

Annual Notice to Employees

THE PREVENTION OF INFECTIOUS DISEASES (HIV and Hepatitis B) THROUGH UNIVERSAL “STANDARD” PRECAUTIONS

Although schools are not a primary location for HIV or Hepatitis transmission, work place exposure to these diseases has been known to cause employees to become infected. To underscore the importance of preventing occupational HIV & Hepatitis (and other infections) in the Workplace, the Centers for Disease Control and Prevention (CDC) has offered the following general recommendations: The primary means of preventing occupational exposure to HIV and other blood-borne pathogens is to follow infection control precautions with the assumption that all blood and body fluids from are potentially infectious. These infection control procedures are often referred to as Standard Precautions.

THE BASICS OF STANDARD PRECAUTIONS

Blood and body fluids - ALWAYS treat as potentially infectious. Clean up spills promptly using absorbent material such as paper towels, then clean more thoroughly with an EPA and district approved disinfectant. At home, a solution of 1 part household bleach to 10 parts water should be used. This bleach solution should always be freshly mixed as its strength decreases with time.

- **Gloves** – Wear water impervious gloves when handling blood, OPIM, or when cleaning cuts, scrapes or wounds. Wash hands after removing gloves, and dispose of the gloves in a plastic bag or plastic lined trash container. Add gloves to your first aid kit so they are always ready for use. Care should be taken when removing gloves after use to prevent contamination. Utility gloves can be worn, particularly when dealing with chemicals, and disinfected for future use.
- **Hand Washing** – Hands, to above the wrists should be washed after coming into contact with blood or OPIM and after removal of gloves. Hands should be washed with a mild soap, concentrating on rubbing all surfaces of the hands paying particular attention to creases, around nail beds and around thumbs. Handwashing should take at least 30 seconds.
- **Barrier for CPR** – If responding to an emergency and CPR is performed; a barrier for rescue breathing must be used. If a breathing barrier is unavailable, compression only CPR must be used.
- **Trash Removal** – Items contaminated with blood or OPIM including materials used to clean up a spill of blood or OPIM must be contained in a sharps container (needles and other sharps), Biohazard bag or a double lined trash bag.

- **Use of Disinfectants** – after clean up of spilled blood or OPIM the area must be disinfected to prevent the spread of blood borne viruses. Follow instructions on the disinfectant label for the amount of dwell time. If using a bleach and water mix (1 part bleach 10 parts water) the surface must remain wet for 10 minutes for the disinfectant to be effective.

Sharp Objects - place needles and syringes in a puncture proof container. Never recap, bend or break off used needles! Furthermore, because many skin injuries are related to “sharps” disposal, use a dust pan and brush to pick up broken sharp material or carefully handle sharp objects using gloves or other personal protection.

NEVER touch needles, syringes or other possibly infectious objects, educate children to tell an adult if they find any strange objects. If you find a used syringe or other potentially infectious object – especially in a park, school or playground – it is important to dispose of them promptly and carefully.

- If you have accidentally pricked yourself with a dirty needle, try to position the pricked area low to the ground to promote bleeding.
- Wash any exposed skin areas well for 5 minutes with soap and water.
- If you are on duty, call a school nurse, fill out an occupational incident report and go for treatment assessment if necessary.
- After hours go to the Emergency Room, inform the desk clerk that the visit is work-related.

Hepatitis B Vaccine – If you are in an employee group that has an occupational exposure to Blood borne pathogens, an offer of the Hepatitis B Vaccine was made to you at the time of hire. If you declined the vaccine at that time, you are still eligible and can begin the series of shots at any time. Should you be exposed to blood borne pathogens during the course of your employment, through a needle stick or other means, you will receive post exposure medical evaluations and treatment.