Accommodation Request](#).

6.2.b Students should submit their requests for other accommodations to Student Disability Services (SDS) at studentdisability@vhs.edu, complete the [SDS Accommodation Form](#), and provide supporting documentation

6.2.1 Employees who receive an accommodation will not be required to undergo a fit test but shall be provided with a PAPR.

6.2.2 Employees who receive accommodations shall complete respiratory protection training and submit the OSHA Medical Questionnaire annually.

- 6.2.3 Students who receive other accommodations shall be required to sign the “N95 Respirator Accommodation Certification for Trainees” and adhere to its instructions.
Students who receive accommodations from SDS are required to complete respiratory protection training and submit the OSHA Medical Questionnaire annually.
- 6.2.4 Documentation of the accommodation shall be forwarded to VHS EH&S for recordkeeping purposes.
- 6.2.5 VHS EH&S shall upload the documentation to the “Documents” section of SciSure.
- 6.2.6 VHS EH&S shall rescind the fit testing requirement for individuals with approved accommodations.

7.0 STORAGE, REUSE, MAINTENANCE, AND CARE OF RESPIRATORS

7.1 **Training.** Employees who use reusable respiratory equipment will be instructed on proper care, use, cleaning, and storage procedures.

7.1.1 **Storage and Reuse.** Store respirators in a clean, dry location. After air-drying, reusable respirators should be stored in a sturdy, non-porous, airtight container, such as a resealable plastic bag.

7.1.2 **PAPRs.** The hose and pump portions of a PAPR are reusable and should be cleaned according to the manufacturer's instructions, then stored after use. It is suggested that each user have their own hood. According to the manufacturer's instructions, PAPRs must be stored at room temperature in a dry, protected area, free from exposure to hazardous contaminants.

7.1.3 **Half- and Full-Face Respirators.** These respirators are reusable and should be cleaned after each use. They must be stored at room temperature in a dry, protected area, free from exposure to hazardous contaminants.

7.1.4 **Disposable Filtering Facepiece Respirators.** When caring for patients in clinical areas, disposable filtering facepiece respirators, such as the N95, must be discarded after each patient encounter (except in emergencies) or sooner if they are no longer in working condition (contaminated, structural defects, wear, etc.). Disposable filtering facepiece respirators in non-clinical areas must be discarded when they are no longer in their original working condition (e.g., contaminated, with structural defects, or showing wear).

7.2 Inspection, Maintenance, and Repairs

7.2.1 The user must inspect all respirators before each use. Inspections should include a check of:

7.2.1.1 Condition of the various parts, including, but not limited to, the facepiece, head straps, valves, cartridges, canisters, or filters.

7.2.1.2 All rubber or plastic parts, for pliability and signs of deterioration.

7.2.1.3 For PAPR - connecting hoses, airflow, and batteries.

7.2.2 Defective disposable respirators shall be discarded and replaced with new ones. Defective reusable respirators will be turned in to EH&S for replacement at the department's expense.

7.3 Cleaning and Disinfection

7.3.1 The disposable N95 respirators used by most VHS respirator users do not require cleaning or disinfection. After contact with patients, they should be disposed of as medical waste.

- 7.3.2 Reusable respirators will be cleaned by the respirator user with mild soap and warm water and air-dried before storing in a plastic bag for reuse, as described in 29 CFR 1910.134 Appendix B-2, Respirator Cleaning Procedures (Mandatory).
- 7.3.3 Reusable respirators issued for the exclusive use of an employee will be cleaned and disinfected by the user as often as necessary to maintain a sanitary condition.
- 7.3.4 Reusable respirators used in fit testing and training will be cleaned and disinfected after each use by the fit tester.

8.0 PROGRAM EVALUATION

- 8.1 The RPA, Occupational Health Medical Director, and AOHSC will conduct a periodic evaluation of the RPP to ensure that all aspects of the program meet the OSHA Respiratory Protection standard and that the RPP is being implemented effectively to protect employees from respiratory hazards. This evaluation will be done as needed, but at least annually.
- 8.2 Program evaluation will include, but is not limited to:
 - 8.2.1 A review of the written program.
 - 8.2.2 Periodic review of RPP audits conducted by Internal Audit (IA).
 - 8.2.3 A review of feedback obtained from program stakeholders.
 - 8.2.4 A review of respirator selection, proper use, and proper maintenance.
 - 8.2.5 The RPP and/or appendices will be amended as necessary to reflect any procedural changes implemented as a result of the program evaluation. The program shall also be updated as required to reflect changes in workplace conditions that affect respirator use. Respirator users and their supervisors will be informed each time it is changed.

9.0 RECORDKEEPING

- 9.1 The following records are maintained as outlined below:
 - 9.1.1 VHS Occupational Health shall retain medical clearance forms and shall be made available under the OSHA Access to Employee Exposure and Medical Records standard (29 CFR 1910.1020), and maintained as confidential records as follows:
 - 9.1.2 Employees and Residents – for thirty (30) years after an employee’s separation or termination.
 - 9.1.3 Students – maintained per the Student Health Record Retention Policy.
 - 9.1.4 Temporary employees and volunteers – maintained per the Occupational Health Record Retention Policy.
- 9.2 EH&S shall retain fit test records for each participant until their next fit test or for a maximum of three years. See Appendix A for QNFT Record and Appendix B for QLFT Record.
- 9.3 EH&S shall retain training records for each participant until they are re-trained or for a maximum of three years.
 - 9.3.1 A copy of this RPP shall be kept by EH&S and made available by posting on the VHS website.

10.0 COMPLIANCE

10.1 Cases of noncompliance shall be handled as detailed in Appendix C: Respiratory Protection Escalation Procedure.

10.1.a Employee noncompliance shall first be reported to the SciSure group manager, supervisor, or residency coordinator, subsequently moving up the chain of command.

10.1.b Student noncompliance shall be reported to the Director of Student Rights and Responsibilities

10.1.1 Employees will receive three notices of noncompliance.

10.1.2 VHS EHS will follow up with the Director of Student Rights and Responsibilities to ensure student compliance.

10.1.3 VHS EHS will forward all prior noncompliance emails each time a message is sent.

11.0 APPENDICES

Appendix A: Quantitative Fit Test Record

FIT TEST REPORT

06/02/2025

ID NUMBER 1234
LAST NAME TEST
FIRST NAME TEST
COMPANY EVMS
LOCATION

TEST DATE 06/02/2025 15:38
DUE DATE 006/02/2026

PORTA COUNT SIN 8048252114
N95-COMPANION™ Yes

RESPIRATOR 3M 1860 N95 (100) N95
MANUFACTURER 3M
MODEL 1860
RESPIRATOR STYLE N95
RESPIRATOR SIZE Regular

PROTOCOL OSHA FAST-FILTERING FACE
PASS LEVEL 100

APPROVAL
EFFICIENCY<99% Yes

EXERCISE	DURATION (sec)	FIT FACTOR	PASS
BENDING OVER	50	200+	Yes
TALKING	30	200+	Yes
HEAD SIDE TO SIDE	30	200+	Yes
HEAD UP AND DOWN	30	200+	Yes
OVERALL FF		200+	Yes

FIT TEST OPERATOR _____ DATE _____
D. Davis

NAME _____ DATE _____
TEST TEST

NOTE:

Respirator Fit Test Card	
Name: TEST TEST	Test Date: 06/02/2025
ID: 1234	Next Test Date: 06/02/2026
Respirator	Results
Mfg: 3M	Overall FF: 200+
Model: 1860	FF Pass Level: 100
Style: N95	Pass: Yes
Size: Regular	Operator: D.Davis
Protocol: OSHA FAST-FILTERING FACE	
Fit Test Method: QNFT using TSI PortaCount	

Appendix B: Respirator Qualitative Fit Test Record



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES
Environmental Health & Safety
AT OLD DOMINION UNIVERSITY

RESPIRATOR QUALITATIVE FIT TEST RECORD

RETURN COMPLETED FORMS TO VHS EHS (FAX 757-446-7242) AT THE END OF EACH DAY

NAME: _____ DATE: ____/____/____
MM DD YYYY

VHS AFFILIATION: ☐ Student PROGRAM, YEAR: _____
☐ Employee DEPARTMENT: _____

CONDITIONS PRESENT THAT MAY AFFECT RESPIRATOR FIT:

☐ None ☐ Facial Hair ☐ Glasses
☐ Facial Scar ☐ Dentures Absent ☐ Other: _____

COMMENTS:

OFFICE USE ONLY

Occupational Health Phone #: 757-446-5870

Medical Clearance Confirmed via: ☐ SciSure ☐ Phone _____
FULL NAME OF HEALTH CARE PROFESSIONAL

Medically Cleared on: ____/____/____ Trained on: ____/____/____
MM DD YYYY MM DD YYYY

Testing Agent: ☐ Bitrex ☐ Saccharin

Perform the following exercises in sequence:

1. Bending Over
2. Turning head side-to-side
3. Nodding head up-and-down
4. Bending at waist

Comments: _____

Respirator Selection

Pass	Fail	Not Tested	MFG	Model	Size	Approval #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3M	1860	Regular	NIOSH TC-84A-0006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3M	1860S	Small	NIOSH TC-84A-0006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3M	1805 VFlex	Regular	NIOSH TC-84A-5469
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3M	1805 VFlex	Small	NIOSH TC-84A-5470
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

ACKNOWLEDGEMENT OF TEST RESULTS

PERSONNEL FIT TESTED

____/____/____
MM DD YYYY

STAFF MEMBER WHO PERFORMED THE FIT TEST

____/____/____
MM DD YYYY

Community focus. World impact.

P.O. Box 1980, Norfolk, VA 23501-1980
TEL (757) 446-5798 | FAX (757) 446-7242 | ehs@odu.edu

RETURN COMPLETED FORMS TO VHS EHS (FAX 757-446-7242) AT THE END OF EACH DAY

Appendix C: Respiratory Protection Escalation Procedure



Respiratory Protection Escalation Procedure

EVMS EH&S uses SciShield to track compliance with Respiratory Protection. EH&S notifies individuals that they are due to start the process for fit testing through the SciShield automated system. In each EVMS Medical Group (MG) clinical department, an employee is designated as a Group Manager within Sci Shield. Students are also managed similarly. Clinical Fit Testers are trained to fit test employees for the convenience of the department, and all employees shall be notified of their ability to be fit tested at EH&S by scheduling an appointment at:

<https://go.oncehub.com/VHSRespiratorFitTesting>

Each Group Manager is responsible for tracking the compliance of their group members through the respiratory protection process (training, medical clearance, and respirator fit testing). EH&S shall run a regular report to determine delinquencies for each MG and student group and notify individuals of these delinquencies. Enforcement for non-compliant individuals shall be handled as follows:

Students: Reported to the Director of Student Rights and Responsibilities, and EH&S shall track follow-up accordingly.

Employees (faculty, staff, residents/fellows):

- First Notification to:
 - Employee
 - cc to: group manager, supervisor, or residency coordinator (as applicable)
- Second Notification (forward prior email)
 - Employee
 - cc to: group manager, department manager or administrator, or GME Program Director (as applicable)
 - cc to: MG Compliance Officer (for non-resident/fellow employees only)
 - Assistant MG Quality Officer (for non-resident/fellow employees only)
- Third Notification (forward prior emails)
 - Employee
 - Cc to: Chair/Department Head or Vice Dean of GME, HR Generalist, and Associate Vice President of Compliance and Legal Services
 - cc to: MG Compliance Officer and MG CEO (for non-resident/fellow employees only)

12.0 REVISION HISTORY

Date	Revision	Justification	By
05/25	Program Revised	VHS Program Integration	Kristi Olivar