	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject **RESPIRATOR PROGRAM**	**Policy Number** **CP-10** **Effective Date** **05-01-24**
Related Information American National Standards Institute, Compressed Air (G-7.1-2018) American Society for Testing and Materials (ASTM) E2952 standards Code of Federal Regulations (29 CFR 1910.6, 1910-1020 & 1910.134) CP-7, *Airborne Pathogens* GC-19, *Dress and Appearance*	**Supersedes** CP-10 (04-15-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures in uniform training and fit testing procedures for the proper use and maintenance of Office issued respirators and equipment.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to provide respirators that prevent the inhalation of airborne pathogens; chemical, biological, radiological, nuclear, or explosive (CBRNE) agents, and any other potential hazards or contaminants that could be inhaled to employees identified by the Office who may require a respirator in the workplace or work environment.

DEFINITIONS

Air Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Airborne Pathogens: Microorganisms that may be present in the air and can cause diseases in exposed humans.

Chemical, Biological, Radiological, Nuclear, or Explosive* (CBRNE) *Agents: Natural or manufactured chemicals that can be used as one of these agents to kill and/or bring significant harm to a large number of humans or cause great damage to man-made structures such as buildings, natural structures such as mountains, or the biosphere. They are also known as Weapons of Mass Destruction (WMD).

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Exposure: An incident where casual contact is made with a person known to be infected or suspected of being infected with an airborne pathogen during the performance of an employee's duties.

Filtering Facepiece* (Dust Mask)*: A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fire Escape Hood: An air-purifying respiratory protective smoke device used during fire-evacuation.

Fit Test: The use of a protocol to qualitatively (QLFT) or quantitatively (QNFT) evaluate the fit of a respirator on an individual.

Fit Testing Coordinators: Trained and designated employees who shall ensure compliance with OSHA respiratory protection standards by ensuring respirator users receive training and pass a fit test before using a respirator. Qualified Training Division staff and Field Training Officers (FTOs) are included in this category.

Modified Duty Status: A temporary adjustment or change to the essential functions of an employee's current classification, or the temporary assignment of an employee to other duties to accommodate the employee's medical restrictions.

Personal Protective Equipment* (PPE)*: Specialized clothing or equipment used by an employee to protect themselves from exposure to blood, airborne, or other potentially infectious materials (OPIM).

Program Administrators: Employees trained within the Occupational Safety Division (OSD) designated to oversee the respirator program and evaluate its effectiveness.

Respirator: An engineering apparatus or device used by a person to control the content or quality of the atmosphere that they breathe. Common respirators used by the Office include a filtering facepiece (dust mask or N95), an air purifying respirator (APR), and a Self- Contained Breathing Apparatus (SCBA).

Self-Contained Breathing Apparatus* (SCBA)*: An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

PROCEDURES

1. **The Respirator Program:** Respirators are approved by the National Institute for Occupational Safety and Health (NIOSH), and the Occupational Safety and Health Administration (OSHA), in compliance with the Code of Federal Regulations (CFR), and with respirator manufacturer's specifications.

    A. Respiratory and personal protective equipment **(**PPE) are made available to employees identified by the Office as having a reasonable likelihood of being exposed to airborne pathogens or chemical, biological, radiological, nuclear, or explosive **(**CBRNE) agents.

    B. The Office shall designate duty positions where certain types of respirators may be necessary. The use of an improper respirator may reduce or eliminate the respirator's effectiveness and may result in serious personal injury or death. Employees shall take precautions to safeguard themselves against infection from airborne pathogens, as specified in Office Policy CP-7, *Airborne Pathogens.*

    C. The Occupational Safety Division (OSD) is responsible for assessing and approving any changes to the Respirator Program.

2. **Medical Evaluation:** Various types of respirators and other factors may place a physiological burden on employees such as, but not limited to, job duties, workplace conditions, how the respirator is used, and/or the employee's medical status. Prior to employment, detention officer applicants and deputy sheriff applicants shall require a medical evaluation by a physician or licensed healthcare professional.

    A. The medical evaluation shall be used to determine the following:

        1. The type and weight of the respirator to be used;

        2. The duration and frequency of respirator use, including the use for rescue and escape;

3. The expected physical work effort;

4. Additional protective clothing and equipment to be worn; and

5. Possible exposure to extreme temperature and humidity.

B. A medical questionnaire shall be completed for designated employees to determine an employee's ability to use a respirator prior to being fit tested. The physician or licensed healthcare professional of the contracted medical facility are responsible for the following:

1. Reviewing the questionnaire to authorize respirator use and determine if an additional physical evaluation is required; and

2. Documenting their authorization on the questionnaire. The contracted medical facility retains the medical questionnaire and provides the Pre-Employment Services Division with a pass/fail notification.

a. The OSD may check the status of the completed questionnaire form; and

b. Upon notification from the Pre-Employment Services Division, the OSD nurses shall document the completed medical screening in the employee's training records.

3. **Fit Testing:** Prior to using respirator equipment, employees identified by the Office, who may require a respirator with a negative or positive pressure tight-fitting facepiece shall initially be fit tested with the same make, model, style, and size of respirator that shall be used.

A. Required employees shall be fit tested by a Fit Test Coordinator to ensure proper use of respirators. Any problem areas identified shall be corrected, as soon as possible. Supervisors may document the need for additional fit testing within the employee's supervisor notes in Blue Team.

B. Division commanders or designees shall ensure respirator fit testing is completed for sworn personnel and Deputy Services Aides (DSAs) at least annually and every 180 days for detention personnel, or as specified in Office Policy GC-19, *Dress and Appearance*.

C. Additional fit testing is required whenever the employee, supervisor, licensed healthcare professional, or the Fit Testing Coordinator observes changes in the employee's physical condition affecting the respirator fit. Changes include, but are not limited to, facial scarring, dental changes, cosmetic surgery, length of facial hair, or an obvious change in body weight. Employees requesting a waiver outside the requirements of Office Policy GC-19, *Dress and Appearance* shall contact the following divisions for processing:

1. Employees who request a waiver due to religious reasons shall contact the Administrative Services Division regarding an accommodation; or

2. Employees who request a waiver due to medical reasons shall contact the Leave Management Section regarding an accommodation to arrange medical documentation.

4. **Facepiece Seal Protection:** An employee using a respirator shall perform a user seal check to ensure an adequate face-to-facepiece seal is achieved each time the respirator is worn.

A. Employees who have facial hair and require respirator fit testing shall meet the requirements, as specified in Office Policy GC-19, *Dress and Appearance* or Title 29 CFR 1910.134.

B. Employees shall inform their supervisors if they wear corrective glasses, goggles, or other apparatus that would interfere with the seal of the facepiece. If an employee wears corrective glasses, goggles, or other PPE, the Office shall ensure such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

5. **Continuing Respirator Effectiveness:** Supervisors shall maintain an appropriate level of observation of workplace conditions and the degree of employee exposure or duress. When there is a change in workplace conditions or in the degree of employee exposure that may affect respirator effectiveness, the supervisor shall reevaluate the continued effectiveness of the respirator.

6. **General Preventative Measures:** The OSD shall be notified prior to making any changes to the make, model, or style of a respirator used by employees. To reduce the likelihood of exposure when entering an area where a respirator is needed, the following measures shall be followed:

A. A respirator, such as the N95 respirator, shall be worn by employees when entering rooms housing individuals with suspected or confirmed airborne disease, or when transporting such individuals in a closed vehicle.

1. Before an inmate with a suspected or confirmed airborne disease is moved out of their housing unit or transported, they shall be instructed to use an N95 respirator and not to remove it until Correctional Health Services deems it appropriate; and

2. Disposable N95 respirators shall be made available to all employees at risk of exposure depending on established protocols associated with their assignment or the facility in which they work or as otherwise required, such as employees working in judicial facilities, healthcare settings, or transportation.

B. Fire escape hoods shall be worn by employees during a fire evacuation only and are not intended for firefighting or rescue purposes. Fire escape hoods are heat resistant and provide at least 15 minutes of air purification. Fire escape hoods are certified and meet the American Society for Testing and Materials (ASTM) E2952 standards.

C. Self-Contained Breathing Apparatus (SCBAs) shall be worn in an atmosphere that poses an immediate danger to life or health, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. This would also include the physical activity of rescuing individuals, fire suppression, or both, when inside of buildings or enclosed structures which are involved in a fire situation beyond the initial stage.

7. **Post Incident Measures:** To help keep the boundaries of an incident to a minimum, supervisors shall ensure employees follow post incident measures.

A. Prior to allowing employees to return to their workplace, supervisors shall ensure employees leave the respirator use area to:

1. Wash their faces and respirator facepieces, as necessary, to prevent eye or skin irritation associated with the use of a respirator;

2. Clean, repair, or replace the respirator if there are changes in breathing resistance, leakage from the facepiece, or vapor or gas breakthrough is detected; or

3. Replace the respirator, filter, cartridge, or canister elements.

B. Decontamination shall be completed as instructed during employee training and at a location determined by a supervisor. The supervisor shall also ensure proper decontamination procedures are followed and medical attention is provided to the employee when needed or as requested.

8. **Training Division Responsibilities:** The Training Division implements training and testing schedules in the application and use of respirators, and defines the criteria needed to successfully complete fit testing for employees identified by the Office requiring a respirator. The Training Division shall also:

A. Provide initial and, when necessary, remedial training on the proper use and removal of respirators and fire escape hood. The Training Division Commander or designee shall review and update the training and fit testing annually, as necessary.

B. Assign a Fit Testing Coordinator to oversee training, facilitate remedial training, and communicate updates to the Program Administrator. The Fit Testing Coordinator shall also:

1. Provide remedial training to employees who fail any portion of the fit testing certification and coordinate any additional evaluation, as designated by their respective commander; and

2. Notify the Program Administrator when reports of non-compliance with program requirements are received from a Field Training Officer (FTO).

9. **Employee Training:** Employees identified by the Office who may require a respirator, fire escape hood, or PPE in the course of their respective duties shall complete an initial comprehensive training program for each type of equipment they may use prior to using the equipment in their work environment.

A. Employees below the rank of lieutenant are required to demonstrate proper use of their assigned type of respirator and demonstrate the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the respirator's effectiveness;

2. The respirator's limitations and capabilities;

3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;

4. How to inspect, put on and remove, use, and check the seals;

5. The procedures for maintenance and storage of the respirator; and

6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.

B. Fire escape hoods protect against smoke and other toxic gases, they do not supply clean breathing air, so their use in a fire or other oxygen-deficient atmosphere may not provide the necessary protection. Detention officers shall be properly trained on the limitations in the use of fire escape hoods, and are required to demonstrate:

1. How to use the fire escape hood, including situations in which it may malfunction;

2. How to properly remove the fire escape hood, so the fire escape hood does not become a hazard;

3. The correct procedures for inspecting, maintaining, and storing the fire escape hood; and

4. How to recognize medical signs and symptoms that may limit or prevent the effective use of the fire escape hood.

C. Employees shall complete the appropriate fit testing as listed below and demonstrate usage as stated in this Office Policy.

1. Sworn personnel below the rank of lieutenant shall complete fit testing for the Air Purifying Respirator (APR) and N95 respirators on an annual basis.

2. Detention personnel below the rank of lieutenant shall complete fit testing for the SCBA, N95 respirators, and the fire hood every 180 days. Special Response Team personnel shall also complete fit testing for the APR every 180 days.

D. Additional training shall be administered when any of the following situations occur:

1. Changes in the workplace or the type of respirator renders the previous training obsolete;

2. Fit test failure: The Fit Testing Coordinator shall facilitate additional training of any fit test failure documented by an FTO, as requested by an Advanced Officer Training Commander, or the employee's division commander, and/or where additional training is necessary to ensure safe respirator use.

a. When an employee is unable or fails to demonstrate proficiency to their designated FTO, they shall be referred to the Fit Testing Coordinator within 14 calendar days of the initial test;

b. The FTO shall complete a memorandum documenting the failure at the time of the initial testing, and the need for remedial testing shall be forwarded to the employee's shift supervisor and to the Training Division Commander or designee; and the employee shall be placed in a modified duty status; and

c. The supervisor shall review the deficiency with the employee and a Blue Team Supervisory Note shall be made to document the conversation and outcome of addressing the employee's knowledge or use of the respirator and to indicate the employee has not retained requisite understanding.

d. Upon successful completion of the fit test, the employee may return to normal duty. A copy of all memorandums shall be placed in the employee's training file.

3. Any other situation where additional training appears necessary to ensure safe respirator use, such as an inability to gain proper seal of the mask to skin during proficiency evaluations, or if there is any change in facial features, as specified in this Office Policy.

10. **Record Keeping:** The Program Administrator shall ensure the Office maintains the following employee records in compliance with OSHA regulations:

A. Records of medical evaluations shall be retained and made available, as specified in Title 29 CFR 1910.1020.

B. Fit test records shall be retained for respirator users until the next fit test is administered. Records for qualitative (QLFTs) and quantitative (QNFTs) tests administered to an employee shall reflect the following:

1. The name or serial number of the employee tested;

2. Type of fit test performed;

3. Specific make, model, style, and size of respirator tested;

4. Date of test; and

5. The pass or fail results for QLFTs or the fit factor and strip chart recording or other recordings of the test results for QNFT.

C. The Fit Testing Coordinator shall ensure the Office maintains a copy of failure notification memorandums, Remedial Fit Test/Respirator Testing forms and any supplementary documentation, as the result of remedial testing in the employee's training file.

11. **Maintenance and Care:** All employees shall immediately report any deficiency or malfunction of a respirator to the appropriate FTO or supervisor.

A. Respirators shall be cleaned and disinfected according to the manufacturer's instructions, and at the following intervals:

1. To be maintained in a sanitary condition, respirators issued for the exclusive use of an employee shall be cleaned and disinfected, as often as necessary.

2. Respirators used by more than one employee shall be cleaned and disinfected before and after each use.

3. Respirators used during the employee's fit testing, training, or emergencies shall be cleaned and disinfected after each use.

B. Respirators shall be stored as follows:

1. All respirators shall be stored in the container provided according to the manufacturer's instructions to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.

2. Respirators shall be packed or stored to prevent distortion or deformation of the facepiece or exhalation valve.

3. Respirators shall be kept accessible to employees in their workplace and stored in compartments or in covers that are clearly marked as containing emergency respirators and emergency equipment.

12. **Respirator Inspection:** All respirators used during routine and emergency situations shall be inspected at the beginning of each shift and while cleaning. The PPE and Respirator Equipment List shall be updated to show who the equipment is issued to, its condition, and the need for replacement of the various parts.

A. Respirators shall be inspected as follows:

1. In accordance with the manufacturer's recommendations, all respirators stored for use in emergency situations shall be inspected at least monthly. Elastic parts shall be inspected for pliability and signs of deterioration. The functional inspection shall include respirator function, tightness of connections, and the condition of various parts including, but not limited to:

    a. The facepiece;

    b. Head straps;

    c. Valves;

    d. Connecting tubes and cartridges; and

    e. Canisters, or filters.

2. Facility Maintenance Officers (FMOs) and FTO's shall determine if the regulators and warning devices are functioning properly within the Office jail facilities.

3. SCBAs shall be inspected monthly. Air cylinders shall be maintained in a fully charged state and recharged when the pressure falls to 90 percent of the manufacturer's recommended pressure level.

4. Respirators shall be inspected for proper function before and after each use.

B. Inspection reports shall be maintained electronically or in hard copy at the division and facility level. Respirators stored for emergency use shall have certification records documenting the following:

1. The date the inspection was performed;

2. The name and signature of the person who conducts the inspection;

3. The findings of the inspection to include any required remedial action; and

4. The serial number and location of the inspected respirator.

C. Respirators that fail an inspection or are otherwise found to be defective shall be removed from service and adjusted, repaired, or discarded using the following procedures:

1. Repairs or adjustments to respirators shall be made only by persons who are appropriately trained to perform them;

2. Repairs shall be made according to the manufacturer's specific recommendations for the type of respirator;

3. Only the manufacturer's NIOSH-approved parts, specifically designed for the type of respirator, shall be used; and

4. Adjustments or repairs to the reduction or admission valves, regulators, and alarms shall only be made by a manufacturer, or a technician trained by the manufacturer.

13. **Breathing Air Quality and Use:** Compressed breathing air shall meet the requirements for Grade D breathing air described in American National Standards Institute (ANSI)/Compressed Gas Association

Commodity Specification for Air, G-7.1-2018. FMOs shall ensure all filters, cartridges, and canisters used in the workplace are labeled and color coded with the NIOSH approval label and ensure the label remains legible and is not removed.

14. **Respirator Program Evaluation:** The Program Administrator or designee and the Fit Testing Coordinator shall monitor the workplace, as necessary, to evaluate program effectiveness and ensure program requirements are implemented appropriately. Factors to be assessed include, but are not limited to:

    A. Respirator fit, to include the ability to use the respirator without interfering with workplace performance;

    B. Appropriate respirator selection for the hazards to which the employee is exposed;

    C. Proper respirator uses under workplace conditions the employee encounters; and

    D. Proper respirator maintenance.