

THE DIOCESE OF SAN JOSE AED SCOPE OF WORK

1. Contractor Responsibilities. - CINTAS

1.1. EQUIPMENT

1.1.1. **Cabinet and Sign Installation:** Install AED wall cabinets and signs at each AED placement location designated by The Diocese of San Jose.

1.1.2. **Initial AED and Supplies Setup:**

- Assemble and prepare each AED for use (unpack, attach electrodes, install batteries, activate battery tracking system, place in carrying case, attach lid plus any other necessary services)
- Place each AED in its designated cabinet or other placement location along with all associated supplies (e.g., gloves, barrier mask, scissors, razor, wet wipes and dry wipes)
- Ensure that each AED and associated supplies are rescue-ready
- Record, at a minimum, the following AED information in the online AED program asset tracking system ("LifeREADY"): AED make, model, serial number, placement location, battery expiration date and electrodes expiration date
- Place The Diocese of San Jose-approved AED program announcements and brochures at all locations designated by The Diocese of San Jose

1.1.3. **Monthly AED Inspections and Maintenance:** Perform monthly AED inspections in full compliance with applicable AED laws and manufacturer recommendations and guidelines. At a minimum, inspection, service and maintenance activities are to include the following for each AED:

- Check to ensure the AED status indicator shows OK
- Check to ensure there is no visible damage to the AED
- Check to ensure the pad package is unopened and pads are connected to the AED
- Check to ensure the battery and pads are within useful life
- Replace batteries and pads that are within 60 days of expiration
- Perform any AED servicing needed to ensure the AED is rescue-ready
- Within 90 days of publication, upgrade AED software to ensure compliance with applicable updated CPR/AED guidelines issued by the American Heart Association
- Replace any damaged or defective AEDs within 48 hours of damage or defect reporting to Cintas
- Ensure all supplies are present and usable

1.1.4. **Post-Use AED Servicing and Loaner:**

- After an AED is used, provide post-event equipment services including ECG download and reporting, supplies replacement, AED loaner and post-AED use servicing (including battery and pad replacement as needed)
- Immediately record post-AED use inspection and servicing activities in LifeREADY.

1.2. PROTOCOLS AND PHYSICIAN MEDICAL DIRECTION

1.2.1. **AED Use Protocols:** Provide The Diocese of San Jose with standard-of-care compliant AED use protocols.

1.2.2. **Designation of AED Program Medical Director:** Designate a specific medical director to provide overall physician medical direction services to the The Diocese of San Jose AED program and provide full contact information to the The Diocese of San Jose AED program manager.

- 1.2.3. **Prescription Issuance:** Pursuant to U.S. Food & Drug Administration (“FDA”) requirements, issue an AED prescription, signed by the AED Program Medical Director, authorizing The Diocese of San Jose to purchase or lease, at any time, one or more AEDs for its AED program.
 - 1.2.4. **Protocol Review and Approval:** Provide written documentation, signed by the designated AED Program Medical Director, signifying the physician’s review and approval of the AED use protocols provided to The Diocese of San Jose by Cintas.
 - 1.2.5. **Post-Event Data Review:** Within 15 business days after an event, provide medical director review, analysis and reporting of AED data associated with AED use.
 - 1.2.6. **Medical Director Phone Consults:** Ensure the AED Program Medical Director is available for phone consultations between 6:00 a.m. and 5:00 p.m. Pacific time on regular business days and provide an after-hours phone number for emergency AED use reporting.
- 1.3. **TRACKING SYSTEM**
- 1.3.1. **Tracking System Access, Use and Training:** Provide Tracking System access and use credentials and training to designated The Diocese of San Jose representatives.
 - 1.3.2. **Tracking System Monitoring:** Actively monitor LifeREADY alerts and appropriately respond to any AED maintenance or servicing reminders or notifications generated by the Tracking system.
- 1.4. **TRAINING**
- 1.4.1. **Training Center Contact:** Designate a dedicated training center contact to manage The Diocese of San Jose’s CPR and AED training activities.
 - 1.4.2. **CPR/AED Training:** Provide AED law compliant CPR and AED training and refresher training to those individuals designated by The Diocese of San Jose to receive certification-based training; provide awareness-building training tools for individuals who do not seek formal training certification.
 - 1.4.3. **Training Documentation:** Upon completion of each training course, maintain records of CPR/AED trainee information, including trainee name, course, course completion date and training expiration date..
 - 1.4.4. **Expiration Notification:** Notify The Diocese of San Jose when a formally trained individual’s training is within 60 days of expiring.
- 1.5. **AED LAW COMPLIANCE**
- 1.5.1. **AED Law Requirements:** Provide access to the administrative and operational requirements specified in AED laws and regulations (collectively referred to as “AED laws”) applicable to its AED program.
 - 1.5.2. **Maintenance, Medical Direction and Program Documentation Compliance:** Ensure The Diocese of San Jose is fully compliant with all maintenance, medical direction and program documentation requirements specified in applicable AED laws.
 - 1.5.3. **Training Compliance:** Ensure all certification-based CPR and AED training provided to The Diocese of San Jose designated trainees is fully compliant with training requirements specified in applicable AED laws.

- 1.5.4. **Agency Notification, Registration and Reporting Compliance:** On The Diocese of San Jose's behalf, fulfill and appropriately document all AED program related agency notification, registration and reporting requirements specified in, and ensure full compliance with, applicable AED laws.
 - 1.5.5. **Other Compliance:** To the extent within Cintas' control, ensure The Diocese of San Jose is fully compliant with any other administrative or operational requirements specified in applicable AED laws so that it is covered by applicable Good Samaritan protection
 - 1.5.6. **AED Law Monitoring:** Monitor AED program related legislative and regulatory activity and notify The Diocese of San Jose of any applicable changes to requirements specified in applicable AED laws.
 - 1.5.7. **FDA Recall Monitoring:** Monitor FDA AED recall notices, immediately notify The Diocese of San Jose of any recalls applicable to its AEDs and repair or replace recalled AEDs within 30 business days of a recall.
- 1.6. **CUSTOMER SUPPORT**
- 1.6.1. **Designated Customer Support Representative:** Designate a single-point-of-contact representative to timely handle The Diocese of San Jose support requests.
 - 1.6.2. **Telephone Support:** Provide telephone support from 7:30 a.m. to 5:00 p.m. Pacific time on regular business days.
 - 1.6.3. **Pre-Launch Web Conferences:** Conduct a pre-launch and additional web conferences with designated The Diocese of San Jose representatives to address, at a minimum, the following topics:
 - Identify The Diocese of San Jose's AED Program Manager and other AED program roles and responsibilities
 - Identify the Facility Program Managers affiliated with each The Diocese of San Jose facility/building
 - Discuss the Statement of Work, Recommended Training Solutions, Timelines, Performance Measurements, Initial Communications (internal announcements), Program Launch Meetings, etc.
 - Provide LifeREADY program training