

EXPOSURE CONTROL PLAN

**OCCUPATIONAL EXPOSURE
TO
BLOODBORNE PATHOGENS**

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT

TABLE OF CONTENTS

Introduction	4
Scope, Application	4
Program Administration	4
Exposure Determination	5
Job Classifications	6
Methods of Compliance	7
Universal/Standard Precautions	7
Engineering/Work Practice Controls	7
Hand Washing	7
Personal Protective Equipment	8
General Practices	8
Handling/Disposal of Sharp Objects	9
Custodial	9-10
Containment and Disposal	10-11
Disposal of Soiled Clothing	11
Hepatitis B Vaccination Program	12
Tips for Determining Exposure	13
Post Exposure Evaluation and Follow-up	14
Definition	14
Procedure	14
Information to Healthcare Professional	14
Healthcare Professional's Written Opinion	14
Communication of Hazards to Employees	15
Labels and Signs	15
Information and Training	15-16
Recordkeeping	17
Medical Records	17
Training Records	17
Availability	17
Transfer of Records	17

APPENDICES

A-1	In Building During School Day Exposure Incident Flow Chart	18
A-2	Transportation Exposure Incident Flow Chart	19
A-3	Before/After School Exposure Incident Flow Chart	20
B	Body Fluid Exposure Assessment	21
C	Hepatitis B Consent/Refusal Form	22
D	CM-CSD Bloodborne Pathogens Exposure Assessment	23
E	CM-CSD Staff Incident Report	24
F	CM-CSD Guidelines for Prevention of Exposure to Bloodborne Disease	25

**COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT
EXPOSURE CONTROL PLAN FOR
OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS**

Bloodborne pathogens are micro-organisms sometimes found in human blood or other body fluids that can cause disease in humans. The Hepatitis B Virus (HBV) and Hepatitis C (HCV) viruses, which cause liver disease, and Human Immunodeficiency Virus (HIV) which causes Acquired Immunodeficiency Syndrome (AIDS) are three such pathogens. The Occupational Safety and Health Administration (OSHA) has determined that employees certain face a significant health risk due to working in positions where they are in contact with or handle blood and other potentially infectious materials (OPIM). Employees must consider that blood and certain other body fluids from ALL individuals could be infectious. Exposure to bloodborne diseases can be minimized or eliminated by using a combination of work practice controls, engineering controls, universal and standard precautions, personal protective equipment, housekeeping, hazard communication, training, and Hepatitis B vaccination.

The Collins-Maxwell Community School District establishes this written exposure control plan (ECP) to comply with OSHA's Occupational Exposures to Bloodborne Pathogens in Title 29 Code of Federal Regulations 1910.1030 and as revised in 2001 by the Needlestick Safety and Prevention Act P.L. 106-430. The intent of this exposure control plan is to prevent bloodborne infections by eliminating or minimizing employee exposures to blood, blood products, and OPIM. A copy of this exposure control plan shall be accessible to all employees and shall be available for examination and copying by other persons upon request.

This exposure control plan shall be revised and updated annually. The plan will also be updated whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

SCOPE AND APPLICATION

The federal law applies to all employees who have occupational exposure to blood and other potentially infectious materials.

PROGRAM ADMINISTRATION

The Superintendent's designees are, the School Nurse, Custodians, and the Principal, are responsible for the implementation of the ECP and will maintain, review, and update the ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or OPIM must comply with the procedures and work practices outlined in this ECP. The ECP will be made available to all employees, OSHA, and the National Institute for Occupational Safety and Health (NIOSH).

EXPOSURE DETERMINATION

The Collins-Maxwell Community School District has identified classifications of employees who have the potential for occupational exposure. Occupational exposure is defined as, “those employees with reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of an employee’s duties.

An employee considered to have occupational exposure is one who meets one or both of these conditions:

- Is reasonably anticipated to come into contact with blood or OPIM as part of their job duties.
- Is otherwise expected and/or is designated by Collins-Maxwell Community School District to render medical assistance in the absence of the nurse or other certified staff.

This exposure determination is made without regard to the use of PPE. All employees are required to utilize Universal Precautions.

Job classifications in which **all** employees in those job classifications have potential occupational exposure include: School Nurse.

Job classifications in which specific employees **might** have occupational exposure include: Teachers, Associates, Secretaries, Bus drivers, Coaches, Administrators, and Custodians.

Employees of these job classifications have potential occupational exposure when they perform certain tasks and procedures as designated duties.

Job Classifications in Collins-Maxwell CSD

Position	Tasks/Exposure Risks
School Nurse	Direct care for injuries involving non-intact skin, mucous membranes, and procedures that include, but are not limited to: injections, suctioning, catheterization, blood glucose monitoring, and providing assistance to students/staff with bleeding or OPIM injuries.
Teachers/Associates who work in programs with emotionally, intellectually and physically disabled students	Changing menstrual pads, tooth brushing, biting incidents by students, and providing assistance to students with bleeding or other potentially infectious materials injuries.
Custodians	Cleaning blood/OPIM fluid spills and disposal of regulated waste. Contaminated broken glass and sharps removal.
Bus drivers/Administrators/Coaches/Other Secretaries	Providing assistance to students with bleeding or OPIM injuries/occurrences
Other persons who have job descriptions which would require them to provide first aid to students/staff including building responders.	Providing assistance to students/staff with bleeding or OPIM injuries/occurrences

METHODS OF IMPLEMENTATION AND CONTROL

UNIVERSAL PRECAUTIONS

Universal precautions is the idea that blood and certain body fluids of **all** persons are treated as if infected with bloodborne pathogens. All tasks involving blood and certain body fluids should be performed in a way that will eliminate or minimize the risk of exposure and disease.

Universal precautions require the use of barriers or protective measures when handling blood and bodily fluids containing visible blood. Universal precautions do not apply to saliva, feces, nasal secretions, sputum, sweat, tears, urine, and vomit unless they contain visible blood. If it is difficult or impossible to differentiate between body fluid types in a particular circumstance, all body fluids must be considered potentially infectious material.

Disease transmission can occur when there is direct contact with blood or body fluids of an infected person. Transmission in the school setting could occur through the following exposures:

- direct contact with infectious body fluids to open skin lesions
- direct contact with infectious body fluids to mucous membranes
- puncture wounds with contaminated sharps

ENGINEERING CONTROLS AND WORK PRACTICES

Engineering and work practice controls will be used to eliminate or minimize employee exposure to bloodborne pathogens. The engineering controls that are utilized in the Collins-Maxwell Community School District are sharps containers.

HAND WASHING

Collins-Maxwell Community School District shall provide hand washing facilities which are readily accessible to employees. Hand washing is the single most important technique for preventing the spread of infectious diseases.

- Hands (and other skin surfaces) must be washed thoroughly using soap and running water immediately following contact with blood or OPIM, before touching anything else.
- Mucous membranes should be flushed thoroughly with water immediately following contact with blood or OPIM.
- Hands should be washed whether gloves are worn or not and after gloves are removed.
- Hands should be washed immediately after removing any PPE
- If no hand washing facility is immediately available hands or other skin surfaces should be cleaned with alcohol based hand sanitizers. This should be followed by washing with soap and running water as soon as possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Collins-Maxwell Community School District will provide, at no cost to the employee, appropriate PPE including repair or replacement as needed. Training is provided in the use of the appropriate PPE for the tasks or procedures employees will perform. The PPE will be accessible at the work site. Personal Protective Equipment does not permit blood or OPIM to penetrate through to employees clothing, skin, or mucous membranes under normal conditions of use.

GENERAL PRACTICES

- All procedures involving blood or other potentially infectious materials shall be performed so as to minimize splashing, spraying, splattering, or generation of droplets of these substances.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.
- Food and drink shall not be kept on counter tops, cabinets, shelves, or bench tops where blood or OPIM are likely to be present.
- PPE should be removed prior to leaving the worksite and hands thoroughly washed before eating, drinking, touching face, or touching mucous membranes.
- If a protective garment becomes penetrated by blood or OPIM the garment shall be removed immediately or as soon as feasible and properly disposed of in such a way as to avoid contact with the outer surface.
- Students should be encouraged to take care of their own minor injuries as much as possible with supervision.
- Barriers other than personal protective equipment might include a thick layer of paper towels or cloth (i.e article of clothing), or a bleeding person's own hand applying pressure to a wound with your hand on top. These should only be used in the event PPE is not immediately available

PPE that will be made available to staff, and how to use.

- **Disposable single use gloves** must be worn in each situation when an employee has the potential to have direct skin contact with blood, OPIM, mucous membranes, or non-intact skin. Gloves should also be worn when handling or touching items or surfaces soiled with blood or other potentially infectious materials.
 - Gloves must be changed as soon as possible when visibly soiled, torn or punctured, or when they no longer function as an adequate barrier.
 - Gloves shall not be washed or decontaminated for re-use.
 - They must be removed without touching the outside and discarded after each individual contact.
- **Masks and protective eyewear** must be worn whenever splashes, spray, or splattering of droplets of blood, or OPIM, are likely to occur and contamination to eyes, nose, or mouth can be reasonably anticipated. Single-use masks or shields are disposed of following use.
- **Gowns or other protective clothing** which do not permit blood or OPIM to penetrate to employee's clothing or skin under normal conditions of use are indicated if blood splattering or smearing is likely.

- **First Aid Packs** that contain gloves, paper towels, band aids, or other barriers in sealable plastic bags shall be available for use by staff supervising playgrounds, on field trips or in other situations where PPE and soap and water are not readily available.

HANDLING/DISPOSAL OF SHARP OBJECTS

Sharp objects must be handled so as to prevent accidental cuts or punctures. Several guidelines should be followed to help avoid injuries related to sharps in the workplace.

- Used needles or other sharps must not be bent, broken, cut, or unnecessarily handled.
- Used needles must not be recapped or removed from disposable syringes.
- Used needles and syringes must be discarded immediately after use into a container which is closeable, puncture-resistant, leakproof, properly labeled, and disposable.
- Contaminated broken glass should not be picked up directly with the hands. It should be cleaned up using mechanical means such as a brush and dustpan, or tongs, and discarded into a sharps disposal container.
- Sharps disposal containers labeled as “bio-hazardous waste” will be placed in each building’s health office.
- Sharps disposal containers must not be overfilled and must remain upright during use.
- Sharps disposal containers are changed when 2/3’s full. Sharps containers will be changed by the nurse.

CUSTODIAL

Collins-Maxwell Community School District ensures that the worksite is maintained in a clean and sanitary condition. The district implements an appropriate written schedule for cleaning. All equipment, environmental, and workplace surfaces are promptly cleaned and decontaminated with an Environmental Protection Agency (EPA) approved germicidal and tuberculocidal disinfectant, after contact with blood or other potentially infectious materials.

- Gloves **must be worn** during cleanup of blood as well as any other body fluid spills.
- If splashing, spraying, or generation of droplets of blood or OPIM is anticipated protective eyewear and masks should be worn. If saturation of employees clothing is likely to occur a disposable gown should be worn.
- Blood and body fluid spills to **hard washable surfaces** must be cleaned with soap and water, removing all contaminants **before applying an Environmental Protection Agency (EPA) approved disinfectant.**

Large Spills:

- apply commercial sanitary absorbent agent on soiled area
- after soil is absorbed, sweep all material into a plastic bag, taking care not to create any dust emissions. If the spill is blood the plastic bag should be labeled with a biohazard sticker and disposed of as regulated waste. If the spill is not blood and does not contain visible blood, dispose of plastic bag in an appropriate waste container.
 - disinfect area with clean mop
 - disinfect mop and bucket

Small Spills:

- use paper towels or tissues to wipe up soiled areas
 - after soil is removed, use clean paper towels, soap, and water to clean area
 - dispose of paper towels in a plastic bag
 - disinfect area
-
- Blood and body fluid spills to **rugs and carpets or upholstery** must be cleaned immediately using an approved cleaner/disinfectant. Apply an EPA approved cleaner/disinfectant with a brush. Vacuum with wet/dry vacuum.
 - Blood and body fluid spills to **outdoor surfaces** covered with wood chips, rubber, dirt, gravel, snow, etc., may be cleaned by flooding the contaminated area with 1:10 bleach/water solution and allowing it to absorb or scooping it up, then discarding it appropriately.
 - Contaminated equipment must be cleaned and disinfected.
 - Brooms and dustpans should be cleaned using an EPA approved germicide.
 - Mops and sponges should be soaked in cleaner/disinfectant solution and rinsed or washed in hot water cycle after soaking.
 - Cleaner/disinfectant should be promptly disposed of down a drain.
 - Any contaminated disposable items not considered regulated waste such as gloves, other PPE, paper towels, or used bandages should be discarded into a plastic bag, sealed and discarded into trash dumpster.
 - Broken glassware which is contaminated should be swept up using mechanical means such as a broom and dust pan.
 - All bins, pails, and cans which are likely to become contaminated with blood or OPIM shall be cleaned and treated with disinfectant as needed. Waste cans in health offices, locker rooms, and restrooms should be lined with plastic bags which are replaced daily.

CONTAINMENT AND DISPOSAL

Regulated waste is defined by OSHA as, “liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or OPIM in a liquid or semi-liquid state if compressed; items that are caked with dried blood or OPIM and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.” Other than sharps, it is anticipated that schools will have little regulated waste. Regulated waste must be properly disposed of.

- Regulated waste is placed in containers which are clearly labeled as bio-hazardous. The container must be closable and suitable to contain the contents and prevent leakage of fluids. The Collins-Maxwell Community School District will use labels bearing the BIOHAZARD legend to indicate bio-hazardous regulated waste. All employees will be informed of the meaning of biohazard labels. All biohazardous waste will be handled with standard/universal precautions.
- Biohazard labels and clear plastic bags shall be available for use in the health office. The health office shall have, in addition to the sharps disposal container, a waste can properly labeled with a BIOHAZARD sticker to house already-contained regulated waste awaiting disposal.

- A bandaid, towel, sanitary napkin or other material that absorbs the substance and does not have the potential to release the substance if compressed is not considered regulated waste. These contaminated materials should be disposed of in plastic lined garbage cans.
- Disposable materials other than sharps which are contaminated with blood and OPIM which are non-absorbent or would release blood if compressed must be placed in bags with biohazard labels and sealed at the site of collection. Used needles and syringes and other contaminated disposable sharps shall be discarded immediately or as soon as feasible in sharps disposal containers located in the health office. Sharps boxes shall not be reused but shall be closed immediately prior to replacement and discarded when 2/3 full.
- Any disposable regulated waste container which becomes contaminated on the outside must be placed in a plastic bag with a biohazard label and sealed before disposal in a biohazard can.
- Disposal of all regulated waste is in accordance with applicable Iowa regulations and Collins-Maxwell Community School District procedures.
- Plastic bags holding regulated waste should be sealed immediately, tagged with a BIOHAZARD label, and disposed of in the biohazard waste can. The Custodial department should be contacted to arrange for transport of regulated waste.
- Soiled tissue and flushable waste such as urine, vomitus, or feces can be flushed in the toilet.
- Body fluids may be poured down drains taking care to avoid splash incidents. Cleaning with proper disinfectant must follow.

DISPOSAL OF SOILED CLOTHING

Clothing contaminated with blood or OPIM shall be handled as little as possible with a minimum of agitation **while wearing gloves and other PPE as needed.**

- Contaminated laundry shall be bagged or put in a container at the location where it was used and shall not be sorted or rinsed.
- Student articles of clothing grossly contaminated with blood shall be removed, bagged, appropriately labeled, and sent home for laundering.
- School owned articles of clothing grossly contaminated with blood shall be appropriately bagged and labeled with a biohazard label, if necessary. Call the Custodial department to arrange for pick up.
- Whenever outside contamination of a bag holding such laundry occurs it shall be placed inside a second appropriately labeled bag that prevents soak-through and/or leakage. Call the Custodial department to arrange for pick up.

HEPATITIS B VACCINATION PROGRAM

The Collins-Maxwell Community School District shall the Hepatitis B vaccination series available to all employees who have occupational exposure to bloodborne pathogens by nature of their job duties.

PROCEDURE

- All employees classified as “at risk” for occupational exposure will be offered the vaccine after training is received and within 10 working days of their initial assignment. Administration will inform employees of the availability of the vaccine and furnish a consent/waiver form.
- All employees offered the Hepatitis B vaccine must sign and return a consent or waiver form (Appendix C) to administration, indicating whether or not they elect to receive the vaccine. The employee may also provide proof that he/she has immunity, has been previously immunized, or has a medical contraindication to the vaccine. Participation in a pre-screening program will not be required.
- Employees who initially decline Hepatitis B vaccination but at a later date, while still covered under the standard, decide to accept, may sign a consent form and receive the vaccination.
- The Collins-Maxwell Community School District shall be responsible for the cost of the Hepatitis B vaccine and medical evaluations and procedures related to exposure incidents.
- The Hepatitis B vaccine will be administered to employees under the supervision of a health care professional at the Story County Public Health Department.
- To receive the vaccination series employees should:
 - sign consent form (Appendix C) given to you by Administration
 - return the form to Administration and receive a copy
 - present a copy of the signed consent to Story County Public Health Department staff.
- If an employee must receive Hepatitis B vaccine during the summer months to stay on the recommended schedule, arrangements will be made by Story County Public Health Department.

You must have a copy of the signed consent form with you to receive the vaccine.

Employee Exposure to Blood/Body Fluids Tips for Determining Exposure

Collins-Maxwell Community Schools-School Nurse

Definition:

An **Exposure Incident** is defined as, “contact with another’s blood or other potentially infectious materials through either eye, mouth, other mucous membrane, non-intact skin, or parenteral contact from the performance of an employee's duties.”

This means that another person’s blood (or body fluid containing visible blood) got into your body or may have gotten into your body in one of the following ways: mouth, eyes, nose, or broken skin.

Broken areas of skin include: cuts, abrasions, rash or dermatitis, and acne.

Examples of possible exposures:

- Human bite that breaks the skin
- Blood that gets onto broken skin
- Spit, urine, or other bodily fluid **with visible blood** that gets into your eyes, mouth, nose, or broken skin
- Scratched with bloody fingernails
- Needlestick with contaminated needle

Examples of injuries that are not considered an exposure:

- Human bite that does not break the skin
- Blood on employees intact skin (no cuts, abrasions, rashes, dermatitis or acne)
- Spit, urine, or other bodily fluid that does **not** contain visible blood
- Scratches with non bloody fingernails

Consult the Nurse/Superintendent/Principal anytime there has been an exposure, or if unsure if an exposure has taken place.

POST EXPOSURE EVALUATION AND FOLLOW-UP

Any employee at Collins-Maxwell CSD who experiences an exposure incident will have available to them, a medical examination, follow-up, and treatment. The district will ensure that all related medical evaluations and procedures are made available at no cost to the employee.

PROCEDURE

In the event of an exposure incident, as previously defined, the employee will:

- Cleanse the exposed area immediately for 15 minutes.
 - flush eyes and mucous membranes with plain water (wash bottle, located in the nurse's office bathroom)
 - wash skin thoroughly with soap and water
- Notify the building administrator, school nurse, or med certified staff of exposure. (See Flow Charts Appendix A-1, A-2, or A-3)
 - Complete the online worker's compensation paperwork from administration or building secretary
 - Under the direction of the school nurse and/or with the assistance of building administrator, complete the following form:
 - CM-CSD Exposure Assessment Report (Appendix B)
 - CM-CSD Staff Incident Report (Appendix E)
 - Proceed to your local doctor or emergency room, if after hours.
 - Present to the healthcare provider the following:
 - CM-CSD Exposure Assessment Report (Appendix B)

The School Nurse and/or Administration will:

- Assist the employee to complete the CM-CSD Exposure Assessment Report and Incident report. (Appendix B)
- Contact the employee's local doctor's office to inform them of the incident and assist the employee to make an appointment. If after hours, direct employee to Mary Greeley Medical Center, or Story County Hospital ED.
- Send to the CM-CSD Exposure Assessment Report (Appendix B) Administration
- Evaluate exposure incident to determine need for corrective action.
- Receive and file records.

INFORMATION PROVIDED TO THE EMPLOYEE'S LOCAL DOCTOR CLINICS

Collins-Maxwell Community School District will provide the healthcare professional evaluating an employee after an exposure incident with a report stating how and when the incident occurred, all records relevant to the appropriate treatment of the employee, information regarding employee's immunization status.

HEALTHCARE PROFESSIONALS WRITTEN OPINION - Collins-Maxwell Community School District Administration will obtain and provide the employee with a copy of the written opinion of the evaluating healthcare professional within 15 working days of the completed evaluation. The report will be limited to the information specified in the standard.

COMMUNICATION OF HAZARDS TO EMPLOYEES

LABELS AND SIGNS

Collins-Maxwell Community School District shall use red sharps containers and red plastic bags or plastic bags with adhesive labels bearing the BIOHAZARD legend to indicate regulated waste or items contaminated with blood or OPIM. The labels shall be fluorescent orange on orange-red or predominantly so. The BIOHAZARD legend shall appear as follows:



Employees will be informed as to the meaning of the labels and color-coding during training so as to recognize potential hazards.

INFORMATION AND TRAINING

Collins-Maxwell Community School District will ensure that all employees identified as having the potential for occupational exposure to bloodborne pathogens participate in a training program provided at no cost to employees and during work hours. The training will be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter, within one year of previous training. This training is provided through the AEA.

The district will also provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures that may affect an employee's potential occupational exposure.

The training program will contain the following:

- General explanation of bloodborne diseases, their symptoms, and modes of transmission
- Explanation of the Collins-Maxwell Community School District's Exposure Control Plan and where to obtain a copy of the plan
- Explanation about how to recognize tasks and other activities that may involve exposure to blood or OPIM
- Information on methods that prevent or reduce exposure including use of engineering controls, work practices, universal precautions, and PPE
- Information on the types, proper selection, location, proper use, removal, handling, decontamination and disposal of personal protective equipment
- Appropriate actions to take and persons to contact/report to for an incident involving blood or OPIM, and an explanation of post exposure medical follow up.
- Information on hepatitis B vaccination program, including efficacy, safety, method of administration, benefits of the vaccine and that the vaccine is offered free of charge.
- Explanation of signs, labels, and color-coding used
- Opportunities for questions and answers

RECORDKEEPING

MEDICAL RECORDS

Collins-Maxwell Community School District will maintain an accurate record for each employee with occupational exposure. These will be kept in the employee's administrative file.

Medical records will be kept CONFIDENTIAL, stored in a separate file and/or data base. They will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this standard. These records must be kept for the duration of employment plus 30 years.

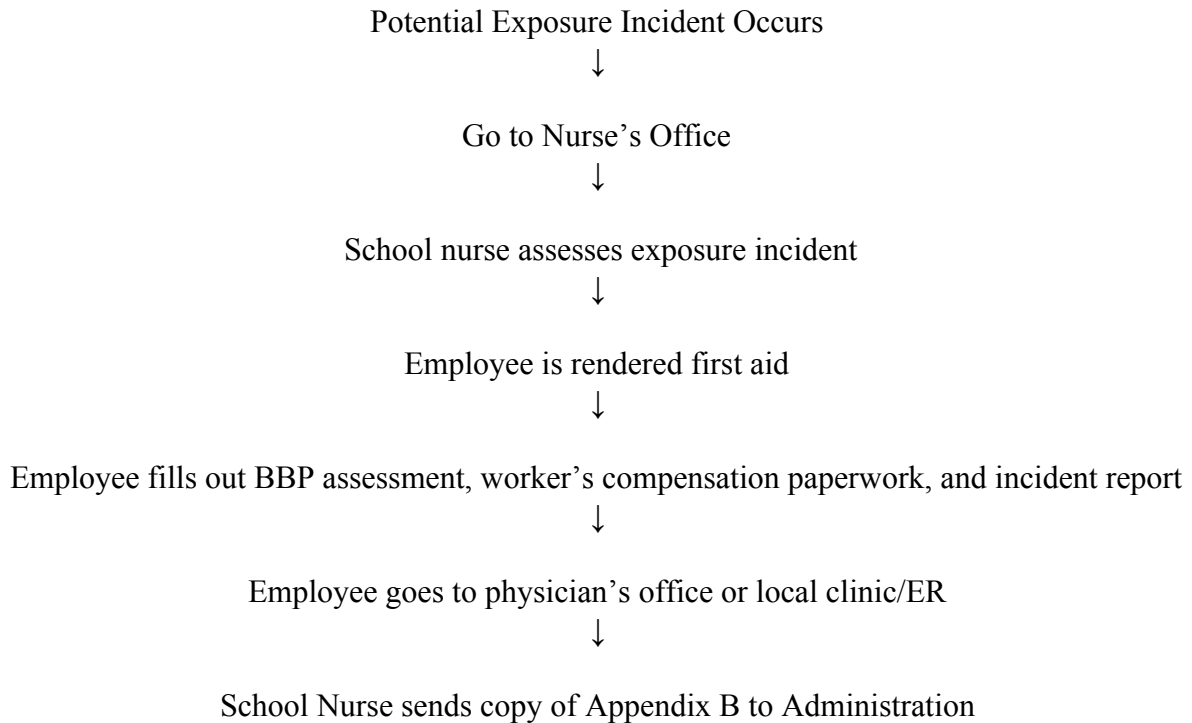
OTHER RECORDS - Collins-Maxwell employees that are determined to have occupational exposure will have a record stored at the school that contains the following documents:

- Certificate of Completion of online training
- Hepatitis B Immunization Consent or Refusal (Appendix F)
- Exposure Determination Form (Appendix E)
- Medical records from exposure incidents as described above

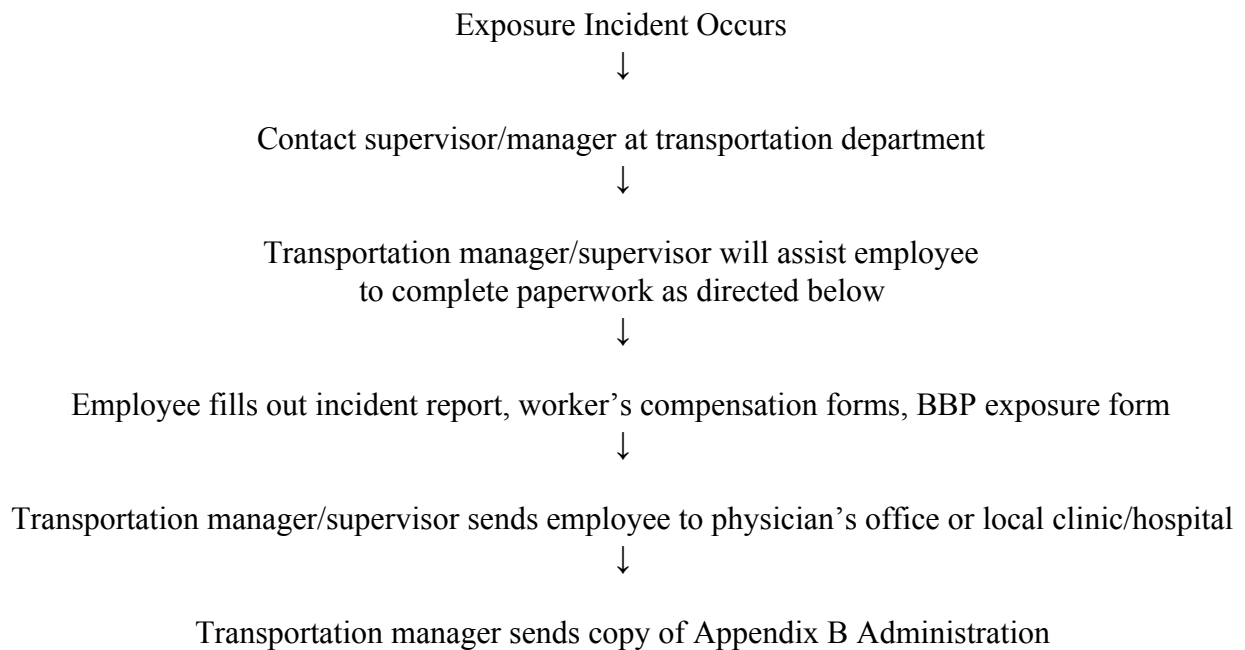
AVAILABILITY - All required records will be available upon request to the regulatory agency for examination and copying. Employee training records will be provided upon request for examination and copying to employees, employee representatives, and the regulatory agency. Employee medical records required by this standard are provided upon request to the subject employee, anyone having written consent of the subject employee, and the regulatory agency.

TRANSFER OF RECORDS- Collins-Maxwell Community School District will transfer employee records in a manner which complies with the standard's requirements.

**COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT
EXPOSURE INCIDENT
(IN BUILDING, DURING SCHOOL DAY)
FLOWSHEET**



**COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT
EXPOSURE INCIDENT
(FOR TRANSPORTATION EMPLOYEES)
FLWSHEET**



**COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT
EXPOSURE INCIDENT
(BEFORE/AFTER SCHOOL)
FLWSHEET**

Exposure Incident Occurs



Employee contacts administration and/or school nurse



Manager/supervisor will assist the employee to complete paperwork as directed below.



Employee completes exposure assessment, incident report, and worker's compensation
paperwork



Manager/supervisor sends employee to their physician's office or local clinic



Manager/supervisor retains copy of Appendix B

HEPATITIS B VACCINE INFORMATION AND RECORD
CONSENT OF HEPATITIS B VACCINATION

I have knowledge of Hepatitis B and the Hepatitis B vaccination. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine. I give my consent to be vaccinated for Hepatitis B.

Signature of Employee (consent for Hepatitis B vaccination)

Date

Signature of Witness

Date

REFUSAL OF HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials { may be at risk of acquiring the Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline the 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 the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature of Employee (refusai for Hepatitis B vaccination)

Date

Signature of Witness

Date

I refuse because I believe I have (check one):

_____ started the series _____ completed the series

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT

**BBP EXPOSURE DETERMINATION FOR EMPLOYEES WHO
MAY HAVE OCCUPATIONAL EXPOSURE**

According to the District's Exposure Control Plan job classifications in which certain employees might have occupational exposure include teachers, associates, secretaries, bus drivers, custodians, coaches and administrators. Employees in these job classifications may have occupational exposure when they perform certain tasks and procedures as designated duties.

It has been determined that the following employee, may have occupational exposure as a result of his/her current assignment:

Name: _____

Job Position: _____

Specific tasks or procedures in which occupational exposure occurs:

- _____ rendering first aid in place of the health secretary
- _____ performing or assisting with certain health care procedures or personal care involving blood or OPIM
- _____ handling contaminated sharps, contaminated waste, or blood spill clean up
- _____ assisting students who frequently bite

I recommend the district provide Hepatitis B vaccine and annual training for this employee.

School Nurse/Administration: _____ Date: _____

Collins-Maxwell Staff Incident Report

Staff Involved:

Location of Incident:

Time and Date of incident:

Description of the Incident:

Any injuries? If so, what was injured and to what extent:

Witnesses to Incident:

Action Taken:

_____ Date: _____
Staff Signature

_____ Date: _____
Supervisor Signature

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT GUIDELINES FOR PREVENTION OF EXPOSURE TO BLOODBORNE DISEASE

In the school setting blood borne diseases like Hepatitis A, Hepatitis B, Hepatitis C, and HIV, which causes AIDS, could be transmitted if the blood of an infected person were to enter the bloodstream of another person. Collins-Maxwell School employees can protect themselves from exposure to communicable disease by following Universal Precautions and using safe work practices.

USE UNIVERSAL PRECAUTIONS

Consider **all** blood and other body fluids containing blood to be potentially infectious. Protect your skin and mucous membranes from contact with these fluids. "If it's not yours don't touch it!"



USE PROTECTIVE BARRIERS - Help the injured person to care for himself

Always put a barrier between you and the blood or body fluids of others. Wear latex or vinyl gloves. Use a thick layer of cloth, paper towels, or the injured person's own hand to apply pressure to a wound. Wear protective eyewear, masks or gowns to guard against splashes. Protective equipment can be found in the school health office.

WASH HANDS

Use soap and water after contact with blood or other body fluids and after removing gloves or other barriers. Use antimicrobial hand cleaner or towelettes if soap and water are not available. Washing your hands is the single most important thing you can do to protect yourself!



FOLLOW PROPER CLEANING PROCEDURES

Spills of blood and other body fluids should be cleaned up immediately, using an EPA approved disinfectant and while wearing gloves. Refer to CM-CSD Exposure Control Plan for proper procedures. Copies are located in the Superintendent's/Nurse/Secretaries' offices.

DISPOSE OF WASTE

Place contaminated supplies including gloves and other barriers in plastic bags and seal before disposing in trash. Use red plastic bags or biohazard labels to identify any blood-soaked items that are saturated and could leak.

DISPOSE OF SOILED LAUNDRY

Handle blood-contaminated laundry carefully, wearing gloves. Transport laundry sealed in leak-proof bags.

DISPOSE OF SHARPS /NEEDLES

Sharps disposal containers should be located in each building where needed, i.e. nurse office, restroom, etc. All used needles or other sharps should always be discarded immediately after use in these designated sharps containers.



EXPOSURE PROCEDURE

Anytime the blood or body fluid (with visible blood) from another person comes in contact with your skin, eyes, nose or mouth or you are bitten by another person do the following:

1. Immediately: cleanse the exposed area for 15 minutes
 - flush mucous membranes with water
 - wash skin thoroughly with soap and water
2. Notify the school nurse
3. Notify administration or immediate supervisor
4. In consultation with the school nurse/administration/complete exposure assessment report, proceed to your local physician's office with appropriate completed form.