

INFECTION CONTROL PROGRAM

- I. The Waterville Central School District seeks to provide to each of its employees a place of employment which is free from recognized hazards and which will provide reasonable and adequate protection to the lives, safety or health of its employees.
- II. Therefore, it is the policy of the Waterville Central School District that a written Infection Control Program, based on New York State Department of Health, New York State Education Department and OSHA (PEOSH) guidelines, be established for all personnel who may come into direct contact with blood or other potentially infectious materials.

- A. The Waterville Central School District shall identify those employees with occupational exposure to blood or other potentially infectious materials. Occupational Exposure shall be defined as reasonably 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. The District shall identify these employees within its Infection Control Plan by job classification and by a list of tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs. Employees performing "Good Samaritan" acts, i.e. employees providing basic first-aid assistance to coworkers or others, where the provision of first-aid or medical assistance is not a part of their job duties, shall not be deemed to be "occupationally exposed".
- B. Employees deemed to have occupational exposure shall be provided with an Infection Control Training Program and the offer of a Hepatitis B vaccine in amounts and at times prescribed by 29 CFR 1910.1030(f).

An exemption to required pre-exposure vaccination may be made by the District for those employees who render first aid only as a collateral duty, responding solely to injuries resulting from workplace incidents at the location where the incident occurred. All other provisions of the blood borne pathogen standard still apply, including training and reporting procedures.

School personnel included in this category include coaches in a school athletic program; school monitors and school bus drivers and office workers who are designated and trained to perform first aid.

- C. Other employees not deemed to be at risk of occupational exposure will be offered and encouraged to attend an Infection Control Training Program at the discretion of the Superintendent.

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- D. The Infection Control Program will consist of the following:
1. Training
 - a. The Infection Control Training Program shall include as a minimum:
 1. An accessible copy of the regulatory text of 29 CFR 1910.1030 and an explanation of its contents.
 2. An explanation of blood-borne diseases, including epidemiology, symptoms and modes of transmission and methods of prevention.
 3. General and universal precautions to prevent transmission of infectious diseases, including an explanation of the availability, selection, use, location, limitations and proper removal and disposal/decontamination of protective equipment.
 4. A review of work practices to reduce exposure to blood-borne pathogens or other infectious agents.
 5. How to recognize tasks and other activities that may involve exposure.
 6. Reporting and follow-up procedures for employee exposures.
 7. Availability, advantages and disadvantages of Hepatitis B (HBV) vaccination.
 8. Information on the availability of resources and services.
 9. An explanation of the District's Infection Control Plan and how the employee can obtain a copy of it.
 10. An explanation of signs and labels and/or color-coding used in connection with the storage, handling and/or disposal of regulated waste.
 11. An opportunity for a question and answer segment with the person conducting the training session.

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- b. Infection Control training shall be provided once initially upon assignment and annual refresher training shall be provided within one year of the previous training thereafter to those employees identified as having occupational exposure. The training will be provided at no cost to the employee and shall be conducted during normal working hours. The person conducting the training shall be knowledgeable in the subject matter covered in the training session as it relates to the workplace that the training addresses.
 - c. The Superintendent or his/her designee shall maintain employee education/training records that include the date of training, content, names, positions (job titles) and social security numbers of all persons in attendance. A record of the name(s) and qualifications of the person(s) conducting the training shall also be maintained. Such records shall be maintained for a period of three (3) years from the date(s) of training.
 - d. Additional training shall be provided when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
2. The Waterville Central School District shall establish a program to disseminate information on the availability and administration of the HBV vaccine, and shall maintain records of vaccinations. Such vaccinations, if elected by the employee, shall be at no cost to the employee and provided in accordance with recommendations of the U.S. Public Health Service. The vaccinations shall be made available to all employees with occupational exposure after they have received the Infection Control Training and within ten (10) working days of initial assignment. Participation in a prescreening program shall not be a prerequisite for receiving Hepatitis B vaccination. The Superintendent or his/her designee shall document the offer and acceptance/refusal of the HBV vaccine. Routine booster dose(s) of the vaccine shall be made available to such employees, if recommended by the U.S. Public Health Service at a future date.
3. The Superintendent or his/her designee shall be responsible for establishing procedures for the evaluation and management of each incident of employee mucous membrane or parenteral (e.g. needle stick or

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cut) exposure to blood/body fluids. Such procedures shall provide for the documentation of such incidents and follow-up measures.

The Waterville Central School District shall immediately make available a confidential medical evaluation and follow-up to the exposed employee, including documentation of the route(s) of exposure; the circumstances under which the exposure incident occurred; identification and documentation of the source individual, unless identification is infeasible or prohibited by law; serological testing of the exposed employee's blood for HBV and HIV, upon the consent of the employee; post-exposure prophylaxis, when medically indicated; counseling and evaluation of reported illnesses.

The employer shall ensure that the necessary documentation as required by Section 1910.1030(h)(5) of 29 Code of Federal Regulations is submitted to the healthcare professional for utilization in the follow-up evaluation. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.

The procedures established herein shall also recognize the confidentiality requirements applicable to the medical status and records of District employees. Records of occupational exposure incidents shall be established and maintained in accordance with 29 CFR 1910.20(d) and shall be maintained for at least the duration of employment plus thirty (30) years.

4. The Superintendent or his/her designee shall be responsible for establishing procedures to provide universal precautions emphasizing engineering and work practice controls, including providing all materials and protective equipment necessary to implement and sustain an effective control program in the school environment. The Superintendent shall also establish a written schedule for cleaning, identifying the method of decontamination to be used, based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
5. The Superintendent or his/her designee shall be responsible for establishing procedures pertaining to the storing, packaging, labeling and transporting of regulated medical waste according to regulations, in accordance with 29 CFR 1910.1030(g).

POLICY

PERSONNEL

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6. The Superintendent or his/her designee shall review the infection control program and its implementation on an annual basis, or at other times when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
7. The District's Infection Control Plan shall be made available to all employees, and to OSHA, upon request.

Waterville Central School District

Legal Ref: New York State Labor Law, Article 2, Section 27(a)(3a)(1); 29 CFR 1910.1020, 1910.1030; 29 CFR 1910.30

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