

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

**In accordance with OSHA Bloodborne Pathogens Standards, 29 CFR 1910.1030, the following Exposure Control Plan has been developed.**

### **I. EXPOSURE DETERMINATION**

- A. Since the potential exists that all school department employees could incur an exposure to blood or any other bodily fluids, they are all offered the Hepatitis B vaccine. As a condition of employment, they must become vaccinated or sign a declination. (E1)

### **II. IMPLEMENTATION SCHEDULE AND COMPLIANCE METHODS**

- A. Universal precautions will be observed at school facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual
- B. Engineering and work practice controls and personal protection equipment will be utilized to eliminate or minimize exposure to school employees. Engineering controls are defined as controls (i.e., containers for disposal of sharp objects, self sheathing needles) that isolate and remove the Bloodborne pathogens hazard from the work place. Where occupational exposure remains, personal protective equipment will be utilized. Sanford's schools accommodations will be in effect where appropriate:
1. All employees will wear protective gloves when dealing with blood or any bodily fluid.
  2. All spills of blood or any bodily fluid materials will be cleaned up by a trained staff using an approved germicidal agent.
  3. After removal of personal protection, employees will wash their hands and any potentially contaminated skin area with soap and water.
  4. If employees incur exposure to their skin or mucous membranes, The following procedure should be followed:
    - In this event, hands and all other affected skin areas must be scrubbed with copious amounts of soap and running water for ten (10) minutes at once or as soon as possible after contact. If exposure involves mucous membranes, the affected areas should be flushed with water or eye irrigation solution for fifteen (15) minutes or until all traces of the body fluid has been removed. The affected and surrounding areas should be inspected closely for residue.
  5. Any individual who has blood stained clothing will change into clean clothes if the clothing cannot be properly cleaned. In the event that alternate clothing cannot be obtained the individual will be sent home. The removed clothing contaminated with blood will be bagged and sent home with the individual upon leaving the premises.

6. Adequate and accessible hand washing and eye care facilities are available in all Sanford schools for employees who incur exposure to blood or other potentially infectious materials.
7. The nurses will maintain proper sharps containers and provide first aid materials and protective equipment on an as-needed basis. The teachers' kits (located in classrooms with gloves) and first aid kits will be completely inventoried at the beginning of each school year by the nurse.
8. Teachers must notify the nursing service if their personal kits need supplies. Kits will contain disposable gloves, antiseptic wipes and band aides.  
**TEACHERS SHOULD HAVE OSHA APPROVED GLOVES ACCESSIBLE TO THEM AT ALL TIMES WHEN AT THE WORK PLACE.**
9. The Principal of each building will supervise the schedule for decontamination of all contaminated areas which will be done by the building custodians.
10. The Superintendent and the school nurses will meet annually to review the Control Plan to ensure all necessary accommodations are in place and that maintenance is performed as indicated. This meeting will occur prior to the end of the school year.

#### C. NEEDLES, LANCETS AND OTHER SHARP OBJECTS (SHARPS)

1. Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken.
2. Students requiring any injections will remove the contaminated needles themselves with the supervision of the school nurse and the consent of parent. If a student is unable to perform this task, the school nurse will remove the contaminated needle according to an OSHA approved method. (E2)
3. All needles/lancets shall be disposed of in puncture-proof closable containers.

#### D. METHODS OF HANDLING CONTAMINATED SHARPS

**Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:**

- Closable
- Puncture-resistant
- Leak-proof on the sides and bottom
- Labeled or color-coded
- Easily accessible to the immediate area where sharps are used or can be reasonably anticipated to be used
- Maintained upright throughout use
- Replaced routinely when  $\frac{3}{4}$  full

- Closed immediately prior to removal or replacement
- Placed in a secondary container if leakage is possible
- This secondary container shall be:
  - a. Closable
  - b. Constructed to contain all contents and prevent leakage during transport, handling, storage, and shipping
  - c. Labeled or color-coded
  - d. Reusable containers shall not be opened, emptied or cleaned manually or in any other manner which would expose employees to risk or percutaneous injury.

#### E. PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used at all school department facilities will be provided without cost to employees. Personal protective equipment will be chosen based on anticipated exposure to blood or other potentially infectious materials. The protective equipment will prevent blood or any bodily fluid from reaching the skin or mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

1. Each covered employee will be given two pairs of disposable OSHA approved gloves. The employee will always have one pair available while at work.
2. Disposable OSHA approved gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, or any bodily fluid, non-intact skin, and mucous membranes.
3. Disposable OSHA approved gloves will be available through the nursing office and custodial services
4. Disposable OSHA approved gloves, which have been contaminated, will be removed, disposed of according to paragraph "G" page 5, of this plan and then employees should immediately wash hands.
5. Used or contaminated disposable gloves are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
6. Playground first aid kits will be available for teachers on playground duty in appropriate facilities. Kits will include first aid materials, protective OSHA approved gloves and a plastic bag for containment of contaminated materials. Principals will ensure the kits are readily available and in possession of each teacher charged with playground duty.
7. Each nurses' office will be equipped with an OSHA Universal Precaution Compliance Kit.

#### F. SCHEDULE AND DECONTAMINATION OF ENVIRONMENT

1. Schools will be cleaned and decontaminated according to the following schedule:

- All bathrooms will be cleaned daily and as needed.
  - The nursing office will be cleaned daily and as needed. Trash bags will be removed daily and double bagged.
  - Nurses will have access to OSHA approved cleaning material for use in toilet area when seats become contaminated.
2. Decontamination will be accomplished by utilizing the following materials:
    - Appropriate EPA registered germicides will be used. The Maintenance Supervisor will order cleaning material specific for Bloodborne Pathogen decontamination
  3. All contaminated work surfaces will be decontaminated immediately after completion of procedures, as well as daily.
  4. All bins, pails, cans, and similar receptacles will be inspected and decontaminated on a daily basis by the building custodians
  5. Contaminated broken glassware will not be picked up directly with the hands or with gloved hands. Glass will be picked up or swept up by mechanical means.

#### G. REGULATED WASTE DISPOSAL

1. All blood-soaked materials will be double-bagged for disposal (i.e., gloves will be removed and placed in a double bag then disposed of in a trash receptacle.) All contaminated trash will be noted by the double bag and disposed of at the end of the day in the larger bagged trash bins.
2. All contaminated sharps will be discarded immediately, or as soon as feasible in sharps containers, which are located in each school's nursing office.

#### H. EXPOSURE IDENTIFICATION

An exposure incident constitutes an exposure to blood or other potentially infectious material.

**BACKGROUND:** The Center for Disease Control (CDC) has recognized the following as linked to the potential transmission of HBV, HIV, and other bloodborne pathogens in the occupational setting:

- ❖ Blood/blood product or components
- ❖ Any body fluid visibly contaminated with blood
- ❖ Vaginal Secretions
- ❖ Amniotic fluid
- ❖ Saliva
- ❖ Pleural fluid
- ❖ Semen

- ❖ Pericardial fluid
- ❖ Peritoneal fluid
- ❖ Cerebrospinal fluid

\*NOTE: Urine, feces, and vomit are **NOT** included in bodily fluid exposure.

#### I. POST-EXPOSURE EVALUATION AND FOLLOW UP

When an employee incurs an exposure incident:

1. The employee should follow the PROCEDURE FOR ACCIDENTAL BLOOD EXPOSURE. (E3)
2. The Employee's Incident Report will be filled out and submitted to the Principal within 24 hours of injury.
3. The Supervisor's Incident Report will then be completed and all forms sent to Superintendent's Office. (E3)
4. The School Nurse Injury Report must be completed and all original copies released to the Superintendent of Schools. The Superintendent will conduct a post-exposure evaluation after reviewing all reports. (E3)
5. All employees who incur an exposure incident will be offered a post-exposure evaluation and follow-up in accordance with OSHA standards. (E3)
6. The follow up will include the following:
  - A. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident, potential illness to be alert for and to report any related experiences to appropriate personnel
  - B. An Employee may decline referral to Occupational Health by signing a Declination Form (E3)
  - C. If possible, the source individual will be identified. The blood of the source individual will be tested (after consent is obtained by the School Department) for bloodborne pathogen infectivity.
  - D. The Superintendent of Schools is designated to assure the policy outline is effectively carried out as well as to maintain records related to this policy.

#### J. INTERACTION WITH HEALTH CARE PROFESSIONALS

1. The Occupation Health Service or employee's other contact, will provide the employee and school department with all relevant information in accordance with OSHA standards.

**NOTE: The written opinion to the employer will not reference any personal medical information**

2. TRAINING: All employees will attend training annually, and are responsible for understanding and following this plan. Documentation of training will be maintained by the Building Administrator. **Training will include an explanation of the following:**
  - ❖ The OSHA standard for Bloodborne pathogens
  - ❖ Epidemiology and Symptomology of Bloodborne diseases
  - ❖ Modes of transmission of Bloodborne pathogens

- ❖ The Exposure Control Plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.)
- ❖ Procedures which might cause exposure to blood or other potentially infectious materials
- ❖ Control methods used in our schools to control exposure to other potentially infectious materials.
- ❖ Personal protective equipment available and who should be contacted concerning the equipment
- ❖ Post exposure evaluation and follow-up
- ❖ OSHA signs and labels used
- ❖ Hepatitis B vaccine program

#### K. RECORD KEEPING

1. All records pertaining to HEPB declination and blood borne exposure will be completed as instructed and forwarded to the Superintendent. Documentation of employee compliance with vaccine requirements will be kept in personnel file.
2. The Superintendent will direct all employees to attend initial training and/or annual refresher training to be held at the time of the first teacher/staff meetings in September. All documentation and records of attendance will be maintained by the administration with nurse assistance. (E4)
3. The school nurses will provide the training for employees.

CROSS REFERENCE: GBGA - Bloodborne Pathogen Exposure Policy  
GBGA-R - Bloodborne Pathogens Exposure Control Plan  
GBGA - R3 - Procedure For Handling Blood Exposure  
GBGA - E1 - Hepatitis B Vaccine Declination  
GBGA - E2 – BBP Parent Release - Contaminated Needles  
GBGA - E3 - Occupational Health Services Declination  
GBGA - E4 - Documentation Of Annual BBP Training  
GBGA - E5 - School Nurse Injury Report

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