

## ATD Program Implementation Schedule

#	Task	Deliverable	Responsible	Date	Status
1	Fit Test Train the Trainer Training	Fit Test Trained Employee	Michael, Ernie	15-Jan-10	Done
2	Customize the Model Program (First Draft)	ATD Program - 1st Draft	Michael, Ernie	29-Apr-10	Done
3	Demine number of Employees to be Fit Tested	Noted Number of Employees for Fit Test	Michael, Ernie	29-Apr-10	Done
4	Obtain Fit Test Kit for Facility	Fit Test Kit - On Hand	Michael, Ernie	30-Apr-10	Done
5	Review 1st Draft ATD Program	Change Notes - ATD Program	Michael, Ernie	3-May-10	Done
6	Prepare Final Draft ATD Program for Approval	ATD Program - Final Draft	Michael	7-May-10	Done
7	Determine Number and Type of Masks for Fit Testing	Purchase Order for N95 Respirators - Fit Testing	Ernie, Michael	7-May-10	Done
8	Create Report for QA Cmtee (ATD program, Sched, etc)	QA Report	Michael	26-May-10	Done
14	QA Committee Review and Approve ATD Program	Approved ATD Program	QA Cmtee	27-May-10	Done
9	Identify Employees to be Fit Tested	List of Employees to Be Fit Tested	Ernie	3-Jun-10	Done
10	Order N95 Masks for fit testing	Various N95 Respirators-On Hand	Robert	4-Jun-10	Done
11	Register with RespExam.com for pre fit-test medical screen	Medical Screen Letter for Employees to be Fit Tested	Robert	7-Jun-10	Done
12	Schedule Date for ATD Program In-Service	Date on Calendar-ATD In-service	Ernie	8-Jun-10	Done
15	Create ATD Program In-Service for Staff	In-service (PowerPoint, Handouts)	Michael	16-Jun-10	Done
16	Conduct ATD In-Service for Staff	Trained Employees, Sign-in Sheets	Ernie, Michael	17-Jun-10	Done
13	Schedule Date for Fit-Testing	Date on Calendar - Fit Testing	Ernie	30-Jun-10	Done
17	Conduct Fit Testing for Selected Staff	Fit-Tested Employees	Ernie	20-Jul-10	Done
18	Determine Number and Type of Masks for Emergency Supply	Purchase Order for N95 Respirators-Emergency Use	Michael, Ernie	11-Aug-10	Scheduled
19	Order N95 Masks for Emergency Supply	Specific N95 Respirators - On Hand	Michael, Ernie	Future	
20	QA Review of ATD Policy	Reviewed ATD Program	QA Cmtee	Yearly	
21	Re Fit Test Selected Employees	Fit-Tested Employees - Up to Date	Ernie	Yearly	



Boldt Risk Management Solutions  
 7713 Beverly Blvd. Ste 100, Los Angeles CA 90036  
 BRMS@BRMSinc.com (323)571-0127