

General Personnel

Administrative Procedure

Bloodborne Pathogens Exposure Control Plan

Facility Name: Jacksonville School District 117

Date of Preparation: February 1993

In accordance with the Illinois Department of Labor Bloodborne Pathogens standard, the following exposure control plan has been developed:

1. EXPOSURE DETERMINATION – Occupational Exposure

Due to the normal expectations of the following employees jobs, the following employee job classifications may be expected to incur occupational exposure to BLOOD or other potentially infectious materials. Special training shall be provided to the following employees and to new employees in these job categories:

<u>Job Class</u>	<u>Tasks/Procedures</u>
Custodians	(A) Cleaning up blood (B) Cleaning up body excretions (urine, vomit, feces) (C) Disposing of potentially infectious material
Principals, Asst. Principals, Nurses, Jr. High, Special Education, JHS Attend. Office & Elem Secretaries, Coaches, PE Teachers, Bus Drivers, Lafayette	(A) Helping students attend to cuts, bruises, bloody noses (B) Applying Band-Aids (C) Cleaning cuts or scratches (D) Attending to Blood or other body fluids or vomit (E) Help students clean their clothing
Special Ed Teachers (TMH, Pre-school, Pre-K, ED, EMH & Aides in those Classrooms)	(A) Helping students attend to cuts, bruises, bloody noses (B) Applying Band-Aids (C) Cleaning cuts or scratches (D) Attending to Blood or other body fluids or vomit (E) Help students clean their clothing

VOLUNTARY MEDICAL HELP TO STUDENTS

Teachers and others who voluntarily provide emergency medical treatment to students, when the treatment includes possible contact with BLOOD or other potentially infectious materials, shall use latex gloves provided at their work station.

2. COMPLIANCE

Precautions shall be observed by all employees in order to prevent contact with (BLOOD) or other potentially infectious materials. All BLOOD or other potentially infectious material will be considered infectious.

Work practice controls will be utilized to eliminate or minimize exposure to employees. This will include personal protective equipments such as latex gloves, masks, face shields, shoe covers and aprons.

Hand washing facilities in all buildings are available adjacent to teacher work areas and in student restrooms. Antiseptic towlettes are also available at all work stations.

After use/removal of personal protective equipment, employees shall dispose of in the red plastic bags provided, tie off and wash hands and any other potentially contaminated skin areas as soon as possible with soap and water. If employee incurs exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as possible.

Containers for sharp objects contaminated with Blood

If broken glass contains BLOOD it must be treated as potentially infectious. The custodians shall be responsible for placing broken glass in a cardboard box, sealing with masking tape and placing in the red plastic bags provided and tie off.

Work Area Restrictions

The Following work areas have a reasonable likelihood of exposure to BLOOD or other infectious materials and employees are not to eat, drink, apply cosmetics, smoke or handle contact lenses.

- A) student restrooms
- B) locker rooms
- C) nurse's office

Mouth pipetting/suctioning of BLOOD or other potentially infectious material is prohibited.

Personal Protective Equipment

All personal protective equipment will be provided without cost to the employee. Personal protective equipment will be chosen based on the anticipated exposure to BLOOD or other potentially infectious materials. The protective equipment will be available at each principal's office and will be located as follows:

<u>Equipment</u>	<u>Task</u>
<u>Gloves</u> (at all work stations, in athletic Medicine kits & on buses, principal's Offices, nurse's offices)	<ol style="list-style-type: none"> 1. Cleaning student's blood off student 2. Applying Band-Aids / compresses 3. Cleaning up blood off floors, tables, etc. 4. Cleaning up other infectious materials up or off student. 5. All other tasks where employee may come into contact with blood or infectious materials.
<u>Face shield / & Face Mask</u> (Nurse's office, principal's office, athletic Medicine kits, custodial area office)	<ol style="list-style-type: none"> 1. When cleaning up large areas(12" diameter or larger" of blood or other infectious materials. 2. When blood is being thrown around by student movements or by severe bleeding.
<u>Shoe Covers / Plastic Apron</u> (Nurse's office, principal's office, athletic Medicine kits, custodial areas & gym offices)	<ol style="list-style-type: none"> 1. When cleaning up large areas (12" diameter or larger) of blood or other infectious materials. 2. When blood is being thrown around by student movement or by severe bleeding.

Disposal of Used Personal Protective Equipment

All used equipment shall be disposed of in the red plastic bags and tied off.

Red plastic bags are to be stored away from student access and placed in the garbage dumpster by the custodian.

Decontamination (Materials to be used):

All final cleaning and decontamination is to be done by the building custodian. Any contaminated work area is to be reported to the principal's office who will in turn report to the custodian for final cleanup. Cleanup shall be done immediately.

Waste Disposal All contaminated (bloody/dirty) items are to be disposed of:

- A) Small paper towels, Kleenex may be flushed down toilet or placed in red plastic bags.
- B) All contaminated towels, personal protective equipment and all equipment used in the cleanup are to be placed in red plastic bags.
- C) All red plastic bags are to be removed by the custodian immediately to an area away from student access and finally placed in the dumpster.

Laundry

No contaminated towels or clothing are to be laundered in school laundry facilities.

Hepatitis B Vaccine

All employees who have been identified as having potential occupational exposure to BLOOD or other potentially infectious materials will be offered the Hepatitis B. vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B. vaccine will sign a waiver.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. Employees are to notify the Director of Human Resources. The vaccine will be provided by the Morgan County Health Department.

EXPOSURE INCIDENT

An EXPOSURE INCIDENT is the contact between BLOOD or other potentially infectious body material and a cut in your skin or through your mucus membrane, your eyes or your mouth. All EXPOSURE INCIDENTS are to be reported immediately to the principal of the school or to the Director of Human Resources. The principal shall notify the Director of Human Resources immediately.

The Director of Human Resources shall maintain records of all EXPOSURE INCIDENTS.

POST EVALUATION AND FOLLOW-UP

When the employee incurs an EXPOSURE INCIDENT, it should be reported to the principal who will report to the Director of Human Resources.

All employees who incur an EXPOSURE INCIDENT will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard and at no cost.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time testing will be conducted, then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. These recommendations are currently as follows:
 - o The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:

Director of Human Resources

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees. Written opinions will be obtained in the following instances:

1. Whenever the employee is sent to a health care professional following an EXPOSURE INCIDENT.

OR

1. When an employee elects to receive an immunity test.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine during the evaluation following an exposure incident;
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Training

Training for all employees expected to incur occupational exposure will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include the following: an explanation of:

1. The Illinois Department of Labor standard for Bloodborne Pathogens
2. Epidemiology and symptomatology of bloodborne diseases
3. Modes of transmission of Bloodborne Pathogens
4. This Exposure Control Plan, i.e., points to the plan, lines of responsibility, how the plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials at this facility
6. Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
7. Personal protective equipment available at this facility and who should be contacted concerning it
8. Post-exposure evaluation and follow-up
9. Signs and labels used at the facility
10. Hepatitis B. vaccine program at the facility

Training will be conducted using videotapes and written material. The Director of Human Resources is responsible for conducting the training.

All the above employees will receive annual refresher training. (Note that this training is to be conducted within one year of the employee's previous training.)

The outline for the training material is located in the office of the assistant superintendent for business.

Recordkeeping

All records required by OSHA standard will be maintained by the Director of Human Resources.

Dates

All provisions required by the standard will be implemented by April 1, 1993.