

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 4030.3**  
Adopted: March 26, 2002  
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**PERSONNEL**

**Employee Health & Safety Blood borne Pathogens**

Blood borne Pathogen Exposure Control Plan Procedure

I. Introduction

This is the Blood borne Pathogen Exposure Control Plan for Cambrian School District. Blood borne pathogens are pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Very few Cambrian School District employees are likely to be at risk or exposure to blood borne pathogens. However, to minimize this risk to our employees, we have implemented this exposure control plan.

*All employees must follow the terms of this exposure control plan at all times. Failure to do so may put you and your co-workers at risk. Thus, failure to follow this exposure control plan will result in disciplinary action up to and including discharge.*

II. Definitions

Occupational Exposure means “reasonable anticipated skin, eye mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.”

Exposure Incident means “a specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties”. Parenteral contact means “piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions”.

III. The Use of Universal Precautions

Specific methods for exposure control are discussed below in Section V. However, it is not possible to predict all possible scenarios for exposure in the educational environment. Thus, all employees are required to follow the rule of *universal precautions*.

*Universal precautions are to be observed to prevent contact with blood or other potentially infectious materials.*

- A. “Universal precautions” means that *all* blood and potentially infectious materials are to be treated as if they are in fact infections for HIV, HBV, or other blood borne pathogens.
- B. “Potentially Infectious Materials” are:
  - 1. Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva in dental procedures;
  - 2. Any body fluid visibly contaminated with blood;
  - 3. All bodily fluids in situations where it is difficult or impossible to differentiate between body fluids;
  - 4. Any unfixed tissue or organ from a human (living or dead); and HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, other tissues from experimental animals infected with HIV or HBV.

#### IV. Review and Update of this Plan

This plan will be regularly reviewed and updated as needed. In addition, this plan will also be reviewed and updated *whenever* necessary to reflect new or modified tasks and procedures which affect occupational exposure and to address any new or revised job categories with occupational exposure.

#### V. Job Category Exposure Determination

- A. *All* employees in the following job categories have occupational exposure to blood borne pathogens:  
  
Health Clerks
- B. *Some* employees in the following job categories have occupational exposure to blood borne pathogens:  
  
Custodians  
K-5 School Secretaries
- C. Employees in the job categories listed in 5B, above, have occupational exposure to blood borne pathogens when performing the following tasks and procedures:  
  
Emptying trash  
Cleaning sinks and toilets

## Providing first aid

### VI. Exposure Control Practices

The following exposure control practices are to be followed at all times:

#### A. General

1. All devices and equipment used for exposure control will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
2. All employees in the position of Health Clerks will be supplied with antiseptic hand cleaners and clean cloth or paper towels or antiseptic towelettes. When any of these are used, the employee is still required to wash his/her hands as soon as feasible.
3. Employees are required to wash their hands as soon as feasible, after removal of gloves or other personal protective equipment.
4. All employees must wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water as soon as feasible, following contact with blood or other potentially infectious materials.
5. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
6. All procedures involving blood or other potentially infectious materials must be performed in a manner so as to minimize splashing, spraying, and generation of droplets of these substances.

#### B. Barrier Precautions

##### 1. In General

Barrier precautions will be provided to the employee when contact with blood or body substances is possible and will be available at the health office.

When employees are responding to an incident in which exposure to blood and body substances is possible, the appropriate barrier precautions must be in place prior to contact with it. Torn gloves or other barriers are to be replaced as soon as feasible.

##### 2. Gloves

Gloves *must* be worn for touching blood and body fluids, mucous membranes, or broken skin, or for handling items or touching surfaces moist with blood or body

fluids, or for performing venipuncture. Care must be taken to avoid contacting other objects with contaminated gloves. Gloves must be changed between students. Hands must be washed after glove removal. The use of gloves is also required under the following circumstances:

- a. If provider's hands are abraded, chapped, or cut;
- b. When examining abraded or non-intact skin or people with active bleeding;
- c. During cleaning of body fluids or decontaminating procedures;

### 3. Mask and Protective Eye Wear

Masks and protective eye wear (glasses with protective solid side shields or goggles or chin length face shields) must be worn during procedures and in situations where splashes, spray, spatter, droplets of blood, or other potentially infectious material may be generated.

### 4. Contaminated or Damaged Personal Protective Equipment

- a. All contaminated personal protective equipment is to be placed in an impermeable container and will be collected and taken to the District Office for disposal.
- b. All damaged personal protective equipment is to be returned to the District Office as soon as feasible.

## C. Skin Precautions

Hand washing is a primary infection control procedure. Hand washing is the single most effective means for preventing the spread of infection. Barrier precautions will not replace the need for hand washing. Good hand washing techniques include washing hands with soap and running water, with particular attention paid to the areas between the fingers, under nails and under rings. Hands must be rinsed and dried thoroughly to avoid chapping and break in the integrity of the skin, which is the first line of defense against infection.

Hands and other skin surfaces contaminated with blood or other body fluids must be washed as soon as feasible and thoroughly.

In situations where running water and soap are not immediately available, care providers should use cleansing agents formulated with antimicrobial properties. Each health office in all schools will be equipped with a permanently mounted dispenser containing an antimicrobial cleansing agent and/or antiseptic towelettes. Hand washing with this type of equipment is to be followed with washing with soap and running water as soon as feasible.

Hands must be washed as soon as feasible after gloves are removed, since significant growth of microorganisms occurs in the warm, moist environment under the gloves, and since some glove failures have been reported.

Open cuts (non-sutured, non-aligned, edges averted) abrasions, rashes, or minor skin infections are to be covered with an occlusive dressing while working. Persons with lacerations that are either sutured or nonaligned or having averted edges should avoid direct contact with students or others with whom the employee may be exposed to blood or body fluids. Persons with other skin lesions that cannot be protected with a bulky occlusive dressing (i.e. fingertip, palm of hand) must not provide direct care. Persons with open skin lesions will not provide direct care while on duty.

Lotion should be applied when needed, taking care not to contaminate the remaining lotion in the bottle. Employees should carry their own personal unbreakable bottle of lotion to avoid contamination.

#### D. Equipment

Disposable equipment, including dressing material, must be enclosed in an impermeable container and transported to the District Office for disposal.

Reusable equipment is to be removed from service after each use until it has been cleaned and disinfected.

Sterilization and disinfection procedures for equipment must be used to sterilize or disinfect instruments, devices, or other items contaminated by potentially infectious materials.

#### E. Linen

Disposable linen must be used. Used linen is to be placed in impermeable containers that will not break or leak while it is in use or in transport.

#### F. Clothing

The use of personal protective equipment will preclude contamination of clothes in almost all instances. However, when clothing worn while on duty becomes soiled with potentially infectious material, it must be removed and turned in to the District Office for laundering as soon as feasible. Laundering of clothing soiled by potentially infectious material will be done at no expense to the employee.

#### G. Exposures to Communicable Diseases

Employees exposed to communicable diseases must report to their supervisor and will be treated in accordance with the Cambrian School District's protocols. "Exposure" includes needle sticks (dirty) and contact of body fluids with mucous membranes or open wounds. Exposed employees must complete an exposure report form and give it to the supervisor.

Supervisors will then give the form to Personnel Services who will immediately notify the Assistant Superintendent of Student Services. Exposed employees must report immediately for treatment and then report to their supervisors on their ability to return to work.

#### H. Immunization

All employees are encouraged to become immunized against the following:

- |                              |              |
|------------------------------|--------------|
| -Mumps, measles, and rubella | -Polio       |
| -Diphtheria, tetanus         | -Flu         |
| -Screened for tuberculosis   | -Hepatitis B |

#### I. Hepatitis B Vaccination

1. Cambrian School District will make available the Hepatitis B Vaccine and vaccination series to all employees who have occupational exposure.
2. Hepatitis B Vaccine and vaccination series will be available at no cost to employees that qualify.
3. Hepatitis B Vaccine and vaccination series will be made available at a location appointed by the District and will be performed by health care professionals qualified to perform this service.
4. The Hepatitis B Vaccine and vaccination series will be provided according to current recommendations of the U.S. Public Health Service at the time the vaccination or vaccination series is provided.
5. All laboratory tests related to the Hepatitis B Vaccine and vaccination series will be conducted by an accredited laboratory at no cost to employees.
6. Hepatitis B Vaccination will be made available after the employee has received training and information on the Hepatitis B Vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and the fact that the vaccine and vaccination will be offered free of charge.
7. Hepatitis B Vaccination will be made available to an eligible employee within ten (10) working days of initial assignment. The Hepatitis B Vaccine will be given to all employees who have occupational exposure, unless the employee has previously received the complete Hepatitis B Vaccination series or antibody testing has revealed that the employee is immune, or the vaccination is contraindicated for medical reasons.
8. Participation in a pre-screening program is not a prerequisite for receiving the Hepatitis B Vaccination.

9. If an employee who initially declines the Hepatitis B Vaccination, but, at a later date while still employed by Cambrian School District, is in a position where occupation exposure exists and later decides to accept the vaccination, the Hepatitis B Vaccination will be made available to that employee at that time at no cost to the employee.
10. Any employee who declines to accept the Hepatitis B Vaccination, must sign the Hepatitis B Vaccine Declination Form.
11. If a routine booster dose of Hepatitis B Vaccine is recommended by the U.S. Public Health Service at some future date, such a booster dose(s) shall be made available at no cost to the employee.

J. Post-Exposure Evaluation and Follow-Up

1. Each employee is required to immediately report any suspected exposure incident to Personnel Services. Failure to do so will result in discipline up to and including discharge. An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
2. Following a report of an exposure incident, Cambrian School District will make immediately available to the exposed employee a confidential medical evaluation and follow-up.
3. This medical evaluation and follow-up will be made available at no cost to the employee. The medical evaluation and follow-up will be performed by District assigned medical clinic pursuant to an appointment(s) made by the employee. The medical evaluation and follow-up will be performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and will be provided according to current recommendations of the U.S. Public Health Services in effect at the time. All laboratory tests related to the post exposure evaluation and follow-up will be conducted by an accredited laboratory at no cost to the employee.
4. The post exposure medical evaluation and follow-up will include at least the following:
  - a. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
  - b. Identification and documentation of the source individual, unless Cambrian School District determines that identification is infeasible or prohibited by law.

- c. The source individual's blood will be tested as soon as feasible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Cambrian School District will document that the required consent cannot be obtained. If the source individual's consent is not required by law, the source individual's blood, if available, shall be tested, and the results documented. If, however, the source individual is already known to be infected with HBV or HIV, testing for the source individual's HBV or HIV status does not need to be repeated. Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of all applicable law and regulations concerning disclosure of the identity and infectious status of the source individual.

K. Collection and Testing of the Exposed Employee's Blood for HVB and HIV Serological Status

1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
2. If the employee consents to base line blood collection but does not give consent at the time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

L. Information Provided to the Health Care Professional

1. Cambrian School District will ensure that the health care professional be responsible for an employee's Hepatitis B Vaccination is provided with the following information:
  - a. A copy of the OSHA Blood borne Pathogen Regulations;
  - b. A description of the exposed employee's duties as they relate to the exposure incident;
  - c. Documentation of the route(s) of exposure and circumstances under which exposure occurred;
  - d. Results of the source individual's blood testing, if available; and
  - e. All medical records relevant to the appropriate treatment of the employee including, vaccination status that is maintained by the employer.

M. The Health Care Professional's Written Opinion

1. Cambrian School District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.



2. The written opinion for Hepatitis B Vaccination shall be limited to other Hepatitis B vaccinations as indicated for an employee and if the employee has received such vaccination.
3. The health care professional's written opinion for post exposure evaluation and follow-up will be limited to the following:
  - a. That the employee has been informed of the results of the evaluation;
  - b. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment;

**Note:** All other findings or diagnoses shall remain confidential and shall not be included in the written report.

N. Employee Training and Information

Cambrian School District will provide information and training to all employees with occupational exposure. This training will be provided at no cost to employees and will be provided during regular working hours.

1. Timing of Training

Training will be provided as follows:

- a. At the time of initial assignment to tasks where occupational exposure may take place.
- b. At least annually thereafter; and
- c. Whenever modification of tasks or procedures or institution of new task or procedures affect the employee's occupational exposure.

O. Record Keeping

1. Cambrian School District will establish and maintain medical records that will include the following:

- a. The name and social security number of the employee;
- b. A copy of the employee's Hepatitis B's Vaccination status, including dates of all Hepatitis B Vaccinations and any medical records relative to the employee's ability to receive the vaccination;

- c. A copy of all results and examinations, medical testing, and following procedures;
- d. The employer's copy of the health care professional's written opinion;
- e. A copy of the information provided to the health care professional by the employer.

**Note:** All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent, except as required by law.

2. Training Records

Cambrian School District maintains the following training records:

- a. The dates of the training sessions;
- b. The contents and/or summary of the training session;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

3. Retention of Records

All records related to an employee kept by Cambrian School District under the Exposure Control Plan will be retained for as long as feasible; but in no case for less than 30 years after the employee leaves Cambrian School District's employment.