

**Section: Personnel**

**Subject: Infection Control Program**

**P-4147.1  
4247.1**

## **Infection Control Program**

### **Purpose**

To provide a comprehensive infection control program which maximizes protection against communicable diseases for all employees of the Milford Public Schools and the public that they serve.

### **Scope**

This policy applies to all employees of the Milford Public Schools and shall allow the District to comply with the Occupational Safety and Health Administration (OSHA) Regulations, Occupational Exposure to Bloodborne Pathogens. The procedures contained in the City of Milford Bloodborne Pathogens Policy/Exposure Plan, established in accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standards (29 CFR 1910.1030), shall apply to Milford Public School employees, as applicable.

The Milford Public Schools recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency care. While each employee is ultimately responsible for his/her own health, the departments recognize a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all employees with the best available protection from occupationally acquired communicable disease.

It is the policy of the Milford Public Schools:

To provide emergency care and nursing assessment to the student and staff without regard to known or suspected diagnosis of communicable disease in any patient.

To regard all contacts as potentially infectious. Universal precautions will be observed at all times.

To provide all employees with the necessary training, recommended immunizations, and personal protective equipment (PPE) necessary for protection from communicable diseases.

To recognize the need for work restrictions based upon infection control concerns.

To prohibit discrimination of any employee for health reasons, including infection and/or conversion with HIV or Hepatitis B virus.

To regard all medical information as strictly confidential. No employee health information will be released without the signed written consent of the employee.

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## **Exposure Control Plan**

### **Purpose**

To identify those tasks and job positions within the Milford Public Schools for which it can be reasonably anticipated that an exposure to blood, or other body fluids, or other potentially infectious materials may occur; to present an infection control plan; and to identify the procedure for identification of exposure incidents.

A. The following tasks are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:

- Provision of first aid or medical care to injured or ill students/staff
- Provision of help in the activities of daily living for students with special health care needs
- Provision of dental examination and care
- Contact with waste from health rooms or clinics

B. The following job positions within the Milford Public Schools are reasonably anticipated to involve exposure to blood, body fluids of other potentially infectious substances in the performance of their duties:

- coaches
- custodians
- elementary school principal
- elementary school teacher leaders
- elementary school secretary
- school resource officers
- pre-school staff
- special education teacher
- special education teacher aide

### **Implementation**

The Infection Control Program is applicable to all employees of the Milford Public Schools. It is in effect at issuance of this document.

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### **Post Exposure Procedures**

The procedure exists to provide a uniform method for reporting, documenting and provisions for medical follow up for employees following an occupational exposure to blood or other potentially infectious material. It also ensures timely and complete notification to the School Medical Advisor concerning any exposure to blood borne pathogens. (These procedures are described in the City of Milford, Bloodborne Pathogens Policy/Exposure Plan)

- The ultimate responsibility for Health Services remains that of Superintendent of Schools, including but not limited to the following:
- Support and enforce compliance with the Infection Control Program.
- Correct any unsafe acts, and refer employees for remedial infection control training as required.
- Refer for medical evaluation any ~~member~~ employee possibly unfit for work for infection control or any other reasons.

### **Training**

The Chief Operations Officer along with the City of Milford Director of Nursing will be responsible for the development of a comprehensive infection control educational program which complies with OSHA Regulations. Additionally, the following components shall be administered through the Health Department:

- Develop and implement an immunization program.
- Develop and implement a post-exposure program.
- Provide technical assistance and guidance for infection control training.
- Maintain confidentiality of all medical and exposure records as required by OSHA regulations.
- Provide follow up information as necessary for incidents involving exposure to blood, body fluids, or other potentially infectious materials.
- The Milford Public Schools will pay for Hepatitis B vaccine for its at risk staff.

### **Health Maintenance**

All employees identified at risk will be offered immunizations against the Hepatitis B Virus (HBV). Employees may refuse immunizations or may submit proof of previous immunizations. Whenever employees refuse such immunizations, they shall sign a refusal form. However, employees who initially refuse may later receive immunizations upon request at no cost to the employee. The Milford Public Schools will identify those at risk at the time of hire and as assignments change.

The Milford Public Schools will maintain records in accordance with OSHA. Employee participation in the infection control program will be documented, including:

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- Name
- Immunization records
- Circumstances of exposure to communicable diseases.
- Post-exposure medical evaluation, treatment and follow up.
- Employees health records will be maintained according to OSHA regulations.
- Medical records are strictly confidential. They shall be maintained by Milford Public Schools and will not be kept with personnel files. Medical records will not be released without the written consent of the employee.
- Employees may examine their own medical records, and may request that copies be sent to their personal physician.

### **Training of Personnel**

#### **A. Training Content**

Training will be in compliance with OSHA Regulations, Occupational Exposure to Bloodborne Pathogens. This instruction shall include:

- An accessible copy of the OSHA Regulation and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of blood-borne pathogens.
- An explanation of the Milford Public Schools infection control program.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment, as applicable.
- An explanation of the signs and labels required for biohazardous materials; information on the proper storage and disposal of regulated medical waste.
- An explanation of the basis for selection of personal protective equipment.
- Information on the Hepatitis B Virus and immunization benefits.
- An explanation of the reporting process to follow for occupational exposures to blood or other potentially infectious materials and post exposure follow-up.

#### **B. Training Process**

- Annually all employees of the Milford Public Schools will receive an educational program concerning bloodborne pathogens.
- Infection control presentations will be appropriate in content and vocabulary to the educational level and language of employees being trained.
- At the time of hire, employees will receive training from their supervisor concerning the policies/procedures as they relate to their job description.

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C. Accountability

- Persons conducting infection control training shall be knowledgeable in all aspects of program elements as they relate to services provided by their department.
- The supervisors will be responsible for updating procedures and on site evaluations of adherence to policies/procedures.

D. Record Keeping

- Written training records will be maintained at Milford Health Department for a period of three years after the date on which the training occurs.

## **Personal Protective Equipment (PPE)**

### **Purpose**

The Milford Public Schools /Milford Health Department will provide to its employees the necessary personal protective equipment to limit their exposure to blood or other potentially infectious materials that may occur during scene operations, decontamination, or disposal activities.

### **Scope**

The following recommendations are to be followed by all personnel and shall be enforced by the supervisors.

### **Equipment:**

- Available personal protective equipment (PPE), will include: disposable gloves, eye protection, impervious gowns, sharps collectors, and leak proof red disposal bags.
- Sharps collectors will be closable, puncture resistant, and leak proof.
- Face masks will be worn by dental hygienists.
- Heavy duty utility gloves will be worn by custodians for general trash removal and cleaning up of body fluids.

### **Selection and Use of PPE:**

- Emergency response is often unpredictable and uncontrollable. While blood is the single most important source of HIV and HBV infection in the workplace, it is safest to assume that all body fluids are potentially infectious. For this reason, PPE will be chosen to provide barrier protection against all body fluids.

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- In general, employees should select PPE appropriate to the potential spill, splash, or exposure to body fluids. No PPE ensemble can cover all situations, common sense must be used. When in doubt, employees should select maximal rather than minimal protection.
- Disposable gloves will be worn during any patient contact when potential exists for contact with blood, body fluids, non-intact skin, or other infectious material. Nurses should also carry a set of disposable gloves in the pocket of lab coats.
- Gloves should be replaced as soon as possible when soiled, torn, or punctured. Personnel should wash hands as soon as practical following removal.
- Utility type gloves or disposable gloves should be worn during the handling, cleaning, decontamination, or disinfecting of potentially contaminated areas or equipment.
- Facial protection will be used in any situation where splash contact with the face is possible. Protection may be afforded by using both face mask and eye protection, or by using a full face shield. When treating a patient with a known airborne transmissible disease, face masks should be used. The first choice is to mask the patient; if this is not possible, mask the employee. Dental Hygienists will mask when caring for students.
- Fluid resistant gowns are designed to protect clothing from splashes. The decision to use barrier protection to protect employee clothing, as well as the type to be worn, will be left to each nurse, dental hygienist and dentist, depending on the type of exposure.
- Coaches will have their first aid kits and PPE (gloves, CPR masks, etc.)

### **Program Evaluation**

- The Infection Control Program will be reevaluated at least annually to ensure that the program is both appropriate and effective.
- The plan will be reevaluated as needed to reflect any significant changes in assigned tasks or procedures; in medical knowledge related to infection control; or in regulatory matters.

Legal Reference: Connecticut General Statutes  
29 CFR Part 1910.1030 Occupational Exposure to Bloodborne Pathogens;  
Final Rule  
Connecticut State Agencies Regulations Section 31-372-101-1910.1030  
31-372 Adoption of federal and state standards. Variance.

Board Policy Approved: February 9, 1993

Policy Revision Approved: October 14, 2019