

Updated: 2/28/94

**HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)**

The Commerce Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

**HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)
(REGULATION)**

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge.

1. **WEAR GLOVES:** All personnel will wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed of.
2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds.
 - B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
 - C. Use hand lotion if desired. **CAUTION:** Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or

used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.

7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to wash water.
9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluids exists whether or not the fluid is touched.
10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water before and after any cleanup operation.
11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary. (See DIAF-P.)

**ROUTINE PROCEDURES FOR SANITATION AND HYGIENE
WHEN HANDLING BODY FLUIDS**

Definitions

1. Bloodborne Pathogens means pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and human immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
6. Occupational Exposure means reasonable anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

Water	Disposal Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Can & Plastic Liners		Mops and Buckets
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

- A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water
Ex: 1 1/2 cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.
- B. A suitable commercial disinfectant.
- C. Hydrogen Peroxide 3% - to be used on skin surfaces.

- D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.
- E. Sanitary absorbing agent (e.g., chlora-sorb).

Procedure

1. General

- A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- B. Discard gloves after each use.
- C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
- D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.
- E. Do not reuse plastic trash bags.
- F. Use disposable items to handle body fluids whenever possible.

2. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

- A. Use a suitable disinfectant solution or use household bleach solution, mixed fresh. Scrub as needed.
- B. Rinse with water.
- C. Allow to air dry.
- D. When bleach solution is used, handle carefully.
 - 1. Gloves should be worn since the solution is irritating to the skin.
 - 2. Avoid applying to metal, since it will corrode most metals.
- E. Toys which are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.
- F. All frequently touched toys should be cleaned and disinfected daily.
- G. The use of soft, non-washable toys in classrooms should be discouraged.

3. Floors

- A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.

- B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:
 1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
 2. Dip, wring, and mop once more.
 3. Dip, wring out mop in bucket #1.
 4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
 5. Mop or rinse area.
 6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
 7. After spills are cleaned, proceed with #3.
 - C. Soak mop in the bleach solution after use.
 - D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.
 - E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.
 - F. Rinse non-disposable cleaning equipment (dustpan, buckets) in disinfectant.
 - G. Dispose of disinfectant solution down the drain pipe.
 - H. Remove gloves, if worn, and discard in the appropriate receptacle.
 - I. Wash hands as described above.
4. Non-Washable Surfaces (rugs and upholstery, etc.)
- A. Apply sanitary absorbing agent, let dry, vacuum.
 - B. If necessary, use broom and dustpan to remove soiled materials.
 - C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
 - D. Spray soiled area with a suitable disinfectant, air dry.
 - E. Clean dustpan and broom, if used. Rinse in a suitable disinfectant or household bleach solution.
 - F. Wash hands as described above.
5. Soiled Washable Materials (clothing, towels, uniforms, etc.)
- A. Rinse items under running water, using gloved hands, if appropriate.

- B. Place item in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly indentified.
 - C. Wash hands as described above.
 - D. Wipe sink with paper towels, discard towels.
 - E. Machine wash soiled items separately.
 - 1. If material is bleachable, add 1/2 cup bleach to the wash cycle. If it is not bleachable, add 1/2 cup non-chlorine bleach (Clorox II/Borateem) to the wash cycle.
 - 2. Wash in hot water: 160 degrees F for 25 minutes, using detergent with disinfecting agent.
 - 3. Discard plastic bag.
 - 4. After handling soiled items, wash hands as described above.
6. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions).
- A. Put on gloves.
 - B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.
 - C. Proceed to clean blood spills with the solution soaked materials.
 - D. Place soiled materials in a plastic bag for disposal.
 - E. Remove gloves, include with soiled materials and discard.
 - F. Wash hands as described above.
7. Toileting and Diapering
- A. Toileting and toilet training equipment should be maintained in a sanitary condition.
 - B. Diaper changing surfaces should be nonporous and sanitized between uses from different children.
 - C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.
 - D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.
 - E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.

- F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.
- B. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

8. Potty Chairs

- A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.
- B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedures is finished.
- C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or a suitable disinfectant.
- D. Wash hands as described above.

9. Sleeping Equipment

- A. Each item should be used by only one child.
- B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.
- C. Crib mattresses should be cleaned and sanitized when soiled or wet.
- D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.
- E. Bedding should be assigned to each child and cleaned when soiled or wet.

10. General Information

- A. CPR - Use disposable mouth piece and/or face shield (will be kept in the clinic).
- B. A suitable commercial disinfectant will be requested from the school and kept in the clinic in a spray bottle, ready for use.
- C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.
- D. P.E. teacher, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.

- E. Take cleanup baggies and gloves on field trips.
- F. All cleaning supplies must be labeled regardless of container.

11. Personal Hygiene Measures

- A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
- B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.
- C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs for disposable tissues.
- D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
- E. Wash hands thoroughly after handling another person's belongings.

COMMUNICABLE DISEASE RISK EXPOSURE REPORT

The filing of this report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 1988, Section 1-502.1, et seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name: _____
(Last) (First) (MI)
2. Birthdate: _____ 3. Profession/Job Title _____
Mo/Day/Yr
4. Employer/Company Name: _____
5. Work Site: _____ Telephone: _____
(Street Address)
6. Home Address: _____ Telephone: () _____
7. Supervisor's Name: _____ Phone: () _____
8. Date of Exposure: (Mo/Day/Yr) _____
9. Time of Exposure: _____ AM/PM
10. Detailed Description of Potential Exposure: _____

11. Exposed Worker ___ has ___ has not completed the full series of Hepatitis B Vaccine.
12. Source Person's Name: _____
(Last) (First) (MI)
13. Disposition of Source Person (include address): _____

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:

14. Name _____ 15. _____ 16. _____
(Please Print) (Signature) (Date)
