

Bloodborne Pathogen Exposure Control Plan

Richmond Public Schools is committed to providing a healthy and safe school community and work environment for our staff and students.

Exposure Control Plan (ECP)

The Bloodborne Pathogen Exposure Control Plan (ECP) helps eliminate and/or minimize occupational exposure to bloodborne pathogens and other potentially infectious materials (OPIM) in accordance with RPS School Board Policies 8-5.7 and 7-2.3 by outlining clear expectations and implementation steps in compliance with the Occupational Safety and Health Administration (OSHA) standards.

The ECP includes guidance related to:

- Program Administration
- Employee Exposure Determination
- Universal Precautions and Workplace Practice Safety Controls
- Post-Exposure Follow-Up (including Hepatitis B Vaccination)

Program Administration

The Risk Management Department provides division level guidance regarding the development and implementation of the ECP. Risk Management maintains, reviews, and updates the ECP whenever necessary to include new or modified actions and procedures.

Each Department director for non-school buildings that house employees and/or principals of school buildings are responsible for ensuring that the ECP is implemented in their building. Each building will determine a site-specific designee(s) to ensure that the protocols are followed by the employees.

Designee's duties include:

- Ensuring the ECP is accessible in the main office of the building
- Supporting the implementation of the ECP
- Inspecting and maintaining adequate supplies of PPE; ensuring the use of PPE as appropriate
- Reviewing and updating plan as necessary (for example, when custodial crews change)
- Making sure that all employees have had appropriate training
- Ensuring that employees that have potential exposure have been offered the Hepatitis B vaccination or have signed a declination form
- Ensuring that strategies/plans are in place to protect employees from hazardous conditions

Employees

With Likely Exposure

Those employees who are determined to have an occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in the ECP. Employees who have likely exposure include nursing team members and custodial team members, although others may be identified.

Without Direct Exposure

Most job classifications do not have significant risk of direct exposure to blood or other potentially infectious materials (OPIM). However, all employees must complete the Bloodborne pathogen training through Safe Schools annually and partake in universal precautions as outlined below.

Universal Precautions and Workplace Practice Safety Controls

All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source of the individual. Universal precautions and workplace practice safety controls are used to eliminate and/or minimize exposure to employees. These controls include annual training, hand washing regimens, sharp disposal containers, PPE, and custodial services.

Training

- All RPS employees are required to complete training on an annual basis. Training will be provided through the Safe Schools training module (see Appendix A). A record will be maintained of all employees who have completed the training through the Safe Schools module in RPS Talent Office. If an employee fails to maintain the annual requirement the employee will be subject to disciplinary action.

Hand washing

- Washing hands with soap before and after an exposure is required.

Sharp disposal containers

- Sharps disposal containers are available in each building and are puncture resistant, leak proof, closable, and labeled with a biohazard label. These containers are inspected, maintained and are to be replaced on a regular schedule to ensure their effectiveness.

PPE

- Personal Protective Equipment (PPE) is required for all employees when handling blood and other infectious materials (to include gloves, face shield, gowns, and eye protection). All employees using PPE must adhere to the following precautions:
 - Wear appropriate gloves when there is a potential to come in contact with blood or OPIM, and when handling or touching contaminated items or surfaces
 - Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
 - Wear appropriate face and eye protection where splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
 - Remove PPE after it becomes contaminated, and before leaving the work area.
 - Wash hands immediately or as soon as feasible after removing gloves/PPE.
 - Remove any garment contaminated by blood or OPIM, in such a way to avoid contact with the outer surface.
 - Infectious waste is to be discarded into biohazard containers, lined with a red plastic bag. Bags will be sealed and labeled with disposal being arranged by a secured vendor for removal
 - Treat blood and body fluids containing blood as if they are infected and use universal precautions.

Custodial Services

- All school buildings and employee worksites are cleaned and sanitized daily. This includes any and all surfaces after contact with blood and other infectious materials.
- Contaminated surfaces will be cleaned and disinfected with the appropriate products approved for use by the custodial department.

- Cleaning will take place as soon as possible after surfaces become contaminated.
- All bins, pails, cans, or any reusable receptacles which may have been used or come in contact with blood or infectious materials will be inspected, cleaned, and disinfected as soon as possible with department approved disinfectant products.
- Any broken glassware that may be contaminated will not be picked up directly by hand. Instead objects should be removed with appropriate PPE and or department approved custodial equipment.
- Any contaminated PPE or clothing used to clean blood or infectious materials that cannot be cleaned and disinfected will be disposed of in red trash bags, sealed, and labeled for disposal with vendor pick up.

Post Exposure Follow-up

Following an exposure, the school Principal, Assistant Principal, Custodial II, and Director of the employee location shall complete the report "Post Exposure Information Sheet" (Appendix B).

Hepatitis B Vaccination

All RPS employees that have been identified as being exposed to blood or any other infectious materials will be offered the Hepatitis B vaccine, at no cost. Employees will have the option of completing the vaccination with their primary care physician, a licensed physician, or with RPS Risk Management. An employee may have previously completed the Hepatitis B series and may only need a booster or Titters drawn to check immunization level within the body (which can only be determined by a licensed physician).

- Employees who decline the Hepatitis B Vaccination must sign a declination statement (Appendix C).
- Employees who initially elect to decline the vaccine but later elect to receive the vaccination after the 15 days will not be covered.

Appendix A: Accessing the Bloodborne Pathogen Training

1. Access RPS Home Page www.rvaschools.net
2. Click "Staff Portal" in the upper right section of the page
3. Log into the "Staff Portal"- User Name +prefix of email + password= RPS Email Password
4. Select "Safe Schools Login" from Staff Shortcuts
5. Login into "Safe Schools" Username = Your RPS Employee ID number
6. Select Log Me In
7. Choose the training course "Bloodborne Pathogens" Select START to begin.

Appendix B: Post Exposure Information Sheet

Date of Exposure: _____

Employee's Name: _____

Has the Employee received the HBV series? YES _____ No _____

If Yes, Dates received: # 1 _____ #2 _____ #3 _____

Location where incident occurred: _____

Type of Exposure: _____ Bite _____ Splash _____ Cut _____ Needlestick

_____ Open-skin _____ Mucous _____ Other

Type of infectious material: _____ Blood exposure: _____

Circumstances to the Injury:

Cause of the Exposure Incident (Break-in, accident, equipment malfunction, etc.)

Personal protective equipment being used at time of the exposure:

Actions taken following the incident:

Recommendations/plans to avoid future incident:

Source of Incident: (Employee/student/outside entity name) _____

Address and Phone number: _____

Source Unknown: _____

Principal/ School Nurse/Director/Custodial signature: _____

Appendix C: Hepatitis B Vaccine Declination

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

Employee's Signature Date