

To: All Existing and Incoming Laboratory Faculty, Staff, and Students

From: KGI Institutional Biosafety and Lab Safety Committees
 Larry Grill, Dean of Research

Re: Medical Surveillance and Occupational Health Programs

As an incoming faculty member, staff member, or student who will be working in one of KGI's laboratories, the Institute is required to take steps to evaluate hazards that may be a part of your job. As part of this preventative process, vaccinations must be offered to all incoming laboratory staff based on potential exposure, as determined by your supervisor. Vaccinations are optional, but are strongly recommended.

Please consult with your faculty laboratory supervisor, complete the risk assessment (attached), sign this form, have your faculty laboratory supervisor sign this form, and return it to Human Resources within ten days of hire (for incoming personnel) or within ten days of receipt (for existing personnel). You and your faculty laboratory supervisor may determine that no vaccines are needed, or you may opt out by checking the appropriate box, below.

If you have questions about job-related exposures or illnesses, or any of the vaccinations listed, please contact **Amy Mendez**, Manager, Environmental Health & Safety for The Claremont Colleges Services (TCCS) at 909.621.8050 or via email at Amy.Mendez@claremont.edu.

- **Hepatitis A Virus (HAV)** vaccination is recommended for employees whose work activities potentially place them in contact with sewage or feces such as child care workers, plumbers, and those working with non-human primates. A 2-dose series of injections is recommended for pre-exposure prophylaxis to develop adequate antibodies to the HAV infection.
- **Hepatitis B Virus (HBV)** vaccination is highly recommended for employees whose work activities potentially expose them to infectious materials such as human or non-human primate blood, blood products, body fluids, cells, (established) cell lines, or tissues. This includes lab staff, health care workers, facilities, and custodial workers.
- **Tetanus** (lockjaw, painful spasms of all muscles) is a serious disease caused by the bacteria clostridium tetani that enters the body through a cut, open wound, or puncture. Employees working in facilities management, health care or animal research environments should be knowledgeable of the date of their tetanus immunization- usually received in 3 doses during childhood. If one is unsure of the date, a booster dose is recommended as well as every 10 years thereafter to maintain protective antibodies against tetanus. Tetanus toxoid injection is often combined with Diphtheria vaccine (Td).

Risk Assessment

	YES	NO
1. Are you working with any biological hazards?	Complete 1a-1b	Go to Q2
1a. What is the Biosafety Risk Group? Indicate agent used:	Biosafety Risk Group 1 Biosafety Risk Group 2	
1b. Is there a splash or aerosol potential?		
1c. Is there an airborne exposure hazard?		
1d. Are respirators used?		

	YES	NO
1e. What is the Facility and Work Practices Biosafety level?	BSL-1 BSL-2	
1d. What type of live animals are used?	Birds Mice Rats Other (list)	
Are any carcinogens used?		
Dusty/animal allergen environment		
Physical hazards (e.g., high noise, other)		
Electrical hazards		
Types of chemical used	Organic Solvents Aqueous reagents Common cleaning Antineoplastic Respiratory sensitizers Acute poison Other (list)	None
Additional safety programs required?	Hearing Conservation Respiratory Protection	None

I am a new: Faculty Staff Student

We have reviewed the foregoing list and have identified that (print name) should receive the following vaccinations: Hep A Hep B Tetanus

New Hire Name (Printed)

New Hire Signature:

.....Date:

Faculty Lab Supervisor Name (Printed)

Faculty Lab Supervisor Signature:

.....Date:

Training Requirements

At hire, each KGI employee who will be working in one of KGI's laboratories must take in-person and online Lab Safety training. Please contact Jasmine Yu (jasmine_yu@KGI.edu or 909.607.8698) to arrange for a laboratory safety orientation and training.

For faculty, staff and students who will be working in a lab subject to an Institutional Biosafety Committee (IBC) protocol, you must complete mandatory online Biosafety training. Please check with your lab supervisor to determine whether the lab is subject to an IBC protocol. If so, please navigate to the Collaborative Institutional Training Initiative (CITI, citiprogram.org) website, choose "Log In Through My Institution" and use your KGI single sign-on credentials to affiliate yourself with KGI. Please make sure to use your "kgi.edu" email address. Navigate to the Biosafety & Biosecurity (BSS) modules, select "Lab Faculty and Staff", and complete all required trainings. For those labs using animal or human blood products, you will be required to take an annual refresher course on OSHA Bloodborne Pathogen safety via CITI.

PLEASE CONSENT TO OPTION 1, 2, OR 3 ONLY

Option 1 | Consent to be vaccinated or receive titer to confirm immunity

I have had an opportunity to ask questions and understand the benefits and risks of hepatitis B vaccination.

I understand that I must have three doses of vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I request that it be given to me.

Signature:

.....Date:

Option 2 | History of vaccination/immunity

I have received the hepatitis B vaccine. Date:

Signature:

.....Date:

The employer shall ensure that employees who decline to accept a recommended vaccination offered by the employer sign and date the following statement as required by California Code of Regulations, Title 8, subchapter 7; Group 15, Article 109; section 5193, subsection (f)(2)(D):

Option 3 | Declination to be vaccinated

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge. I decline the hepatitis B vaccine, at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

I am declining the vaccination.

Signature:

.....Date: