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# BLOODBORNE PATHOGEN

## EXPOSURE CONTROL

### PLAN



Salinas Union High School District

August 2000

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In Compliance with  
GENERAL INDUSTRY SAFETY ORDERS  
Section 5193, Title 8, California Code of Regulations

In accordance with the Cal/OSHA Bloodborne Pathogens Standard, the following exposure control has been developed.

A. PURPOSE

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood
2. Comply with the Cal/OSHA Bloodborne Pathogens Standard, CCR – T8- 5193 (copy attached)

B. EXPOSURE DETERMINATION

The State of California (Cal/OSHA) requires employees to perform an exposure determination concerning which employees may incur occupational exposure to blood or Other Potentially Infectious Materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur an occupational exposure, regardless of frequency. In this District, the following job classifications are in this category:

***Health Technicians, Bus Drivers, Custodians, Campus Supervisors, Infants Care Center Aide, Child Care Givers, and Coaches***

Salinas Union High School District shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure (Health Technicians, Bus Drivers, Custodians, Campus Supervisors, Infant Care Aides and Child Care Givers).

Employees who do not regularly administer first aid as part of their job duties and for whom the administration of first aid is a collateral duty will not be offered pre-exposure incident vaccinations unless their job duties result in regular exposure to blood or OPIM.

Any employee may petition to be included in the District's Hepatitis B vaccination program if they feel that their job responsibilities may create potential occupational exposure. If you wish to be included in our initial vaccination series, complete a Hepatitis B Vaccination Petition at your site and return it to the Human Resources Office.

## C. IMPLEMENTATION METHODOLOGY

Cal/OSHA also requires that this plan include the methods of implementation for the various requirements of the standard. The following complies with this requirement:

### 1. Compliance Methods

Universal precautions will be observed at all district facilities in order to prevent contact with blood or OPIM. All blood will be considered infectious regardless of the perceived status of the source individual.

Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. Cal/OSHA requires that these facilities be readily accessible after incurring exposure.

The school Principal shall ensure that after the removal of personal protective gloves, employees shall wash hands and other potentially contaminated skin area immediately or as soon as feasible with soap and water.

### 2. Personal Protective Equipment

#### PPE Provision

The site administrator will be responsible for ensuring that the following provisions are met:

#### Availability of gloves.

Gloves are used at district facilities will be provided without cost to employees.

Gloves shall be used unless the supervisor shows that the employee temporarily and briefly declined to use gloves when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthier or posed an increased hazard to the safety of the worker or co-worker. When the employee, or supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

Gloves in appropriate sizes shall be readily accessible at the work site or issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Gloves shall be worn where it is reasonable anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or OPIM; when

performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposal gloves used at district facilities are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the gloves is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

### 3. Housekeeping

Decontamination will be accomplished by utilizing the following materials:

Lysol  
10% Bleach solution

District facilities will be cleaned and decontaminated according to the following schedule:

<b>AREA</b>	<b>SCHEDULE</b>	<b>PROCEDURE</b>
Restrooms	Daily	Wash, mop with bleach
Kitchen	Inspected Daily, Clean as needed	Wash, mop with Lysol
Classroom	Weekly	Wash, mop with Lysol
Other	As necessary	Wash, mop with Lysol

All contaminated work surfaces will be decontaminated after completion of procedures and immediately after any spill or blood or OPIM, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans and similar receptacles, which may be contaminated, shall be inspected and decontaminated on a daily basis by the Plant Foreman.

Any broken glassware, which may be contaminated, will not be picked up directly with the hands. A mechanical means (brush, dust pan, tongs or forceps) shall be used.

### 4. Waste Disposal

All contaminated waste will be placed in plastic bags, tied and placed in the trash dumpster.

5. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

***General***

The Hepatitis B vaccine and vaccination series and post exposure follow-up shall be made available to employees who have had an exposure incident.

The Director of Human Resources shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up are:

- a. Made available at no cost to the employee;
- b. Made available to the employee at a reasonable time and place;
- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- d. Provided according to the recommendations of the U.S. Public Health service.

***Post Exposure Evaluation and Follow-up***

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to the Director of Human Resources.

**HEPATITIS B VACCINATION WILL BE OFFERED WITHIN 24 HOURS OF ANY EXPOSURE INCIDENT, WHICH OCCURS TO ANY EMPLOYEE.**

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
- b. Identification and documentation of the source individual, unless it can be established that the identification is infeasible or prohibited by State or local law.
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Bloodborne Pathogens infectivity.

- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serologic status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having their blood collected for testing for HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up will be performed by Doctors on Duty Medical Clinic or other medical professional as determined by prior request for worker's compensation medical treatment.

### ***Information Provided to the Healthcare Professional***

The Director of Human Resources shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination and evaluating an employee after an exposure incident is provided the following additional information.

- a. A copy of 5193; (While the standard outlines the confidentiality requirements of the health care professional, it might be helpful for the employer to remind that individual of these requirements.)
- b. A written description of the exposed employee's duties as they relate to the exposure incident;
- c. Written documentation of the route 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.

### *Healthcare Professional's Written Opinion*

The Director of Human Resources shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination and post exposure follow-up shall be limited to the following information:

- a. Whether vaccination is indicated for the employee and if the employee has received such vaccination;
- b. A statement that the employee has been informed of the results of the evaluation; and
- c. A statement 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 diagnosis shall remain confidential and shall not be in the written report.

### 6. Information and Training

The Director of Human Resources shall ensure that training is provided on an annual basis to employees where occupational exposure may occur. Training shall be provided at no cost to the employee and at a reasonable time and place. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following elements:

- a. An accessible copy of the standard and an explanation of its contents;
- b. A discussion of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. The recognition of tasks that may involve exposure;
- e. An explanation of the Director of Human Resource's Bloodborne Pathogen Exposure Control Plan (this program), and a method of obtaining a copy.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.



Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

7. Record Keeping

***Medical Records***

Medical records shall be maintained in accordance with T8 California Code of Regulation, Section 3204. These records shall be kept confidential, and not disclosed without the employee's written consent and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employees HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
- c. A copy of all results of examination, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.
- e. A confidential copy of the healthcare professional opinion.

***Training Records***

The Director of Human Resources is responsible for maintaining the following training records. These records will be kept at Salinas Union High School District, 431 West Alisal Street, Salinas, California.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the materials presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

### ***Availability***

The employee's records shall be made available to the employee or to his designated representative for examination and copying upon request in accordance with T\*CCR-GISP Section 3204.

All employee records shall be made available to the Chief of the Division of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH).

### ***Transfer of Records***

If the facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Chief of DOSH shall be contacted for final disposition in accordance with the Section 3204.

## **8. Evaluation and Review**

The Director of Human Resources is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

## APPENDIX A – DEFINITIONS

**“Blood”** means human blood, human blood components, and products made from human blood.

**“Bloodborne Pathogens”** means pathogenic microorganisms 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 the human immunodeficiency virus (HIV).

**“Contaminated Sharps”** means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**“Exposure Incident”** means a specific eye, mouth, 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.

**“Occupational Exposure”** means 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

**“Other Potentially Infectious Material”** means the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response.

**“Parenteral”** means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

# *Salinas Union High School District*

## APPENDIX B

### RECORD OF HEPATITIS B VACCINE DECLINATIONS

DATE \_\_\_\_\_

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employer Representative

*Salinas Union High School District*

431 West Alisal Street  
Salinas, CA 93901  
(831) 796-7000

**HEPATITIS B VACCINATION PETITION**

I request to be included in the Salinas Union High School District Schools Hepatitis B Vaccination Series.

*Please state the specific circumstances of your job responsibilities that would qualify you to be included in our vaccination series.*


Name: \_\_\_\_\_

Worksite: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

This petition must be returned to the Director of Human Resources.