

# CARROLL COUNTY PUBLIC SCHOOLS

## EXPOSURE CONTROL PLAN



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## INTRODUCTION

This EXPOSURE CONTROL PLAN provides the employees of CARROLL COUNTY PUBLIC SCHOOLS with guidelines for handling any exposure to body fluids. These established procedures are in accordance with local and state requirements, as well as federal occupational safety and health requirements 1910.1030.

Standard precautions shall be observed in Carroll County Public School sites in order to prevent contact with all body fluids and other potentially infectious materials. All body fluids or other potentially infectious materials will be considered infectious at all times.

This plan is required to be available at each cost center and its whereabouts made known and access given to all staff. Wherein a specific building the location of the Exposure Control Plan and the Custodial Procedures Manual along with appropriate safety equipment and materials for cleanup should be located in the material lockers. The school nurse will have a copy of this information. The Exposure Control Plan is also located on the Carroll County Public Schools website.

The Carroll County Public Schools Custodial Procedures Manual gives specific guidelines for care and maintenance of school facilities. The Custodial Procedures Manual is given to each custodian when they begin employment. The procedures for cleaning the building and controlling bodily fluids in the school setting should be referred to for specific details.

If there is an exposure, please complete the forms attached and follow the guidelines for receiving treatment. The guidelines provide information regarding how to care for an exposure, how to decrease the risk of further exposure and post exposure management.

# CARROLL COUNTY PUBLIC SCHOOLS

## TASK CLASSIFICATION FORM – POTENTIAL FOR EXPOSURE

This form represents job classifications in which some employees are reasonably anticipated to have an “occupational exposure” to blood or other potentially infectious material. Employees who feel they qualify to be placed on the HBV Vaccination program may make their request in writing to the **Department of Human Resources**.

Instructional Assistant/Special Education - Assisting developmentally delayed and emotionally challenged children

Teachers – Special Education – Assisting developmentally delayed and emotionally challenged children

Custodians/Plumbers – Cleaning bodily fluids, disposal of waste products, sanitation of schools and cleaning of drains

Bus assistants – Special Needs Buses – Assisting handicapped students on buses

School Security Officer – General Security

General Maintenance Worker / Building Maintenance Mechanic – Assists in plumbing repairs to mechanical failures that may include contact with bodily fluid.

# CARROLL COUNTY PUBLIC SCHOOLS

## TASK CLASSIFICATION FORM – REASONABLE ANTICIPATED EXPOSURE

This form represents job classifications in which ALL employees are reasonably anticipated to have “occupational exposure” to blood or other potentially infectious material.

Registered Nurses

Licensed Practical Nurses

Athletic Trainers

OSHA guidelines require employers to provide for antibody testing of Health Care Workers 1 to 2 months past the Hepatitis B series and offer repeat of the series if levels are not indicative of protection.

## **WHAT TO DO IF YOU HAVE AN EXPOSURE INCIDENT**

**1 – WASH THE EXPOSED AREA WITH SOAP AND WATER OR SALINE EYE WASH IF EYES ARE INVOLVED. SEEK MEDICAL ATTENTION**

Attached you will find information regarding a medical facility available to evaluate your medical needs and treat you. This facility will bill Carroll County Public Schools for your treatment.

**2 – NOTIFY YOUR ADMINISTRATOR AND COMPLETE THE REQUIRED FORMS**

Attached is a form titled “Employee Report of Exposure”. Please complete this form within 24 hours of exposure and give to your Cost Center Administrator.

**3 – NOTIFY YOUR COST CENTER WORKERS COMPENSATION CONTACT**

The cost center must input a Workers Compensation report for this incident and the Workers Compensation Contact will also log the incident onto the OSHA 300 log.



**Carroll Occupational Health**  
700-B Corporate Center Court, Suite A  
Westminster, MD 21157  
**Appointments: 410-871-0470**  
**Fax: 410-871-0743**  
**Hours: Monday – Friday – 7:00am – 5:00pm**

Please complete Authorization for Services on reverse side.

**Hours:** Mondays – Friday - 7:00 am – 5:00 pm

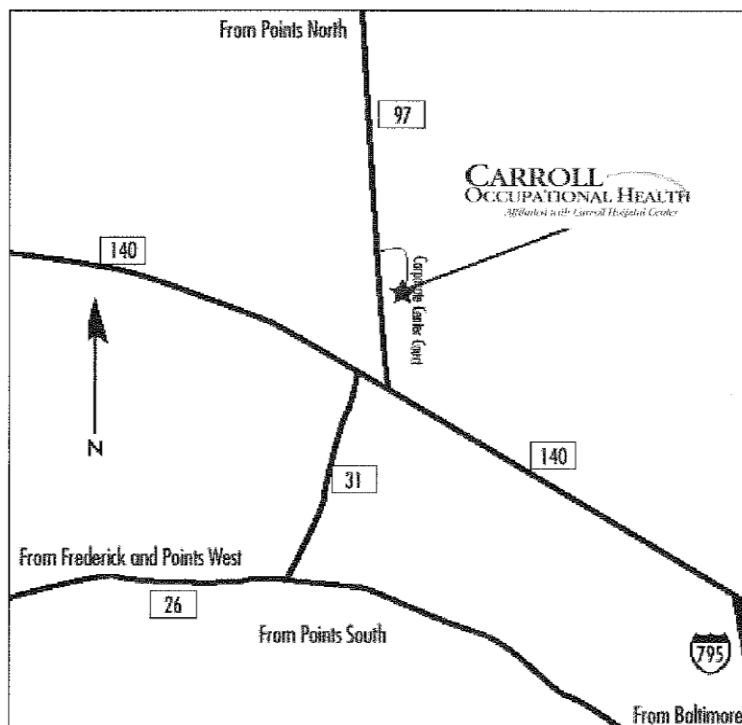
**Directions to Carroll Occupational Health – Westminster**

**From Baltimore:** Take 795 North to 140 West (to Westminster for approximately 12 miles). Bear right on 97 North (to Union Mills). Stay right on exit. Make right onto Corporate Center Court. Make right at 1<sup>st</sup> entrance to Bldg. 700.

**From Frederick and points West:** Take 26 East to 31 East (to New Windsor). Take 140 East. Bear right on 97 North (to Union Mills). Stay right on exit. Make right onto Corporate Center Court. Make right at 1<sup>st</sup> entrance to Bldg. 700.

**From points North:** Take 97 South. Make left on Corporate Center Court. Make right at 1<sup>st</sup> entrance to Bldg. 700.

Effective October 1, 2000, we will no longer be able to supervise unattended children in our clinics. We ask you to notify your employees to make appropriate child care arrangements before accessing services at one of our locations.



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## EMPLOYEE REPORT OF EXPOSURE (must be completed within 24 hours of exposure)

1 – NAME.....

2 - JOB TITLE/POSITION.....

3 – DATE OF EXPOSURE.....TIME OF EXPOSURE.....

4 – LOCATION WHERE EXPOSURE OCCURRED.....

5 – SOURCE OF BLOOD OR POTENTIALLY INFECTIOUS MATERIAL (IF KNOWN).....

NAME.....

6 – DESCRIBE THE EXPOSURE INCIDENT.....

7 – TYPE OF EXPOSURE INCIDENT (CHECK ALL THAT APPLY)

PUNCTURE WOUND..... NEEDLE STICK.....

MUCOUS MEMBRANE..... NON-INTACT SKIN.....

OTHER.....

8 – PERSONAL PROTECTIVE EQUIPMENT (PPE) IN USE AT THE TIME OF THE INCIDENT

GLOVES..... GOWN.....

MASK..... GOGGLES.....

FACE SHIELD..... NONE.....

OTHER – DESCRIBE.....

9 - MEASURES PERFORMED AFTER INCIDENT (CHECK ALL THAT APPLY)

WASHED AFFECTED AREA..... APPLIED ANTISEPTIC.....

FLUSHED WITH WATER/SALINE..... ALLOWED WOUND TO BLEED.....

EVALUATED BY SCHOOL NURSE..... EVALUATED BY MEDICAL FACILITY.....

REPORTED INCIDENT TO SUPERVISOR.....

REPORTED INCIDENT TO COST CENTER’S WORKERS COMPENSATION CONTACT PERSON.....

SIGNATURE OF EMPLOYEE.....DATE.....

SIGNATURE OF COST CENTER ADMINISTRATOR.....DATE.....

COPIES TO: SCHOOL ADMISTRATOR, SCHOOL NURSE, COST CENTER WORKERS COMPENSATION CONTACT, HUMAN RESOURCES

## **Exposure Control Plan**

### **I. Purpose and Goals**

To provide a comprehensive infection control program to maximize protection against communicable/infectious disease for all Employees/staff

- a) Personnel
- b) Officers
- c) Visitors/public
- d) Volunteers

To ensure a standard of care and treatment for those who are exposed to potentially infectious materials.  
To maintain and document a comprehensive, effective, and up-to-date infection control program.

### **Plan Statement**

- To provide services to students, staff and the public without regard to known or suspected diagnoses of communicable/infectious disease.
- To regard all contacts as potentially infectious. Standard precautions will be observed at all times and will include all body fluids and other potentially infectious material.
- To provide all personnel with the necessary training and personal protective equipment (PPE) needed for protection from communicable/infectious diseases.
- To recognize the need for work restrictions based on infection control concerns.
- To prohibit discrimination of any personnel for health reasons, including infection and/or seroconversion with HIV, HBV, or HCV virus.
- To regard all medical information as strictly confidential. No personnel health information will be released without the signed written consent of the personnel.

### **II. Plan Implementation**

#### **A. Plan Maintenance, Evaluation, and Updates**

This Infection Control Program will be reevaluated *at least* annually to ensure that the program is appropriate, effective, and up-to-date. In addition, the Infection Control Program will be reevaluated on an as needed basis to reflect any significant changes in assigned tasks or in medical best practices in infection control. The Human Resources Specialist and the Coordinator of Environmental Safety will actively participate in program reevaluation to ensure that the program remains in compliance with Federal, State, and Local Laws.

The Human Resources Department shall investigate any complaint received in reference to an Infection Control Plan compliance issue.



## **B. Plan Scope**

The Infection Control Plan is applicable to all employees, staff, volunteers and students. It is effective immediately upon adoption.

## **C. Health requirements for those covered by plan**

Personnel will be offered immunizations against hepatitis B upon hiring based upon recommendations of the Centers for Disease Control and Prevention. For healthcare workers - <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> For general public: <http://www.cdc.gov/vaccines/schedules/easy-to-read/adult.html>

- The risks and benefits of immunization will be explained to all personnel, and informed consent obtained prior to immunization. Personnel may request serologic testing prior to hepatitis B immunization to determine if previous immunity exists.
- Personnel may refuse immunizations, or may submit proof of previous immunization. Personnel who refuse immunization will be counseled on the occupational risks of communicable/infectious disease and required to sign a refusal statement.

Medical Records - The Department of Human Resources will maintain records in accordance with OSHA's 29 CFR 1910-1030.

All correspondence regarding vaccinations will be filed in the Human Resources filing department. This information will not be filed in the personnel employment file because medical records and information is prohibited, so separate files have been created for this information.

Medical records for employees who have been exposed are filed with the Workers Compensation Insurance carrier and Workers Compensation claim.

#### **D. Training requirements for those covered by the plan**

Training for the occupationally exposed employees shall take place during working hours at no cost to the employee.

- Training will be updated each year through the Safe Schools Program
- Training will include but not limited to:

A general explanation of modes of transmission of blood-borne pathogens

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure of blood and other potentially infectious materials

An explanation of the use and limitations of methods which will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment (PPE)

Information of the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment (PPE)

An explanation of the basis for the selection of personal protective equipment (PPE)

Information on the hepatitis B vaccine, including information of its efficacy safety, methods of administration, the benefits of being vaccinated, that the vaccine and vaccination will be administered free of charge

An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and medical follow up that will be made available

An explanation of the signs and labels and or color coding required for biohazard materials; information on the proper storage and disposal of biohazard materials

Training will be completed on-line by every employee. A post-test will be given at the end of each training to assess the knowledge of the material.

## **E. Facilities and equipment available for those covered by plan**

Carroll County Public Schools shall ensure that the worksite is maintained in a clean and sanitary condition. All facilities must comply with health and infection control laws, regulations, and standards for public use facilities. This includes:

- a) Clearly labelled facilities for the safe storage, use, and disposal of cleansing and disinfecting solutions
- b) Appropriate containers for disposal of biohazard waste
- c) Safety Data Sheets (SDS) for cleansing and disinfecting solutions. All personnel using these solutions will be familiar with the SDS and will use the recommended PPE.
- d) Infectious waste storage areas marked with biohazard signs and maintained in accordance with all EPA and local regulations.
- e) All disposal of biohazard waste will be in accordance with Environmental Protection Agency (EPA) and local regulations and will be performed by an approved licensed contractor.
- f) Contaminated sharps stored in closed puncture-resistant containers (sharp boxes) with appropriate biohazard markings and color coding.

## **F. Infection Prevention**

Carroll County Public Schools will ensure that standard precautions are followed, and that all personnel will receive training on the use of standard precautions.

Standard precautions are a method of infection control recommended by the Centers for Disease Control and Prevention, in which all human blood, body fluids, and human tissue are handled as if they are infected with HIV, HBV, and/or other blood-borne pathogens. Standard precautions were developed for healthcare settings, but can be adapted to other settings.

Eating, drinking, handling contact lenses or applying cosmetics or lip balm is prohibited at the scene of operations.

Standard Precautions for non-healthcare settings include: 1) hand hygiene, 2) respiratory hygiene; 3) use of personal protective equipment (e.g., gloves, gowns, masks); and 4) safe handling of potentially contaminated equipment or surfaces/ scene or field operations.

When blood is present and a patient is combative or threatening, gloves should be put on as soon as conditions permit.

### Hand Hygiene

Personnel will wash hands:

- After removing PPE
- After each client contact when *feasible/indicated*
- After handling potentially infectious materials
- After cleaning and/or decontaminating equipment
- After using the bathroom
- Before eating
- Before and/or after handling and/or preparing food

Hand washing with soap and water will be performed for ten to fifteen seconds. If soap and water is not available at the scene, a waterless hand wash may be used (per manufacturer's directions), provided that a soap and water wash is performed as soon as possible.

## Respiratory Hygiene

All personnel with signs and symptoms of a respiratory infection are instructed to:

- Cover the mouth and nose with a tissue when coughing or sneezing
- Dispose of the used tissue in the nearest waste receptacle
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials

## Personal Protective Equipment (PPE)

### PPE Overview

- If it's wet, it's infectious - use gloves.
- If it could splash onto your face, use eye shields and mask or full face shield.
- If it's airborne, mask the patient and/or yourself.
- If it could splash on your clothes, use a gown or structural firefighting gear.
- If it could splash on your head or feet, use appropriate barrier protection.

Personnel should select PPE appropriate to the potential for spill, splash, and/or exposure to body fluids. No standard operating procedure for PPE ensemble can cover all situations. When in doubt, personnel should select maximal rather than minimal PPE.

### Gloves

- Disposable medical latex-free gloves will be worn when potential exists for contact with blood, body fluids, non-intact skin, or other infectious material. All personnel will have access to extra pairs of disposable medical latex-free gloves.
- Disposable medical latex-free gloves will be replaced as soon as possible when soiled, torn, or punctured. Hands will be washed thoroughly after glove removal.
- Disposable medical latex-free gloves will not be reused or washed and disinfected for reuse.
- Heavy-duty utility gloves may be used for the handling, cleaning, decontamination, or disinfection of potentially contaminated equipment and surfaces.
- Avoid handling personal items while wearing contaminated gloves.

### Facial Protection

- Facial protection will be used in any situation where splash contact with the face is possible. Facial protection requires using **both** a face mask and eye protection or using a full face shield. When treating a patient with a suspected or known airborne transmissible disease, face masks or particulate respirators will be used.
- Particulate respirators shall be fit-tested to all personnel for appropriate size prior to usage for all nursing staff through Carroll County Health Department.

### Body Protection

- Fluid resistant gowns are designed to protect clothing from splashes.
- Under certain circumstances shoe covers will be required to protect from potential contamination.

## **G. Safe clean up and disposal of potentially infectious materials; clean up of equipment/vehicles exposed to potentially infectious materials**

- Contaminated equipment will be removed and replaced with clean equipment. Supplies of PPE will be replenished.
- Contaminated equipment will be stored only in the decontamination area. Cleaning and decontamination will be performed as soon as practical.
- Used needles and other sharps must be disposed of in an approved sharp container.
- Disposal equipment and other biohazard waste generated during on-scene operations will be stored in the biohazard disposal area in appropriate leak-proof containers. Sharps containers, when full, will be closed and picked up.
- Gloves will be worn for all contact with contaminated equipment or materials. Other PPE will be depending on splash or spill potential. Heavy-duty utility gloves may be used for cleaning, disinfection, or decontamination of equipment.
- The manufacturer's guidelines will be used for the cleaning and decontamination of all equipment.

## **H. Plan for exposed personnel**

### Post-Exposure Protocols

A situation that constitutes an exposure incident includes:

- Contact with blood or other potentially infectious materials to non-intact skin, eyes, nose, or mouth
- Respiratory secretions entering through eyes, nose, or mouth
- Needle stick
- Human and animal bites
- Cuts from contaminated sharps or glass
- Mouth-to-mouth resuscitation without pocket mask/one-way valve
- Other exposure that the personnel may feel is significant

**Step I:** Any personnel exposed to potentially infectious material will immediately wash the exposed area with soap and water, or saline eye wash if eyes are involved. In the absence of these cleaners, waterless cleaner may be used. Any area that is bleeding or presents an exposure risk should be bandaged.

**Step II:** After an exposure incident has occurred, the personnel will proceed to a medical facility during business hours as appropriate. After business hours personnel will report to closest hospital emergency department.

**Step III:** Any personnel having a potential infectious disease exposure will report the incident to his/her supervisor as soon as possible.

**Step IV:** The personnel will fill out an exposure report within 24 hours of the incident.

The report will include details of the task being performed, the means of transmission, the portal of entry, and the type of PPE in use at the time.

Report the incident to the cost centers' Workers Compensation Contact person so a report can be filed.

**Step V:** Follow-up care for an exposure will be arranged through the Workers Compensation Insurance carrier. Follow-up may include counseling and medical evaluation at baseline and periodically for at least a year post-exposure (e.g., 6 weeks, 12 weeks, 6 months, and 1 year), and should observe precautions to prevent possible secondary transmission.

Infection control retraining will be offered if indicated.

Stress management counseling will be made available as part of the post-exposure protocol as indicated.

#### Notification

Personnel will be notified if a client with whom they had contact, in a situation where disease transmission could have taken place, is diagnosed with a bloodborne or other potentially communicable/infectious disease. Patient confidentiality will be preserved in any notification procedure.

### III. Resources for additional information

#### **Carroll County Health Department**

Call 410-876-4900 for appointments or consultation.

#### **OSHA - OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION**

<https://www.osha.gov/>

#### **Centers for Disease Control and Prevention**

<https://www.cdc.gov/>

#### **Selected EPA-registered Disinfectants**

<http://www.epa.gov/oppad001/chemregindex.htm>