BLOODBORNE PATHOGENS EXPOSURE CONTROL

Employees who are at risk for occupational exposure to bloodborne pathogens and other potentially infectious materials will have access to a District plan to: a) minimize exposure, b) receive Hepatitis B Virus (HBV) vaccination at employer's expense, c) receive post-exposure follow-up, and d) annually receive information and training relating to OSHA rules and regulations.

I. PLAN

1. Supervising administrators, in coordination with the school nurse, will annually identify employees who are at risk for occupational exposure.

2. The District will adopt universal precaution and hand/skin washing procedures and review them annually.

3. Protective attire will be provided to identified employees.

4. All custodians shall receive instruction on the proper cleaning and disinfection of work surfaces, clean-up of broken glass, laundry management, and proper disposal of hazardous wastes.

5. Labels will be affixed to containers of regulated waste and other containers used to transport potentially infectious materials.

6. Follow-up and post-exposure procedures will be adopted, including procedures for documentation, blood testing, and medical follow-up/evaluation.

7. The District will make HBV vaccine available within ten (10) days of the initial working assignment, in compliance with OSHA standards, to identified employees through the Public Health Service.

8. The school nurse shall ensure that annual training is provided. Such training shall include access to OSHA rules; explanation of OSHA rules; general explanation of transmission, epidemiology, and symptoms of bloodborne disease; proper disposal of personal protective equipment; and post-exposure incident protocol.

9. HBV vaccination records and post-exposure records will be kept in personnel files for thirty (30) years. Staff training records, including content and training instructor, will be kept in District files for three (3) years.

10. The school nurse shall review/update the Exposure Control Plan annually.

II. UNIVERSAL PRECAUTIONS

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of
GUIDELINES

The following guidelines shall be used in Park County School District #1 for bloodborne pathogens exposure control.

GUIDELINES

1. Hand washing is the single most effective procedure to prevent the spread of communicable diseases.
2. Appropriate and disposable gloves shall be provided to employees as needed.
3. Appropriate disinfectants, as approved for use in the District, shall be available. The manufacturer's directions for proper use, preparation, precautions, and storage shall be followed at all times.
4. Appropriate protocols for hand washing, using disposable gloves, and cleaning/disinfecting items contaminated with body fluids shall be followed.
5. The school staff shall be educated about the potential danger of infection from body fluids.
6. A review of the latest recommendations from the Center for Disease Control, Wyoming Department of Health, and local health departments to prevent the spread of disease at school shall be incorporated as needed.
7. The District shall work with the physician of any student who may be highly susceptible to infections.
8. Restrooms and classrooms with sinks shall meet environmental standards (e.g., soap available).

STEPS FOR SPILLS

1. Put on disposable gloves.
2. Sprinkle a District-approved absorbent on the spill. Let it set until all fluid is absorbed.
3. Using a pick-up spatula, scoop the congealed liquid into appropriate red plastic bag.
4. Using a hand broom and dustpan, sweep up all traces of the odor control material. Try not to create dust.
5. Place sweeping into appropriate plastic bag. If soil is from a person suspected of having HIV, hepatitis, or any other infectious disease, the spatula, broom, and dustpan must be discarded into the appropriate red plastic bag.
6. Spray District-approved disinfectant on the contaminated area. Let set for required amount of time, then wipe with absorbent towel. Place soiled towel into red plastic bag.
7. Secure the opening of the red plastic bag with the tie.
8. Remove the disposable gloves and place the gloves and the sealed red plastic bag into a second red bag. Secure with a tie.
9. Again spray District-approved disinfectant on area to eliminate any lingering odor and as final step. Allow all surfaces to air dry.
10. Dispose of plastic bags with soil in accordance with local regulations.
11. After all handling and cleaning has been completed, wash hands with soap.

NOTE: IF THE SOIL IS FROM A PERSON SUSPECTED OF HAVING HIV, HEPATITIS, OR ANY OTHER INFECTIOUS DISEASE, THE INCIDENT SHOULD BE REPORTED TO THE COORDINATOR OF SUPPORT SERVICES IMMEDIATELY. INFORMATION WILL THEN BE FORWARDED TO THE SCHOOL NURSE.

CLEANING/DISINFECTING ITEMS CONTAMINATED BY BODY FLUIDS

Blood and body fluid spills shall be cleaned up promptly. Use disposable items to handle body fluids whenever possible. Wash with soap and water, then disinfect with a disinfectant-detergent formulation registered by EPA.

For Washable Surfaces (Hard Surfaces)

-- Desks, Tables, etc.:
1. Put on disposable gloves.
2. Remove all visible material using a disposable cleaning cloth (paper towel) with soap and water or spray disinfectant.
3. Rinse the surface to remove the soap.
4. Disinfect using District-approved agent in accordance with manufacturer's directions.
5. Rinse with water as directed by disinfectant manufacturer's directions.
6. Allow to air dry.
7. Discard disposable cleaning supplies into covered plastic-lined waste container that can be secured and double-bagged at the end of the day.
8. Remove and discard gloves in a covered plastic-lined waste container. Wash hands with soap.

-- Floors:
1. Put on disposable gloves.
2. Soak up and remove large soil with District-approved absorbing agent and/or paper towels.
3. Wash, rinse, and disinfect using the two-bucket system (one bucket to wash the soiled surface and one bucket to rinse), as follows:
   - In bucket #1, wring and mop up the vomitus, blood, or other body fluid until the area is clean.
   - Dip, wring, and mop once more.
   - Dip and wring out mop in bucket #1.
   - Put mop into bucket #2 (rinse bucket) that has clean disinfectant.
- Mop or rinse the area.
- Return mop to bucket #1 to wring out. This keeps the rinse bucket clean until the procedure is complete.
- After the spill is cleaned up, take care of the equipment as outlined:
  - Soak the mop in disinfectant after use.
  - Dispose of contaminated cleaning and disinfectant solutions into the toilet or sewer drain.
  - Discard disposable cleaning supplies into covered, plastic-lined waste container that will be secured and double-bagged at the end of the day.
  - Clean non-disposable equipment (dustpans, buckets, etc.), then rinse in disinfectant.
  - Remove and discard gloves in a covered, plastic-lined waste container.
  - Wash hands with soap.

For Non-Washable Surfaces (Soft Surfaces)

-- Rugs and Upholstery
  1. Put on disposable gloves.
  2. Apply sanitary absorbing agent, let dry, and vacuum.
  3. Use broom and dustpan to remove solid material, if necessary.
  4. Apply rug or upholstery shampoo as directed by the manufacturer. Re-vacuum according to directions on shampoo.
  5. When using a sanitizing carpet cleaner method (water extraction), follow directions on label.
  6. Discard contents of vacuum cleaner into covered, plastic-lined waste container.
  7. Clean dustpan and broom, if used. Rinse in disinfectant solution.
  8. Air dry.
  9. Remove and discard gloves in a covered, plastic-lined waste container.
 10. Wash hands with soap.

For Soiled Washable Materials

-- Clothing, Towels, etc.
  1. Handle the item as little as possible.
  2. Wearing gloves, rinse the item under running water, if appropriate.
  3. Place the item in a plastic bag. Seal the bag until the item can be washed. Send soiled clothing home with the student in a sealed plastic bag.
  4. Clean the sink, if needed.
  5. Wipe the sink with paper towels and discard the towels in plastic, sealed waste container.
  6. Remove and discard gloves.
  7. Wash hands with soap.
For Blood-Saturated Cloths
1. Wash soiled items separate from other items, washing and drying as usual.
2. If the material is bleachable, add one-half (1/2) cup bleach to the wash cycle; otherwise, add one-half (1/2) cup non-chlorine bleach to the wash cycle.
3. Use water temperature appropriate to the material.
4. Discard the plastic bag used to store the item into a plastic-lined waste container or another clean, sealed plastic bag.
5. Remove and discard gloves.
6. Wash hands with soap.

DISPOSAL OF SHARPS
Such items must be disposed of through the warehouse to the hospital or via other approved disposal process.

POST-EXPOSURE INCIDENT/BLOODBORNE INFECTIOUS DISEASE
Direct and unprotected contact with blood and/or body fluids must be reported so that appropriate intervention will proceed in a timely fashion.
1. All exposures or presumed exposures shall be documented on the "Employee Exposure Report Form" (Form A).
2. The exposure should be described by the employee in his/her own words.
3. All data on the contact (Form A) shall be reviewed.
4. If additional data is needed for evaluating the contact, the local Public Health Office shall be contacted.
5. The "Employee Exposure Report Form" (Form A) shall be filed with the Coordinator of Support Services and then forwarded to the School Nurse.

HEPATITIS B VACCINE
All employees with the potential of having direct contact with blood and/or body fluids shall be offered Hepatitis B vaccine, if not immune, within ten (10) days of the initial working assignment, at no cost to the employee.

Identified staff members who, in the course of their duties, may have direct contact with blood and/or body fluids include:

Class A -- school nurse, secretaries, custodians, speech pathologists, coaches, vocational teachers, physical education teachers, special education teachers, and special education aides;

Class B -- principals, bus drivers, sweepers, classroom teachers, and classroom aides.

Class C -- Any employees who feel they have been exposed in the line of employment may request screening to determine exposure.

HBV immunization records (Form B) shall be maintained on all identified employees in their personnel files.
All direct "unprotected contact", such as needle-stick injury or blood and/or body fluids coming in contact with mucous membranes or an open skin surface, should be reported to a physician.

Exposures shall be followed according to CDC protocols regardless of immunization status. Receipt of Hepatitis B vaccine series may not develop antibodies in all recipients.

**STAFF TRAINING/DEVELOPING UNIVERSAL PRECAUTIONS**

In order to minimize infectious disease transmission and to make employees aware of OSHA's ruling of occupational bloodborne pathogens, identified employees will receive annual training.

Identified employees, at time of employment and annually thereafter, will receive:

1) orientation to the District's infectious disease control program.
2) orientation to personal protective attire.
3) education regarding bloodborne diseases.

Documentation of staff education (via Form C if special training session is provided or via District records for annual first aid/CPR/bloodborne pathogens training) will be kept in employees' personnel or District files for a minimum of three (3) years.

**Procedures for Students**

Students can help in protecting themselves by proper and frequent hand washing because this is the single most effective procedure to prevent the spread of communicable diseases.

Any incident in which a student has direct and unprotected contact with blood and/or body fluids must be reported so that appropriate intervention can proceed.

- All exposures or presumed exposures shall be documented.
- The exposure should be described by the student in his/her own words.
- All data on the contact shall be reviewed.
- If additional data is needed for evaluation of the contact, the local Public Health Office shall be contacted.
- Appropriate medical response measures shall be taken in a timely manner.
- The report shall be filed with the Coordinator of Support Services and then forwarded to the school nurse.
- The report form shall be maintained in the student records established for this purpose.

The District shall work with the physician of any student who may be highly susceptible to infections in order to provide the best possible protection.