



# Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

Superintendent of Schools: N. Tracy Crowe, Ed.D.

## EXPOSURE CONTROL PLAN EMPLOYEE INFORMATION

The Exposure Control Plan of the Spencer-East Brookfield Regional School District is developed in accordance with the regulations for Blood-borne Pathogens set forth by the US Departments of Labor, Occupational Safety and Health Administration (OSHA) and recommendations of the Commonwealth of Massachusetts Department of Labor and Industries, Division of Occupational Hygiene. The purpose of this plan is to eliminate or minimize employee occupational exposure to diseases transmitted through blood or certain body fluids.

OSHA defines "occupational exposure" as "reasonably anticipated skin, eye, mucus membrane, or parenteral (needle stick, human bite, cuts, or abrasions) contact with blood or other potentially infectious materials that may result in the performance of an employee's duties." [Thus, an act of assisting a student with a nose bleed, would not be considered an occupational exposure.]

This document will answer some questions and give the employee useful tips on how to be safe on the job from exposure to blood-borne pathogens which may cause illness.

### *What are blood-borne diseases?*

The two blood-borne diseases covered by OSHA regulations are HIV and HBV. These viruses are present in blood and other body fluids of an infected person and are transmitted in the same way. The body fluids that may contain HIV and HBV are: blood, semen, vaginal secretions, and breast milk. Saliva, urine, feces, or vomitus that contains blood may also contain HIV and HBV.

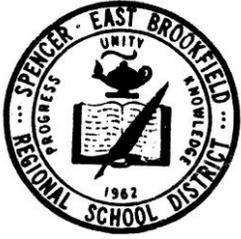
### *How are these diseases transmitted?*

Outside the workplace the most common forms of transmission are: sharing needles or other sharps (IV drug use, tattooing, body piercing, shaving, etc.), unprotected sex, and from mother to child during birth or in breast milk.

In the workplace, the three most prevalent means of transmission are: puncture from a contaminated sharp (needle, razor, broken glass, or metal shard), infected fluid entering an open cut or break in the skin, or splashing onto mucous membranes and touching a contaminated hand to the eyes, nose, mouth, or other mucous membrane.

School nurses, employees caring for medically fragile individuals, and custodial staff are considered at-risk for occupational exposure due to the nature of their duties. Risk of exposure is present when giving first aid, injections, blood tests, carrying out toileting procedures or other personal hygiene, and the performance of custodial duties that involve cleaning areas that are actually or potentially contaminated with blood or other body fluids.

Biting and scratching are not in themselves an exposure unless the employee's skin is broken and there is blood present in the mouth or on the fingernails of the person.



## Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

**Superintendent of Schools: N. Tracy Crowe, Ed.D.**

These infections are not transmitted by casual contact such as drinking fountains, toilet seats, swimming pools, doorknobs, school supplies, shaking hands, using the telephone, sneezing, or coughing. Other viral and bacterial infections may be transmitted through these means however, which suggest that good hygiene habits should be practiced at all times.

### *What are the symptoms of these diseases?*

HIV (Human Immunodeficiency Virus):

Acute symptoms are similar to a case of the flu (combination of fatigue, sore throat, stomach pains, nausea, diarrhea, and headaches.)

- Short-term: these symptoms subside and the infected person feels fine.
- Long-term: symptoms may take up to 1-years to develop. The person begins to suffer from diseases that make up AIDS (Acquired Immune Deficiency Syndrome.)

HBV (Hepatitis B Virus):

- One-third of those infected have no symptoms.
- One-third of those infected have flu-like symptoms.
- One-third of those infected have severe symptoms (stomach pain, jaundice, fatigue, appetite loss)
- Two percent of those infected will develop either cirrhosis of the liver or cancer of the liver and will die.\*

### *What are the chances of acquiring these diseases through an exposure?*

There is a 7 to 30% chance of becoming infected with HBV from a puncture caused by a contaminated needle (or other sharp instrument.) There is less than .05% chance of acquiring HIV in the same manner. HIV cannot live outside the body. Statistically, one in three HBV exposures results in infection, while only 1 in 250 HIV exposures result in infection.\*

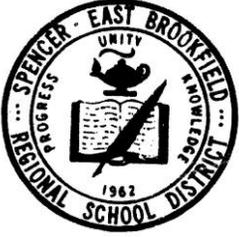
### *What can be done to protect against being infected?*

The simplest and least expensive, yet most effective method to protect against infection is hand washing. Frequent and thorough washing with soap and water will prevent transmission of HIV and HBV, as well as, other viruses and bacteria. Thorough hand washing steps include: washing before and after exposure to blood or body fluid (even after using latex gloves,) using plenty of soap and water, and drying completely with a disposable towel. Applying lotion after drying will prevent chapping and helps to maintain the integrity of the skin.

Personal Protective Equipment is specifically designed and intended to be used to protect employees from contact with infected materials. Employees are supplied with single-use latex gloves, rubber gloves, and eyewear depending on the job performance duties. Hypoallergenic gloves are available for those allergic to latex.

Proper removal of gloves is essential to protect against exposure. When removing gloves after use, one must grasp the top of each glove and turn it inside out as it is removed from the hand. Dispose of the gloves in a lined trashcan after use, do not reuse.

\* *Building a Safer Workplace: Universal Precautions, OSHA Pathogens Standards, Employee Training Handbook, Spectrum: Berkley, CA, 1993.*



## Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

**Superintendent of Schools: N. Tracy Crowe, Ed.D.**

### *What happens if there is blood or other potentially infectious materials on any surface?*

Routine cleaning of areas not contaminated with blood or other potentially infectious material does not pose a risk of infection.

Contaminated areas must be cleaned by trained employees using an EPA-registered tuberculocidal disinfectant. A freshly made 1:10 dilution of bleach may be used in place of this disinfectant. Custodial staff must wear appropriate PPE while performing this task.

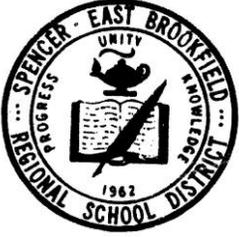
### *How else can transmission of HIV and HBV be prevented?*

Other practices that will prevent transmission of disease are:

- Do not eat, drink, or apply cosmetics or handle contact lenses in areas where there is a risk of exposure.
- Follow the steps of Universal Precautions (see Appendix B: Universal Precautions for School Settings.)

### *What is done if an exposure occurs?*

An exposure only occurs when an employee is exposed to someone's blood or contaminated body fluid through a break in the skin or contact with mucus membranes. If an employee is exposed, the school nurse must be notified immediately. An Exposure Occurrence report will be made that will entitle the employee to be seen by the school physician. The physician will determine whether an exposure has occurred and provide appropriate follow-up care.



# Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

Superintendent of Schools: N. Tracy Crowe, Ed.D.

## APPENDIX A

### Medical Guidelines Regarding Students Who Bleed in an Uncontrollable Fashion in a School Setting

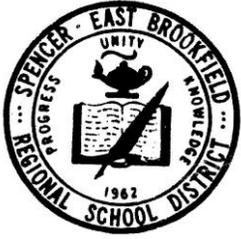
A number of serious infectious diseases are spread by contact with human blood. Among these blood-borne infections are the Hepatitis B virus and HIV (the virus that causes AIDS.) Consequently, students who bleed uncontrollably should not have routine contact with other individuals in a school setting.

As a public health measure, students who exhibit the following conditions should be advised not to attend school until such time as these conditions are resolved:

1. If a student has weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medications
2. If the student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth
3. If the student exhibits bloody diarrhea

These conditions are grounds for exclusion of any student from a school setting, regardless of whether he or she is known to harbor a blood-borne infection.

Adapted from Medical Update to Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infections/AIDS in Early Childhood Settings (Department of Public Health, June 1989)



# Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

Superintendent of Schools: N. Tracy Crowe, Ed.D.

## APPENDIX B

### Universal Precautions for School Settings

Universal precautions refer to the usual and ordinary steps all school staff members need to take in order to reduce the risk of infection with HIV, the virus that causes AIDS, as well as, all other blood-borne organisms (such as the Hepatitis B virus.)

They are **universal** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV infected.

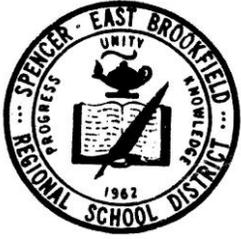
They are **precautions** because they require foresight and planning and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, disinfectant, hot water, hand soap, disposable latex gloves, and towels) must be readily available to staff members who are responsible for the clean up of body fluid spills.

Precautions are:

- Treat human blood spills with caution.
- Clean up blood spills promptly.
- Inspect the intactness of skin on all exposed body parts, especially the hands. Cover all open cuts or broken skin, or ask another staff member to do the clean up. Latex gloves contribute an added measure of protection.
- Clean up blood spills with an EPA-approved tuberculocide or 10% solution of bleach (1:10 dilution) by pouring the solution around the periphery of the spill. Disinfect non-disposable tools used to clean the spill with fresh disinfectant solution after each use.
- Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (especially the eyes.) Soap and water will kill HIV.
- Clean up other body fluid spills (urine, vomitus, feces,) unless visibly contaminated with blood, in the usual manner. They do not pose a significant risk of HIV contamination.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Policy Guidelines: Infants, Toddlers, and preschoolers with HIV Infections/AIDS in Early Childhood Settings (Department of Public Health, June 1989.)



# Spencer East Brookfield Regional School District

306 Main Street, Spencer, Massachusetts 01562

Telephone (508) 885-8500 \* Fax (508) 885-8504

Email: [crowen@sebrsd.org](mailto:crowen@sebrsd.org) \* Web: [www.sebrsd.net](http://www.sebrsd.net)

**Superintendent of Schools: N. Tracy Crowe, Ed.D.**

The attached is the Occupational Safety and Health Administration (OSHA) Standards to reduce the risk of acquiring a blood-borne disease on the job, including the use of UNIVERSAL PRECAUTIONS.

This document includes the signs and symptoms of Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV,) how transmission can occur in the workplace, and an exposure control plan.

Please read this carefully. If you have any questions, please see your school nurse for clarification.

.....

My signature is proof that I have received a copy of, and read, the OSHA created standards that provides each employee and the Spencer-East Brookfield Regional School District with a method to reduce the risk of acquiring a blood-borne disease on the job.

I have read and understand the Exposure Control Plan described within this document.

---

Printed Name

---

Signature

---

Date