



EXPOSURE CONTROL PLAN

FOR

BLOODBORNE PATHOGENS

2016 - 2017



FOR ANY QUESTIONS: CONTACT THE MAINTENANCE DEPARTMENT AT 580-355-4133

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

I. PURPOSE

This document sets forth the Exposure Control Plan (ECP) of Lawton Public Schools. (Required by paragraph © of the occupational health standard for Bloodborne Pathogens (29 C.F.R. 1910.1030), “**the Standard**” by the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

This ECP identifies the job classifications which have been determined to have potential exposure to blood and other potentially infectious materials (OPIM) at Lawton Public Schools. Other potentially infectious materials are defined in **the Standard** as including the following body fluids: semen, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The ECP also describes the methods of compliance with applicable requirements of **the Standard**, it sets forth a compliance schedule for such methods, and it describes a procedure for evaluating exposure incidents.

All personnel employed by Lawton Public Schools are required to comply with this ECP and with the requirements of the Standard. Any failure to comply may be cause for disciplinary action.

In the event that the requirements of the ECP or the compliance requirements of **the Standard** should conflict with established infection control procedures, the more protective procedures will be followed to obtain the maximum protection for the injured person and the employee. Questions concerning this ECP and compliance with the Standard should be directed to the **Exposure Control Plan Administrator**.

II. RESPONSIBLE PERSONS

- A. There are three major “Categories of Responsibility” that are central to the effective implementation of our Exposure Control Plan. These are:
1. The “Exposure Control Plan Administrator”
 2. School Principals and Site Administrators, i.e., Transportation, Maintenance, FFA, Special Services
 3. Our Teachers/Employees

B. The following sections define the roles played by each of these groups in carrying out our plan. (Throughout this written plan, employees with specific responsibilities are identified, because of promotion or other reasons, a new employee is assigned any of these responsibilities).

C. **EXPOSURE CONTROL PLAN ADMINISTRATOR**

1. The Exposure Control Plan Administrator, will be responsible for overall management and support of our district's Bloodborne Pathogens Compliance Program. Activities which are delegated to the Exposure Control Plan Administrator include, but are not limited to:
 - a. Overall responsibility to implement the Exposure Control Plan for the entire Lawton Public Schools District.
 - b. Working with administrators and other employees to develop and administer any additional Bloodborne Pathogens related to policies and practices needed to support the effective implementation of this plan.
 - c. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
 - d. Collecting and maintaining a suitable reference library on the Bloodborne Pathogens Standards and Bloodborne Pathogens safety and health information.
 - e. Knowing current legal requirements concerning Bloodborne Pathogens.
 - f. Maintaining an up to date list of personnel requiring training.
 - g. Developing suitable education and training for employees.
 - h. Scheduling periodic training seminars for employees.
 - i. Maintaining training documentation such as sign-in sheets and quizzes, **for three (3) years as required.**
 - j. Maintaining medical records. These records will be maintained at least for the **duration of employment plus 30 years.**
 - k. Performing Post Exposure investigation and directing Post Exposure medical follow up actions.
 - l. Conducting periodic school audits to maintain an up to date Exposure Control Plan annually.
 - m. Acting as facility liaison during OSHA inspections.

D. SCHOOL PRINCIPALS/SITE ADMINISTRATORS

School Principals and Site Administrators are responsible for the exposure control in their respective areas. They work directly with the exposure Control Plan Administrator, our employees, and our students to ensure that proper exposure control procedures are followed.

E. EMPLOYEES

Employees have the most important role in our Bloodborne Pathogens Compliance Program. For the ultimate executing of much of our Exposure Control Plan rests in their hands. In this role they must do such things as:

- a. Identify tasks performed that have occupational exposure.
- b. Attend the Bloodborne Pathogens training sessions.
- c. Plan and conduct all operations in accordance with our work practice controls.
- d. Develop good personal hygiene habits.

III. ACCESSIBILITY OF THE EXPOSURE CONTROL PLAN

This ECP may be examined by employees of Lawton Public Schools during the employee's regular working hours or at such other time as is reasonable. The Exposure Control Plan will be on file at each site and on the Lawton Public Schools website.

IV. REVIEW

This ECP will be reviewed and updated by the **Exposure Control Plan Administrator at least annually** and whenever necessary to reflect new or modified tasks and procedures which affect employee potential exposure to blood and other potentially infectious materials, and to reflect new or revised employee potential exposure.

V. EXPOSURE DETERMINATIONS

Lawton Public Schools is responsible for maintaining job descriptions that will insure that all job position descriptions, including administrative and support personnel have been evaluated and that a Risk of Exposure to Bloodborne Pathogens Classification I or II has been assigned to the position as it applies to each work location or unit. In situations where jobs of the same title entail substantially different classifications of risk based on the work performed location, job titles will be modified to include the unit name thereby creating a newer more specific description for that position.

For jobs which fall in Classification II, a list of tasks or procedures which present an occupational exposure to those employees will be prepared and appended to the job description.

A. CLASSIFICATION I

Jobs in which routinely require tasks that involve a potential for mucous membrane or skin contact, with blood, body fluids or tissues. Use of appropriate measures is required for every employee in these jobs.

- Principals
- Assistant Principals
- School Secretaries – One full time per site
- Administrators
- Special Education Teachers
- Physical Education Teachers
- Athletic Coaches
- Athletic Assistant Coaches
- Custodians – One per site with exception of two for each secondary school site
- All Health Care Providers
- All Nurses
- Security Coordinator
- Control Plan Administrator
- Medical Waste Handler – Maintenance

B. CLASSIFICATION II

Jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work routine involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment.

- School Secretaries
- Teachers
- Bus Drivers
- Bus Monitors
- Custodians – All other than listed under Classification I
- Food service workers – Along with a Hepatitis A it is recommended to also receive a Hepatitis B

C. **PERSONNEL NOT COVERED BY THE STANDARD**

Jobs in which exposure to blood, body fluids or tissues is not part of the job description are not covered by the Standard. The normal routine involves no exposure to blood, body fluids or tissues and the worker can decline to perform tasks which involve a perceived risk without retribution.

Note: All employees who do not fit into Classification I or II will fall into a third classification not covered by the Standard.

VI. **RESPONSIBILITIES**

All managers and supervisory personnel are responsible for monitoring subordinate workers' job performance and for updating job descriptions if new tasks are being performed by individuals in a job which present a change in occupational exposure status.

VII. METHODS OF COMPLIANCE: We understand that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to Bloodborne Pathogens in our facility.

A. **ENGINEERING CONTROLS:** Engineering controls are physical mechanical systems that Lawton Public Schools provide to eliminate hazards at their source.

1. puncture resistant sharps containers
2. splash guards, goggles, and masks
3. disposable gloves and utility gloves
4. gowns and aprons
5. hazardous waste disposal

B. **WORK PRACTICE CONTROLS:** Work practice controls are specific procedures you must follow on the job to reduce your exposure to Bloodborne Pathogens or other potentially infectious materials.

1. **UNIVERSAL PRECAUTIONS:** Lawton Public Schools will observe Universal Precautions throughout the facility to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid type is difficult or impossible, all body fluids will be considered potentially infectious materials.
2. **GUIDELINES FOR HANDWASHING: SEE APENDIX A**

3. **PROCEDURES INVOLVING BLOOD:** Procedures involving blood or other potentially infectious materials will be performed in such a manner to take necessary precautions to avoid direct contact with body fluids and shall, except when absolutely necessary for the performance of duties, not participate in activities nor enter areas that will require them to come into contact with body fluids.
 - a. Skin tears or cuts with visible blood will be tended in a manner to reduce the undue spreading of the blood or other potentially infectious materials. (Disposable gloves will be worn when handling any visible blood).
 - b. Oral and mouth care will be provided in a manner not to spatter oral secretions.
 - c. When suctioning an injured person, a face guard and gloves should be worn to protect you.

4. **PERSONAL HYGIENE**

- a. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of potential exposure.
- b. Avoid petroleum based lubricants that may eat through latex gloves. Applying hand cream is alright if you thoroughly wash your hands first.
- c. Food and drink will not be kept in refrigerators, on shelves or in cabinets where blood or other potentially infectious materials are kept and a biohazard label will mark that refrigerator.

C. **SHARPS HANDLING PROCEDURES: SEE APPENDIX A**

D. **SPECIMENS:** Universal precautions will be used in handling all specimens at Lawton Public Schools

E. **PERSONAL PROTECTIVE EQUIPMENT: SEE APPENDIX B**

F. **LAUNDRY, SOILED WASHABLE MATERIALS: SEE APPENDIX A**

G. **HOUSEKEEPING: SEE APPENDIX A**

H. **REGULATED WASTE: SEE APPENDIX C**

I. HEPATITIS B VACCINATION

1. Lawton Public Schools will make available at no cost the Hepatitis B vaccine to all employees who have potential exposure as listed under V. Exposure Determination. Lawton Public Schools requires that all independent contractors be responsible for protecting their own employees.
2. Lawton Public Schools will offer the Hepatitis B vaccination after the employee has received training as set out below and within (10) days of initial assignment to a position with potential exposure, unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. At such time the U.S. Public Health Service recommends booster doses. They will be made available.
3. The vaccine will be provided by Lawton Public Schools during working hours. Employees will be scheduled for required vaccinations, and informed as to time and location. A signed request form will be provided at the Human Resources Office of Shoemaker Center to carry to a licensed health care professional.
4. At the time of the Hepatitis B vaccination, a licensed health care professional provided by Lawton Public Schools will be directed to prepare a written opinion concerning whether Hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination. The licensed health care professional will also be directed to provide Lawton Public Schools with a copy of the written opinion within 15 days of completion of the evaluation as required by the Standard.
5. If an employee initially declines the vaccination but later while still covered under the Standard decides to accept the vaccination, Lawton Public Schools will make the vaccination available at that time. If an employee chooses not to be vaccinated, he/she must sign the form enclosed with this Exposure Control Plan.

LAWTON PUBLIC SCHOOLS

HEPATITIS B VACCINATION DELINATION CERTIFICATE

DATE: _____

EMPLOYEE PRINTED NAME: _____

EMPLOYEE SSN: _____

EMPLOYEE NUMBER: _____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

K. **POST-EXPOSURE EVALUATION AND FOLLOW UP**

1. Lawton Public Schools will provide post-exposure evaluation and follow up for any employee who has an exposure incident, defined as specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials as a result of occupational duties.
2. All medical evaluations and procedures related to the Hepatitis B vaccination and post exposure, an evaluation and follow up including prophylaxis, that are provided by Lawton Public Schools will be:
 - a. Available at no cost to the employee
 - b. Performed by or under the supervision of our medical professional
 - c. Provided according to U.S. Public Health Services recommendations
 - d. For all laboratory tests to be conducted, Lawton Public Schools will stipulate that the medical professional will use an accredited laboratory at no cost to the employee. Lawton Public Schools will also ensure that the laboratory is accredited.
3. If an employee has an exposure incident, as defined above, he/she should immediately report this event to their immediate supervisor who will notify the administrator who is responsible for OSHA compliance. Lawton Public Schools will immediately make available during work hours or at any time a confidential medical evaluation and follow up performed by a confidential healthcare professional, which will include the following:
 - a. Documentation of the route of exposure and circumstances under which the exposure incident occurred as set out in the following section.
 - b. The blood of the source individual with respect to an exposure incident will be tested if the individual can be identified. Lawton Public Schools will obtain consent from the injured person or their parent or guardian to test their blood for this purpose. If it is impossible to identify the source individual or the source individual does not consent to testing, Lawton Public Schools will document such. If the source individual's infectivity status is found to be positive blood testing need not be repeated.
 - c. The employee of Lawton Public Schools who experiences the exposure incident will be informed by the evaluating licensed health professional of the infectious status for Bloodborne Pathogens of the source individual's blood to the extent that the law permits. The employee will also be informed that the information provided to him/her about the infectious nature of the source individual may be protected from any disclosure by law and any disclosure made by

the licensed health care professional to the exposed employee is to be held confidential. Any breach of confidentiality will expose the employee to disciplinary action including dismissal.

- d. Employees who have experienced an exposure incident will have their blood tested for HBV and HIV serologic status, as soon as possible after the incident, the blood will be tested again in 3 months and again in 6 months.
- e. If the source individual is HBV or HIV positive or has refused testing, the employee must be retested if sera- negative at 6 weeks, 12 weeks, and 6 months past exposure, as recommended by the U.S. Public Health Service.
- f. It is recommended that anyone with post exposure be encouraged to seek medical attention for any febrile illness that occurs within 12 weeks of exposure.

L. DOCUMENTATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

- 1. The medical evaluation and follow up will include, as set out above, documentation of the circumstances under which the exposure incident occurred. The goal is to identify and correct problems in order to prevent recurrence of similar incidents.
- 2. The documentation and investigation of the circumstances surrounding an exposure incident will include at least the following:
 - a. Documentation of the time, place, and procedure engaged in by the employee at the time of the exposure incident.
 - b. Documentation of the personal protective equipment in use at the time of the exposure incident.
 - c. Documentation of work practices and any other requirement of the Standard that was or was not being followed at the time of the exposure incident.
 - d. An evaluation by the facility's individual responsible for the OSHA compliance and the exposed employee of what could have been done to avoid the incident.
 - e. Identification of policies or procedures that should be followed or revised to avoid a similar exposure incident in the future.

3. INFORMATION FOR THE LICENSED HEALTH CARE PROFESSIONAL

- a. Lawton Public Schools will provide the licensed health care professional, who is evaluating the employee for Hepatitis B vaccinations, with a copy of the current OSHA Standard.

- b. Lawton Public Schools will also provide the description of the exposed employee's duties as they relate the exposure incident, documentation of the route of exposure and circumstances under which exposure occurred, results of the source individuals blood testing, if available, and all medical records relevant to appropriate treatment including vaccination status which Lawton Public Schools is responsible for maintaining. These records will be stored at the Maintenance Office, located at 1901 S W Lee Blvd.

M. **HAZARD COMMUNICATION** - Lawton Public Schools will use red or orange bags and the biohazard symbol on all containers of regulated waste.

N. **TRAINING**

- 1. All Lawton Public Schools employees with potential exposure as listed above will be required to participate in a training program at no cost and during working hours. Lawton Public Schools will provide training at the time of initial assignment and annually thereafter. Additional training will be provided when tasks or procedures are modified or when new tasks or procedures affect potential exposure.
- 2. The Lawton Public Schools training program will include at least the following elements:
 - a. A copy and explanation of the OSHA Standards.
 - b. A general explanation of bloodborne diseases.
 - c. An explanation of the modes of transmission of bloodborne diseases.
 - d. An explanation of Lawton Public Schools ECP and the way that each employee can obtain a copy of the ECP.
 - e. An explanation of appropriate methods of recognizing tasks and activities that may involve potential exposure.
 - f. An explanation of the use and limitations of methods to prevent or reduce exposure.
 - g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 - h. An explanation of the basis for selection of personal protective equipment.
 - i. Information on Hepatitis B vaccine including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and the vaccine and vaccination will be offered free of charge.
 - j. Information on the appropriate actions to take and person to contact in an emergency involving blood or other potentially infectious materials.

- k. An explanation of the procedure to follow if an exposure incident occurs, including how to report the incident and medical follow up that will be available.
 - l. Information on the post exposure evaluation and follow up that will be provided following an exposure incident.
 - m. An explanation of the signs and labels and/or color coding described above.
 - n. An opportunity for interactive questions and answers with the trainer.
3. The Lawton Public Schools will conduct the training program.

O. RECORDKEEPING:

1. **Medical Records** - Lawton Public Schools will maintain medical records for each employee potentially exposed. These records will contain:
 - a. The employee's name and social security number.
 - b. A copy of the employee's Hepatitis B vaccination status, including the dates of all vaccinations and any medical record relative to ability to receive the vaccination. Employees who claim they have been vaccinated but who are unable to obtain copies of their vaccination records will be required to submit a statement to the medical record indicating their immune status to HBV.
 - c. A copy of all results of examinations, including documentation of the circumstances of an exposure incident.
 - d. A copy of the licensed health care professional's opinion.
 - e. A copy of the information provided to the licensed health care professional. These medical records will be maintained at least for the duration of employment plus **30 years**.
2. **Confidentiality** - Lawton Public Schools will keep all medical records required by the foregoing paragraph that it maintains confidential and they will not be disclosed or reported without the employee's express written consent to any person in or outside Lawton Public Schools as required by law.
3. **Training Records** - Training records **will be maintained three years from the date of which training occurred**. Lawton Public Schools will maintain training records which will include:
 - a. The dates of training sessions
 - b. The contents or a summary of the sessions
 - c. The names and qualifications of trainers
 - d. The names and job titles of attendees

4. **Availability** - Lawton Public Schools will make available upon request to appropriate OSHA officials all records required by the ECP. Medical records will be made available only upon presentation of proper access order issued pursuant to the requirements of 29 C.F.R. Part 1912 and after notification to the employees of Lawton Public Schools. Employee training records and medical records required by the ECP will be provided to an employee upon request for examination and copying. Medical records will also be available to anyone having written consent of the subject employee.

5. **Transfer of Records** - If Lawton Public Schools closes with no successor employer to receive or retain the records; Lawton Public Schools will notify OSHA at least three months prior to disposal and transmit all records to OSHA if required by OSHA to do so, within the three month period.

APPENDIX A

PROCEDURES FOR HANDLING BLOOD

AND/OR BODY FLUIDS

IN THE SCHOOL ENVIRONMENT

PROCEDURES FOR HANDLING BLOOD AND/OR BODY FLUIDS IN THE SCHOOL ENVIRONMENT

These procedures will be included in the Exposure Control Plan for Bloodborne Pathogens.

- I. **PURPOSE** - To limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of Bloodborne Pathogens, which could lead to disease or death. Compliance with Department of Labor, Occupational Safety and Health Administration (OSHA), Occupational Exposure to Bloodborne Pathogens, Final Rule.
- II. **PERSONNEL AFFECTED** - This policy covers all Lawton Public Schools employees who could be “reasonably anticipated” as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposure could occur. “Good Samaritan” acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Body fluids of all persons should be considered potentially infectious agents. All school staff should be alerted to dangers of infection from body fluids. School nurses, bus drivers, secretaries, custodians, and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

III. DEFINITIONS

1. **Bloodborne Pathogens** means pathogenic microorganisms 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 specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result 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 reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.
7. **Contaminated Sharps** means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

IV. EQUIPMENT/MATERIALS NEEDED

water	disposal bags	baggies
hand soap	dust pans/brush/broom	mops & buckets
trash cans & plastic liners	wet wipes	utility gloves
absorbent paper towels	disposable gloves	
sanitary napkin container		

V. DISINFECTANT (Use one or more of these)

- A. **Sodium hypochlorite solution method** (Household bleach) - One (1) part bleach to ten (10) parts water, Example; 1-1/2 cups bleach to 1 gallon of water. This solution needs to be prepared daily, each time to be used on inanimate objects. All containers will be labeled, and disposed of after each use.
- B. **An approved disinfectant (DMQ)** - Distributed from Maintenance Department.
- 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. **Absorbing agent** - to be used to soak up body fluids.

VI. BLOOD BORNE PATHOGENS CONTROL BAG

1. CONTENTS

- A. disposable gloves
- B. clean up baggie
- C. disposable mask
- D. eye protection
- E. disposable CPR mouth piece
- F. disposable gown
- G. germicidal/antimicrobial wipes
- H. biohazard bag

VII. PROCEDURES

1. GENERAL

- A. Always wear disposable gloves before making contact with blood and/or body fluids during care, treatment and all cleaning procedures.
- B. If possible, avoid contact with blood and/or body fluids.
- C. Allow student or staff to clean own injury when possible.
- D. Disposable latex gloves are available with the First Aid Supplies in the custodian's room.
- E. Used disposable gloves should be placed into a second plastic bag before discarding. Discard disposable gloves after each use.
- F. **Hands will be washed immediately**, after handling fluids and contaminated articles, **whether or not gloves are worn**.
- G. If gloves are not worn, hands must be washed following **GUIDELINES FOR HANDWASHING**.
- H. Discard disposable items including used bandages, and dressings in plastic lined trash containers, close bag and discard daily. **(USE DOUBLE BAG METHOD)**.
- I. Do not reuse plastic bags.
- J. Use disposable items to handle body fluids whenever possible.
- K. Use paper towels to pick up and discard solid waste materials such as vomit or feces.
- L. Use general purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked, discolored, or if they have punctures, tears, or other evidence of deterioration.

2. **GUIDELINES FOR HANDWASHING - Hand washing is the single most important technique for preventing the spread of infections.**

A. **Hands should be washed**

1. Before drinking and eating;
2. Before handling clean utensils or equipment;
3. Before and after food handling;
4. Before and after toileting;
5. After contact with blood and/or body fluids (vomitus, urine, feces, saliva, nasal discharge, tears, drainage from wounds, menses, etc.)
6. After handling soiled diapers, menstrual pads, garments or equipment.
7. After removing disposable gloves.

B. **How to Hand wash**

1. Remove all jewelry;
2. Wet hands with running water;
3. Apply soap and lather well, wash hands for 10-30 seconds; wash fronts, backs, between fingers and around and under fingernails. Use circular motion and friction;
4. Rinse hands well under running water;
5. Dry hands well with paper towel.
6. Apply lotion as needed. Turn off faucet with paper towel and discard towel.

3. **WASHABLE HARD SURFACES - Dishes, Tables, Desks, Highchair, Trays, Wrestling Mats, etc.**

- A. Use **an approved disinfectant** or use household bleach Mix 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 on metal, since it will corrode most metals.

4. **WASHABLE TOYS**

- A. Use an approved disinfectant; Mix fresh; Scrub as needed.
- B. Rinse with water
- C. Allow to air dry

- D. Toys which are placed in children's mouths should be cleaned with water and detergent, disinfected and rinsed before handling by another child.
- E. All frequently touched toys should be cleaned and disinfected daily.
- F. The use of soft, non-washable toys in classroom should be discouraged.

5. FLOORS

- A. Apply absorbing agent, let dry. Use paper towels, or scoop to pick up. Dispose of in plastic bag.
- B. Use DMQ or an approved disinfectant or household bleach method, mixed fresh. Household bleach should not be used on vinyl floor tile, because of possible damage.

6. FOR NON-WASHABLE SURFACES - For Carpets and Upholstery, etc.

- A. Apply sanitary absorbing agent, let dry. Use paper towels, or scoop to pick up.
- B. Dispose of contents into plastic bag.
- C. If necessary, use broom and dust pan to remove soiled materials.
- D. Spray soiled area with an approved disinfectant. Air dry.
- E. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
- F. Clean dust pan and broom if used. Rinse in an approved disinfectant solution or household bleach solution.
- G. Wash hands as described in paragraph number 2 above.

7. FOR SOILED WASHABLE MATERIALS - Clothing, towels, etc.

- A. Rinse items under cold running water, using gloved hands.
- B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable materials must be clearly identified.
- C. Wash hands as described in paragraph number 2 above.
- D. Wipe sink with paper towels, discard towels.
- E. Machine wash soiled items separately.
 - 1. If material is bleachable, add ½ cup bleach to the wash cycle. If it is not bleachable, add ½ non-chlorine bleach (Clorox II/Borateem) to the wash cycle.
 - 2. Wash in hot water 160 ° F for 25 minutes.
 - 3. Discard plastic bag.
 - 4. Wash hands as described in paragraph number 2 above after handling soiled items.

8. TOILETING AND DIAPERING

- A. Toilet training equipment should be maintained in a sanitary condition. An approved disinfectant will be used.
- B. Diaper changing surfaces should be nonporous and sanitized before and after each use. An approved disinfectant will be used.
- C. Soiled disposable diapers or soiled disposable wiping cloth's, should be disposed of in a secure plastic lined container.
- D. Fecal contents may be placed in toilet, but diapers must not be rinsed.
- E. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. POTTY CHAIRS

- A. Potty chairs must be emptied after each use into a toilet, cleaned in a utility sink. Both potty chair and sink will be disinfected after each use. An approved disinfectant will be used.
- B. Disposable latex gloves will be worn when wiping a child. Leave gloves on until cleaning procedure is finished.
- C. Staff should sanitize potty chairs, flush toilets, toileting equipment, and diaper changing areas. An approved disinfectant will be used.
- D. Wash hands as described in paragraph number 2 above.

10. GASTRIC FEEDINGS

- A. Wash hands as described in paragraph number 2 above.
- B. Do procedure wearing latex gloves.
- C. Wash all equipment with soap and warm water.
- D. If any dressings are used, dispose of in secure plastic lined container.
- E. Remove gloves, dispose of in a secure plastic lined container.
- F. Wash hands as described in paragraph number 2 above.

11. SHARPS HANDLING PROCEDURES

- A. Contaminated needles - Contaminated disposable needles will not be bent, recapped or removed, unless absolutely necessary, shearing or breaking of contaminated needles is also prohibited.
- B. Contaminated sharps will be disposed of in containers that are closable, puncture resistant, and leak proof on sides and bottom. The container will either be red or affixed with a florescent orange or orange red label or have biohazard symbol.
- C. The containers will be maintained upright throughout use, replaced daily and not allowed to overfill. The containers will be replaced when the container reaches the full line.

- D. Full containers will be placed in the bio-hazardous waste materials box.

12. SLEEPING EQUIPMENT

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

13. GENERAL INFORMATION

- A. CPR – Use disposable mouth piece. (**Mouth pieces will be kept in the school office**).
- B. An approved disinfectant (DMQ) will be requested from the Maintenance Department by the Maintenance work order system and kept in the schools in a spray bottle, ready for use. Teachers may request DMQ or an approved disinfectant for use in their classroom.
- C. P.E. teachers, coaches and trainers need “**the Bloodborne Pathogens Control Bag**” ready for use in classes, athletic events and team practice sessions.
- D. Take “**Bloodborne Pathogens Control Bag**” on field trips.

APPENDIX B

**PERSONAL PROTECTIVE
CLOTHING/EQUIPMENT**

PERSONAL PROTECTIVE CLOTHING/EQUIPMENT

I. PURPOSE - To outline procedures to be followed in the selection and wearing of Personal Protective Clothing and Equipment.

II. DEFINITION - PERSONAL PROTECTIVE EQUIPMENT; Equipment that protects you from contact with potentially infectious materials may include gloves, masks, gowns, aprons, lab coats, face shields, goggles, mouth pieces, resuscitation bags or other devices. Under normal work conditions, protective equipment must not allow potentially infectious materials to contact your work clothes, street clothes, undergarments, skin or mucous membranes.

III. PERSONAL PROTECTIVE EQUIPMENT USE

1. **USE** - If your job requires you to be exposed to Bloodborne Pathogens, or other potentially infectious materials, Lawton Public Schools will provide appropriate personal protective equipment (PPE) to you at no cost. Personal Protective Equipment will be worn at all times when performing first aid or other duties involving the handling of Bloodborne Pathogens. Independent contractors will provide their own equipment.

IV. LIMITED EXCEPTIONS FOR USE OF PERSONAL PROTECTIVE EQUIPMENT

- a. Lawton Public Schools will ensure that it's employees use appropriate PPE unless an employee temporarily and briefly declines to use it when, under rare and extraordinary circumstances, it was the employee's professional judgment that in this specific instance it's use would have prevented the delivery of health care or public safety of the employee or co-employee is expected to implement full use of all PPE. The fact that the PPE might alarm an injured person or make routine procedures more difficult is not adequate reasons not to use it.
- b. In all circumstances when an employee makes a judgment to not use and does not use PPE, Lawton Public Schools will investigate and document the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future. The control Plan Administrator, as the facility's individual responsible for OSHA compliance, will perform the investigation, with the assistance of such persons as he/she designates.

APPENDIX C
REGULATED WASTE

Trash and Infectious Waste

I. DEFINITIONS

- A. **Regulated waste** includes items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; and other potentially infectious materials. If there is the potential for any item such as bandages, gauze, or linens, to be covered with or contain liquid blood or dried blood or other potentially infectious materials, then that item will be handled as regulated waste.
- B. **Infectious waste** includes any material which poses a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise mismanaged. Although biological waste is the most likely to present a risk of exposure to first aid providers and custodial workers following an incident, non-biological waste may become contaminated by infected body fluids and pose a risk of infecting workers.
- C. **Biological waste** consists of blood, excretions, exudates, secretions, suctioning and disposable medical supplies which have come in contact with these substances including but not limited to:
1. Medical waste including bandages and any disposable items used in the treatment or transportation of injured people.
 2. Included are disposable personal protective coverings and disposable items used in caring for injured personnel.
 3. Potentially hazardous non-biological waste or trash including garbage waste from the preparation, cooking and serving of food in any area where biological waste may contaminate otherwise non-biological combustible (plastic, wood or paper) and non-combustible (metal or glass) materials discarded from or in an area contaminated by contact with biological waste.
 4. Following an accident there may be a large amount of material in the work area which is contaminated and constitutes hazardous waste until properly disposed of or decontaminated.

II. POLICY

- A. All biological waste and potentially hazardous non-biological waste including all disposable medical products are to be discarded into a color-coded container before being secured and transported for incineration or sterilization. The selection, handling, use and removal of disposable medical products is to follow established **Standards of Practice**.
- B. All waste from any work site of this district in which there is any possibility of contamination by infected biological waste will be collected in color coded impervious bags labeled **Infectious Waste or Biohazard**.
- C. Infectious waste and biohazard bags will be closed and stored only in designated collection areas.
- D. Employees will not transfer into another container, sort through the contents of infectious waste bags nor sort among closed bags.
- E. All infectious waste containers will be transported to the incinerator, or shipping area not less than every **five working days**.
- F. Disposable products shall be used in a manner consistent with the manufacturer's written instructions and packaging directions. Procedures involving the safe and efficient use, and means of disposition shall be established by the department using the product.

III. STANDARDS OF PRACTICE

- A. All **Bloodborne Pathogens Control Bags**, will contain a sufficient number of red bio-hazardous materials bags to contain waste created. An adequate supply of bags shall be maintained in the facility to containerize clean up materials from the scene of a major accident with multiple injuries.
- B. When working with trash or waste resulting from an accident in this district, **Universal Precautions** shall be taken as the first line of defense against occupational exposure to blood borne pathogens. Therefore, at a minimum, all biological waste and any non-biological waste collected from locations in which any bleeding has occurred shall be considered infectious and handled accordingly:
 - 1. **Gloves will be worn at all times** when gathering, containerizing, transporting or destroying waste which has any chance of having been exposed to blood, or other human fluids or tissue.
 - 2. Do not over fill containers such that they cannot be easily and tightly closed without stretching the container.

3. All containers will be tightly closed or sealed prior to being taken from the area in which the waste was created. Closed containers shall not be left in the area in which they were filled but shall be moved promptly to designated storage areas to await timely transportation to an approved destruction facility.
4. If the outside of any bag which may contain bio-hazardous waste is observed to be punctured or damp from internal leakage, that container shall be placed into another qualified container by trained personnel **wearing appropriate PPE before** it is moved or otherwise handled.
5. A two-person method of double bagging is preferred, and shall be used if a second worker is reasonably available and properly dressed for handling potentially infected material.
 - The partner should cuff the clean bag over his hands, open it widely.
The person handling the defective or contaminated container should place it carefully in the second bag.
 - The clean bag is then closed securely by the partner holding the bag.
6. Spills from hazardous waste containers shall be cleaned up with specific cleaning compounds. Blood spills require particular attention and shall be cleaned up immediately using DMQ or an approved disinfectant **or Sodium Hypochlorite (bleach)**.
7. **Immediately after containerizing potentially hazardous waste**, cleaning spills from containers holding potentially hazardous waste or handling filled waste containers, employees shall wash their hands in accordance with Universal Precautions and the hand washing standards described in this plan.

IV. BIOHAZARD CONTAINERS:

- A. **FIRST BIOHAZARD CONTAINER:** For disposal of regulated waste, Lawton Public Schools provides a container in the area where first aid is administered, catheterization/gastric feeding is performed. A “red bag” will be inside this container. This container will be emptied daily. When removing the “red bag” a second “red bag” will be used to allow double bagging to be completed. All regulated waste will be “double red bagged.”

- B. SECOND BIOHAZARD CONTAINER** - A second container is located in the custodians' room. This second container is used to store daily contents of the First Biohazard Container.
- C.** All biohazard waste containers will be constructed as to contain all contents and prevent leakage of fluids; is colored red and has an affixed biohazard symbol. All containers will be kept closed.
- D.** If outside contamination of the regulated waste container occurs, it will be placed in a second container with the same characteristics as the first container.
- E.** Disposal of all regulated wastes will be in accordance with applicable regulations and laws.
- F.** A work order for disposal of biohazard waste containers will be placed to maintenance for pick-up.

APPENDIX D

DEFINITIONS

DEFINITIONS

1. **Bloodborne Pathogens** means pathogenic microorganisms 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 parenteral contact with blood or other potentially infectious materials that result 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 reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
7. **Contaminated sharps** means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
8. **Parenteral** - brought into the body through some way other than the digestive tract, as by intravenous injection.
9. **Vomit** - Matter that has been vomited.

APPENDIX E

POST-EXPOSURE CONTROL FORMS

**LAWTON PUBLIC SCHOOLS
OCCUPATIONAL EXPOSURE TO BLOOD OR POTENTIALLY
INFECTIOUS BODY FLUIDS REPORT**

**The filing of this report and all information entered on it are to be held in strictest confidence in
conformance with 29 CFR 1910.1030.**

EXPOSURE INCIDENT REPORT

Please Print

Employee's Name _____ Date _____

Date of Birth _____ SSN# _____

Telephone (Business) _____ (Home) _____

Job Title _____

Date of Exposure: _____ Time of Exposure ___ A.M. ___ P.M.

Hepatitis B Vaccination Status _____

Location of Incident _____

Describe what job duties you were performing when the exposure incident occurred. _____

Describe the circumstances under which the exposure incident occurred (what happened that resulted in incident)

What body fluid (s) were you exposed to?

What was the route of exposure (e.g. mucosal contact, contact with non-intact skin, percutaneous?)

Describe any personal protective equipment in use at time of exposure incident.

Did PPE fail? _____ If Yes, How?

Identification of source individual (s) (names)

Other pertinent information. _____

WRITTEN OPINION

To the Evaluating Physician:

After your evaluation of the Lawton Public Schools employee, please assure that the following information has been furnished to the employee and provide your initials beside the following statements:

- (A) _____ The employee has been informed of the results of the evaluation.
- (B) _____ The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require evaluation and treatment.

No other findings are to be included on the report.

Please return this sheet to this employee _____
(name of employee)

Thank you for your evaluation of this employee.

Physician's Signature

Physician's name (printed)

Date

