

Secretary Directive



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Title: Exposure Prevention and Overdose Response Program	Secretary Directive Number: ADM.055.0006
Related MD Statute/Regulations: General Health Article §10-3108 and §13-31110, Annotated Code of Maryland COMAR 10.47.08.01 – 10.37.08.12	Supersedes: N/A
Related ACA and MCCS Standards: N/A	Approved By: <i>[Signature]</i> Acting Executive Director Human Resource and Services Division
Related Directives and Manuals: ADM.055.0007 - Respiratory Protection Program Respiratory Protection Manual	Issued Date: November 1, 2018 Effective Date: November 1, 2018
Variance: Each Unit or Correctional Facility within the Department shall establish procedures for complying with this directive.	Number of Pages: 8

.01 Purpose.

This directive establishes a comprehensive Exposure Prevention and Overdose Response Program (EPORP) within Department facilities for the purpose of developing and maintaining protocols for prevention and response to occupational exposure.

.02 Scope.

This directive applies to all units of the Department and all persons within a Departmental facility to include offenders, inmates, employees, volunteers, and visitors.

.03 Policy.

- A. The Department is committed to providing all individuals conducting business at Department facilities with a safe and hazard-free environment.
- B. The Department shall take steps to prevent and respond to incidences of occupational exposure to suspicious substances and CDS by providing:
 - (1) Educational training to the Department's mandated employees;
 - (2) Standardized personal protection equipment (PPE) when handling suspicious substances or CDS;
 - (3) Certification courses permitting Naloxone administration in emergency situations to employees and/or other individuals; and

- (4) Naloxone in high-risk exposure locations within Department facilities.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Appointing authority” has the meaning stated in the State Personnel and Pensions Article, § 1-101, Annotated Code of Maryland and includes an individual responsible for a “Unit of the Department”.
- (2) “Controlled dangerous substances (CDS)” means:
 - (a) As pertaining to Maryland law, a substance that has the potential for abuse;
 - (b) A drug or substance listed in [Schedule I through Schedule V](#); or
 - (c) A drug or substance including but not limited to:
 - (i) Opiates;
 - (ii) Cocaine
 - (iii) Heroin;
 - (iv) Cannabis/marijuana;
 - (v) PCP/Phencyclidine;
 - (vi) Amphetamines/Methamphetamines;
 - (vii) Ecstasy;
 - (viii) Barbiturates; and
 - (ix) Benzodiazepines.
 - (d) “Controlled dangerous substances” does not include distilled spirits, wine, malt beverages, or tobacco.
- (3) “Department facility” means any office, correctional facility, or other location used by Department employees, volunteers, and visitors to conduct official State business.
- (4) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, contractual, volunteer, or intern position.
- (5) “EPORP” means the Department’s Exposure Prevention and Overdose Response Program.

- (6) Inmate.
 - (a) Has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland, and states: ‘Inmate means an individual in actual or constructive custody of the Department.’
 - (b) “Inmate” includes an individual in arrestee, pretrial, sentenced, or pre-sentenced (post guilty finding but before sentencing) status.
- (7) “Managing official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (8) “Naloxone” means an opioid antagonist medication used to counter the effects of an opioid overdose.
- (9) “Personal protection equipment (PPE)” means equipment recommended by the Nursing Services Unit, approved by the National Institute for Occupational Safety and Health, and worn to protect an individual’s respiratory tract from environmental hazards.
- (10) “Suspicious substance” means an unidentified material that has the potential to be CDS.
- (11) Units of the Department.
 - (a) “Units of the Department” has the meaning stated in Correctional Services Article, § 2-201, Annotated Code of Maryland; and
 - (b) Includes any other unit declared by the Secretary to be part of the Department.
- (12) “Visitor” means an individual, other than an employee assigned to work at a Department facility, who is authorized to conduct business or meet with employees, inmates, or offenders at a Department facility.

.05 Responsibility/Procedures.

A. Exposure Prevention and Overdose Response Program Steering Committee (Committee).

- (1) To address the unique requirements of the Department’s diverse responsibilities, when acting to prevent and respond to occupational exposure to suspicious substances or CDS, the Department has created a committee consisting of, at a minimum, the following individuals:
 - (a) The Nursing Services Unit (NSU) Manager — Chair;
 - (b) The EPORP Administrator;
 - (c) Environmental Compliance, Safety and Emergency Operations Officer;
 - (d) Risk Management Officer;
 - (e) Deputy Secretary of Operations or designee;

- (f) DOC Commissioner or designee;
 - (g) DPDS Commissioner or designee;
 - (h) Director of the Division of Parole and Probation or designee;
 - (i) Executive Director of PCTC or designee;
 - (j) Director, Office of Investigative Services (OIS) or designee;
 - (k) Security Operations Director or designee;
 - (l) Warden or designee (a representative of all managing officials); and
 - (m) Director, Intelligence and Investigative Division (IID) or designee.
- (2) The Committee, within budgetary limitations, may solicit input from exposure prevention and overdose response experts and trainers from within the Department or other public or private organizations in order to meet requirements of this directive.
- (3) The Committee shall:
- (a) Meet, at minimum, twice a year;
 - (b) Provide EPORP management and administration oversight;
 - (c) Provide Department employees with training in accordance with:
 - (i) Executive Directive ADM.055.0007 – Respiratory Protection Program; and
 - (ii) COMAR 10.47.08 – Overdose Response Program;
 - (d) Certify courses that prepare and authorize an employee to use Naloxone in an emergency situation; and
 - (e) Standardize the procurement and distribution of:
 - (i) PPE to be used when handling a suspicious substance or CDS; and
 - (ii) Naloxone to high risk exposure locations within Department facilities.
- (4) Ensure that each Departmental facility or location develops work site-specific procedures that comply with program requirements.
- (5) Establish a program audit schedule for:
- (a) Naloxone maintenance and use;
 - (b) Employee certification; and

- (c) PPE maintenance and use.

B. The Nursing Services Unit Manager shall:

- (1) Ensure compliance with federal and state requirements and recommendations related to the Respiratory Protection Program and the Maryland Department of Health Overdose Response Program (MDHORP); and
- (2) Function as the training director for the Department's EPORP and liaison to the MDHORP.

C. The Administrator shall:

- (1) Monitor each Department facility's compliance with Executive Directives ADM.055.0006 – Exposure Prevention and Overdose Response Program and ADM.055.0007 Respiratory Protection Program, and COMAR 10.47.08;
- (2) Oversee the standardization of PPE in compliance with Federal Drug Enforcement Administration and Centers for Disease Control recommendations and requirements;
- (3) Review the Department's EPORP policies and procedures;
- (4) Dispense Naloxone to designated Departmental facility representatives;
- (5) Report appropriate information to the Maryland Department of Health as directed by the MDHORP;
- (6) Coordinate EPORP implementation and maintenance throughout Department facilities; and
- (7) Collaborate with the Risk Management office.

D. The Risk Manager shall:

- (1) In cooperation with each facility's audit team, audit compliance with EPORP requirements pertaining to the:
 - (a) Respiratory Protection Program; and
 - (b) Personal Protection Equipment.
- (2) Present an evaluation of audit results to the Committee; and
- (3) Conduct follow-up activities to ensure corrective action has been taken to remediate non-compliance issues identified during audits.

E. An appointing authority or a managing official responsible for the oversight of the duties described under §.05(F) of this directive is responsible to:

- (1) Ensure a unit's overall compliance with EPORP requirements; and

- (2) Appoint an Environmental Compliance and Safety Officer (ESCO) at each of the unit's facilities or locations.

F. Environmental Compliance and Safety Officers (ECSOs) shall:

- (1) Comply with EPORP requirements;
- (2) Ensure that each CDS testing location is stocked with appropriate PPE;
- (3) Ensure that only particulate respirators certified by National Institute for Occupational Safety and Health under *42 CFR § 84.30* as a Class P-100 respirator, or under *42 CFR § 84.130 — .163* an powered air purifying respirator, are used in CDS testing locations;
- (4) Serve as liaison to the Nursing Services Unit and Risk Management;
- (5) Provide oversight and maintenance of the PPE inventory;
- (6) Ensure that designated locations (high exposure-risk hazard areas) for Naloxone are accessible as determined by the Committee; and
- (7) Participate in audit team activities that may include:
 - (a) Ensuring audits are conducted according to their established schedule;
 - (b) Reviewing and evaluating audit team reports;
 - (c) Correcting noncompliant items identified during the audit; and
 - (d) Reporting audit findings and corrective measures to the Risk Manager.

G. The supervisor of an employee with an exposure risk to suspicious substances or CDS shall:

- (1) Be aware of potential exposure risk hazards (opening mail, CDS testing, responding to events involving suspicious substances, etc.);
- (2) Know the location of the nearest emergency equipment and Naloxone;
- (3) Comply with the Committee's recommended PPE protocol;
- (4) Ensure that employees wear proper PPE when there is an exposure risk;
- (5) Ensure that mailroom employees comply with recommended PPE (use of gloves when opening mail);
- (6) Schedule employee training sessions for EPORP certification and re-certification, at minimum, every 2 years;
- (7) Collaborate with ECSOs to ensure required employees have attended:

- (a) Respirator fit testing and training; and
- (b) EPORP training.

(8) Notify the facility ESCO when:

- (a) Problems with PPE are identified;
- (b) Changes in the work environment are affecting risk exposure; or
- (c) Changes in an employee's physical appearance, or other issues, may affect the proper use or fit of PPE.

H. When it is suspected that an employee, visitor, inmate, or offender has had occupational exposure to a suspicious substance or CDS, a supervisor shall:

- (1) Respond in accordance with the site specific emergency response plan; and
- (2) Report incidents of exposure to:
 - (a) Appointing authority or managing official;
 - (b) The Nursing Services Unit; and
 - (c) The Risk Management Office.

I. Employees with an Exposure Risk.

- (1) Employees with an exposure risk are identified as:
 - (a) Employees in areas with known contaminant levels requiring the use of respiratory protection, respiratory hazards or in which contaminant levels may be created without warning (e.g., emergency purposes such as hazardous material spill responses) and pose a respiratory hazard;
 - (b) Employee performing operations documented to be health hazardous and those unavoidably required to be in the immediate vicinity where similar levels of contaminants are generated; and
 - (c) Employee in suspect areas or performing operations suspected of being health hazardous but for which adequate sampling data has not been obtained.
- (2) An employee with exposure risk to suspicious substances or CDS shall:
 - (a) Meet all training requirements and certifications for the:
 - (i) Respiratory Protection Program; and
 - (ii) Exposure Prevention and Overdose Response Program (EPORP);

- (b) Use PPE as trained;
- (c) Be aware of locations where emergency equipment and Naloxone are stored;
- (d) Perform duties and responsibilities associated with proper use of PPE; and
- (e) Report to the employee's supervisor or the facility ECSO:
 - (i) PPE malfunctions;
 - (ii) Issues that may affect the use of required PPE; and
 - (iii) Other concerns related to PPE.

.06 Links.

- A. [Executive Directive ADM.055.0007 - Respiratory Protection Program](#)
- B. [Respiratory Protection Program Manual](#)
- C. [COMAR 10.47.08 - MDH Overdose Response Program](#)
- D. [Emergency Response Plan](#)
- E. Centers for Disease Control and Prevention - <http://www.cdc.gov>
- F. Drug Enforcement Agency - www.dea.gov

.07 History.

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.08 Distribution.

- A – Reference Copy
- B – All Employees
- L – Inmate Library