

BLOODBORNE INFECTIOUS DISEASES
EXPOSURE CONTROL PLAN
FOR
KIRTLAND COMMUNITY COLLEGE

Company Name: Kirtland Community College

Date of Preparation: March 6, 2001

EXPOSURE DETERMINATION

The following employee job classifications at this school are Category A due to expected occupational exposure to blood or other potentially infectious material (OPIM), * regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment:

<u>Category "A" Job Classification</u>	<u>Rationale/Task</u>
Cosmetologists Day Care Center Workers Emergency Medical Technicians Criminal Justice Instructors (assigned to provide emergency first aid) Maintenance Workers Custodians Medical Assistants Nursing Personnel Paramedics Facilities Management Employees Police Officers Waste Water Treatment Plant Operators	These job classifications have potential for exposure to human blood or other potentially infectious material (OPIM)

Compliance Methods

Universal precautions will be observed at this school at First Aid stations, laboratories, restrooms, Waste Water Treatment Plant, Child Care, and plumbing systems in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are limited to hand washing and housekeeping practices. Where scissors are used in a medical procedure and become contaminated they will be decontaminated using a germicide approved by the Environmental Protection Agency.

* Other potentially infectious materials include: A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) any body fluid that is visibly contaminated with blood, K) all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Urine, feces and vomit are not considered OPIM except in cases (J) or (K) above.

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. MIOSHA requires that these facilities be readily accessible after incurring exposure. At this school hand-washing facilities are located in restrooms, laboratories, and Waste Water Treatment Plant.

Upon providing first aid or incurring exposures when hand washing facilities are not feasible, the employee will clean their hands with antiseptic towelettes provided in the First Aid Kit. If these alternatives are used, then the hands are to be washed with soap and running water as soon as possible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as possible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed, or flushed with water as soon as possible following contact.

Needles

When using needles in this school, they must not be recapped, be bent or broken, and must be disposed of in a labeled, closeable, leak proof, puncture-resistant container.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Personal Protective Equipment

All personal protective equipment used in Child Care, laboratories, Waste Water Treatment Plant, restrooms and plumbing systems, involving blood or OPIM at this school will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to first aid, laboratory, Waste Water Treatment, Child Care workers, Maintenance and housekeeping employees involving blood or OPIM in the following manner:

The following PPE is used in this school:

<u>Personal Protective Equipment</u>	<u>Location</u>
Gloves	Waste Water Treatment Plant, First Aid Kits, Custodian Closets, Child Care, and laboratories
Aprons/Cover Gloves	Laboratories, First Aid Kits
Protective Eye Wear (w/Solid Side Shield)	Laboratories and issued to all Custodians and Maintenance Employees
CPR (one way resuscitation Shield)	First Aid Kits
Bio Hazard Bags	First Aid Kits, Housekeeping Storage, Laboratories, Waste Water Treatment Plant
Clean Up Kits	Custodial Closets
Sharp Containers	Laboratories

All personal protective equipment will be cleaned or disposed of by the employer at no cost to employees.

All soiled personal protective equipment will be removed prior to leaving the work area. If visibly contaminated, the equipment shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. The following procedure has been developed to facilitate leaving the equipment at the work area: Place in red biohazard bag for disposal, or sharps container. Call the Facilities Assistant, ext. 263, to schedule pick up. The red bag or sharps container will be picked up by an appropriate Facilities Management employee and brought to the custodial storage room located in the Arts/Maintenance Building. It will be placed in a designated and labeled container. This container is scheduled for pick up every 12 weeks by BFI Company.

Ordinarily, employees will wash their own shirts or other clothing, unless it is contaminated with another person's blood or OPIM splash. The clothes would be placed in a red biohazard bag, given to supervisor, and taken to designate laundry facility where it will be laundered at employer's expense. The laundry facility will be notified of the potential exposure when contaminated clothing is brought to them.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from laboratories, custodial storage rooms, first aid kits, Child Care, and Waste Water Treatment Plant.

Disposable gloves used are to be disposed of and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Housekeeping

First Aid kits and areas involved in a first aid incident will be cleaned and decontaminated immediately after incident.

First Aid Kits are located at:

1	Library – Media Services
2	Art Department
1	Print Shop
1	Maintenance Shop
1	President's Break Room
1	Switchboard
1	Faculty Office
2	Auditorium
1	Auditorium Lobby
1	Ushers Closet
2	Automotive
1	Welding
1	Machine Shop

1	Accounting
1	Cosmetology
1	Chemistry Prep
1	Criminal Justice
1	CEC – Kitchen
1	Cafeteria Bathroom
1	Chemistry Lab
1	WWTP Building
1	Health Careers Conference Room

All areas contaminated with blood or OPIM will be decontaminated immediately after any incident. Decontamination will be accomplished by utilizing the following materials: If a bleach and water solution between 1:100 and 1:10 is used, it must be prepared on an as needed basis. Bleach loses its disinfectant quality when stored in water. The Lysol product is supplied and used for this purpose.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Regulated Waste Disposal

Disposal of feminine hygiene products and bandages or Kleenex used in self-administered first aid (bloody nose, small cut) are not considered regulated waste and will be disposed of in the normal waste stream. All first aid kits contain a red biohazard bag for regulated waste disposal. Notify the Facilities Assistant, ext. 263, for pick up and disposal. The bag is picked up and delivered to custodial storage room in the Arts/Maintenance Building. The door is locked at all times. The bag is placed in a labeled container. The container is picked up by BFI Company every twelve weeks.

Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide guidance and information on the anticipated exposure to our employees. They are attached and will be utilized in employee training.

Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation and medical follow-up. See Appendix A.

Hepatitis B Vaccine

All employees hired into a Category A position will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM unless the employee has previously had the vaccine, is allergic to the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a copy of the attached waiver. See Appendix B.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The business office has the responsibility for assuring that the vaccine is offered, the waivers are signed, etc. A designated medical facility will administer the vaccine.

Vaccination Option for Employers:

An employer may elect to postpone the administration of the hepatitis B vaccine if the following conditions exist:

The primary job assignment of such designated employee is not the potential for exposure to blood borne pathogens.

Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Full training and personal protective equipment shall be provided to these employees.

Provision for a reporting procedure that ensures that all first aid incidents involving the presence of blood or OPIM will be reported to the employer before the end of the work shift during which the first aid incident occurred. The accident investigation form will be used.

The report must include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and must describe the first aid incident, including the time and date.

Provision for the full hepatitis B vaccination series to be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific “exposure incident,” as defined by the standard, has occurred.

In the event of a bonafide exposure incident, the portion of the standard relating to post-exposure evaluation and follow-up would apply.

Post-Exposure Evaluation and Follow-Up

When an employee incurs an exposure incident, it will be reported immediately to their supervisor who will have the employee complete an “Employee’s Report of Injury” form, and submit it to the business office.

A licensed physician in accordance with the MIOSHA standard will offer all employees who incur an exposure incident post-exposure evaluation and follow-up.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his or her own blood collected for testing of the HIV/HBV serological status.

- The employee will be referred to a health care provider for post exposure prophylaxis.
- The employee will be referred for confidential counseling concerning precautions to take during the period after the exposure incident. Counseling on risk reduction and the risks and benefits of HIV testing in accordance with state law. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) has been designated to assure that the policy outlined here is effectively carried out to maintain records related to this policy:

Asst Director Human Resources, Kathy Barber
 Director KCC Dept Pub. Safety, Ken Forst
 VP of Instructional Services, Julie Lavender
 Director of Facilities, Evelyn Schenk

Interaction with Health Care Professionals

An employer shall ensure that the health care professional who is responsible for the hepatitis B vaccination is provided with a copy of these rules and appendices.

Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a health care professional following an exposure incident.

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

- 1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
- 2) A statement that the employee has been informed of the results for the evaluation, and;
- 3) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion to the employer is not to reference any personal medical information.)
- 4) Any limitations on the employee's use of personal protective clothing or equipment.

Training

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

Training for employees will include the following an explanation of:

- 1) The MIOSHA standard for Blood borne Infectious Disease
- 2) Epidemiology and symptomatology of blood borne diseases
- 3) Modes of transmission of blood borne pathogens
- 4) This Exposure Control Plan, (i.e. points of the plan, lines of responsibility, how the plan will be implemented, access to the plan, etc.)
- 5) Procedures that might cause exposure to blood or other potentially infectious materials at this facility.
- 6) Control methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
- 7) Personal protective equipment available at this facility and who should be contacted concerning its use.
- 8) Post Exposure evaluation and follow up
- 9) Signs and labels used at the facility
- 10) Hepatitis B vaccine program at the facility

Training sessions shall afford employees ample opportunity for discussion and the answering of questions by a knowledgeable trainer.

The training shall include opportunities for supervised practice with personal protective equipment and other equipment which is designed to reduce the likelihood for exposure and which will be used in the employee's work.

Employers may use videotapes, and written material, for some training. Director of Facilities, Director of Health Careers, Director of Criminal Justice, or trained designee are responsible for conducting the training.

All Category A employees will receive annual refresher training. (Note: This training is to be conducted within one year of the employee's previous training.)

Record keeping

This school's business office shall establish and maintain a record for each employee with occupational exposure to include:

- Name
- Social Security Number
- Hepatitis B vaccine form status
- Copies of any past exposure/evaluation or follow-up
- Employer shall ensure record confidentiality
- Kept for duration of employment plus 30 years

Training Records:

- Date(s)
 - Summary of Contents
 - Names and qualifications of trainers
 - Names and job titles of all trainees
 - Maintain records for three (3) years
- Records for this company shall be kept by: Business Office

Annual reviews:

Date: _____ Performed by: _____

Date: _____ Performed by: _____

Date: _____ Performed by: _____

APPENDIX A

STANDARD OPERATING PROCEDURE FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES

Task/Procedure: *Cleaning restroom facilities*

Exposure Potential: *May come in contact with blood or other potential infectious material on toilets or wash sinks.*

Personal Protective Equipment: *Uniform shirt, latex gloves, eye glass with side shield*

Use: *This PPE is used whenever working in restroom facilities.*

Maintenance/Disinfection: *All toilets are cleaned on interior bowl with a “Johnny Mop” and acid bowl cleaner daily. The exterior of toilet and seat are sprayed with appropriate disinfectant and is allowed to set for amount of time specified by manufacturer and wiped down with disposable paper towels. The procedure for washing sinks is to spray with appropriate disinfectant, let set for amount of time specified by manufacturer and wipe down with disposable paper towels.*

Disposal: *The toilets are flushed with clean water. The sink is flushed with clean water.*

Engineering Controls: *Hands shall be washed with soap and water.*

Work Practice Controls: *If PPE or uniform shirt is contaminated, the employee will decontaminate PPE with appropriate spray and wash uniform shirt. NO eating or drinking will be allowed during any cleaning procedure.*

Management of Exposure Incidents: *All Exposure incidents shall be reported to the Director of Physical Plant. Appropriate reports shall be made and medical treatment given as specified in the attached practice. Prepare accident investigation report. Employee will be given vaccination, but if refused will complete waiver form. Employee will be taken to designate medical facility for consultation and vaccine.*

Contingency Plan: *If employee will not wash uniform shirt it shall be placed in biohazard bag and taken to designate laundry facility in Roscommon. The business will be notified verbally of biohazard.*

APPENDIX B

Organization and Address

HEPATITIS B

Vaccination Declination

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 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 materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Printed Name: _____

Job Classification: _____

Signature _____

Date: _____