

LUCAS COUNTY CHILDREN SERVICES BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Definitions:

Bloodborne Pathogens: A disease causing organism that is present in human blood and can cause disease in humans, including but not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Occupational Exposure: Blood or other body fluid contact with eyes or mucous membranes; any non-intact skin which may include dermatitis, acne, hangnails, or chaffed skin; human bites that break the skin; and parenteral contact including needle sticks.

Other Body Fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, urine, emesis, and feces.

NOTE: Urine, feces, saliva, and emesis - the body fluids that workers are most likely to come in contact with - do not normally contain bloodborne pathogens unless they are contaminated with blood.

Exposure Determination:

Employees in the following job titles at Lucas County Children Services are at risk for an occupational exposure as shown by the job tasks or duties listed:

JOB TITLE	JOB TASK/DUTY
Health Services RN	Physical Assessments; dressing wounds, changing diapers, cleaning up emesis; responding to a child, employee or visitor emergency.
Drivers and Family Visits Managers	Changing diapers, cleaning up emesis
Security Officer	Physical confrontations; responding to a child, employee or visitor emergency.

Universal Precautions:

Universal Precautions will be observed in order to prevent contact with blood or other potentially infectious materials (OPIM).. All blood or other body fluids will be considered infectious regardless of the perceived status of the source individual.

Engineering/Work Practice Controls:

Engineering controls and work practice controls will be used to eliminate or reduce the risk of exposure to employees. "Engineering controls" either isolate or remove the hazard or isolate the employee from exposure, while "work practice controls" alter the manner in which a task is performed.

Engineering/Work Practice Controls:

- Employees shall scrub all surfaces of their hands for 20 seconds and/or any other skin with soap and warm running water, or flush mucous membranes with water, immediately, or as soon as feasible, following contact with blood or other body fluids.
- Employees shall wash their hands immediately, or as soon as feasible, after removing gloves or other personal protective equipment.
- Hand-washing facilities will be readily available and accessible to employees in building restrooms. Where work-sites are physically away from the building, antiseptic cleaner and disposable towels (or an acceptable substitute) will be provided, for example, in field first aid kits. Supervisors will assure that antiseptic cleaner and disposable towels (or an acceptable substitute) are provided to employees. **When such are used, employees shall still wash their hands with soap and running warm water as soon as feasible.**
- At LCCS there are no work areas that require special biohazard or warning labels. If a workplace is determined to have a reasonable likelihood of occupational exposure to blood or other body fluids, the area will be appropriately marked as feasible, or otherwise, communicated to employees. Employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lens in areas identified with biohazard labels.
- All procedures involving blood or other body fluids will be performed in such a manner as to minimize splashing, spraying, and spattering of droplets of these substances.
- The workplace will be maintained in a clean and sanitary condition. Custodial/cleaning services will be performed daily.
- All equipment and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant immediately or as soon as possible, after contact with blood or any other body fluids. (A solution of bleach and water is a basic disinfectant that can be used.)
- Any protective coverings used to cover equipment or work surfaces (such as absorbent paper) shall be removed and replaced, as soon as possible, after contact with blood or any other body fluids.
- All trash containers intended for reuse in the workplace which have a reasonable likelihood for becoming contaminated with blood or any other body fluids shall be inspected and a clean bag placed in container on a regular schedule. The container will be cleaned immediately, or as soon as possible, after contact with blood or other body fluids.
- Broken glass shall never be picked up directly with the hands. It shall be cleaned up using a brush and dustpan or tongs.
- Any contaminated equipment sent out for servicing will be prominently labeled. The label will describe the contamination and the employer will ensure that this information is shared with all applicable persons prior to handling, servicing, and shipping.
- Any equipment or work surface which has become contaminated with blood or other body fluids shall be examined by the appropriate supervisor (or Health Services RN if contamination is in Health Services) prior to use or handling and shall be decontaminated, as necessary, unless this is not feasible.
- Laundry contaminated with blood or other body fluid shall be handled as little and as carefully as possible. Such laundry will be placed in impervious bags appropriately marked at the location where it was used. All employees who handle contaminated laundry will use personal protective equipment to prevent contact with blood or other

body fluids. Laundry will be cleaned at LCCS' laundry facilities located in Health Services. Children's soiled clothing will be placed in an impervious bag, appropriately marked, and given to the caregiver for laundering.

- Proper containers for contaminated "sharps" will be used, and employees trained in their location and use. Sharps are not used in the routine care of children at LCCS. There is a sharps container in Health Services, if the need should arise.
- First aid kits will include disposable gloves and disposable CPR masks with a one-way valve. The Supervisor of Transportation/Family Visits, Supervisor of Security, and the Health Services Supervisor will ensure that first aid kits are updated annually or as needed in their respective departments.
- LCCS does not generate regulated waste in the routine care of children. Waste contaminated with blood or other body fluids shall be properly disposed of in accordance with State of Ohio EPA requirements.
- Where required by this plan, proper labeling methods as outlined in the OSHA standard shall be implemented, including appropriate warning labels on containers, red bags or containers, and proper use of the "BIOHAZARD" symbol.

Personal Protective Equipment:

Personal protective equipment (PPE), which could include any combination of the following, disposable gloves, masks, goggles or glasses with side shields, mask and or face shields, gowns, aprons, lab coats, will be available in work areas where there is the likelihood of occupational exposure. Personal protective equipment shall be considered "appropriate" only if it does not permit blood or other body fluids to pass through or reach employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Personal Protective Equipment shall be available at the workplace and at no cost to the employee. It will be issued on an "as needed" basis as determined by the supervisor or at the employee's request.

All PPE shall be removed prior to leaving the work site where it was used; noncontaminated equipment shall be returned to its designated storage location, while contaminated equipment shall be placed in an appropriately designated container for cleaning, decontamination or disposal.

All PPE shall be cleaned/laundered and disposed of by the employer. The employer will make all repairs and replacements.

At LCCS, only gloves will be made available because contact with blood or other body fluids should be limited to the hands. There are no instances when splashes or large quantities of blood or other body fluids may be reasonably anticipated for LCCS employees who are performing their work duties.

Any employee who could have hand contact with blood or other body fluids or contaminated equipment or surfaces should wear gloves. Disposable, "single-use" gloves are preferred.

Disposable gloves are not to be washed or decontaminated for re-use and are to be disposed of properly after use.

Hepatitis B Vaccination:

All employees identified in this Exposure Control Plan who may have an occupational exposure to blood or other body fluids shall be offered the hepatitis B vaccine at no cost.

The Health Services nurse will meet with new employees to inform them about the hepatitis B vaccine. The vaccine will be offered within ten (10) working days of the employee's initial assignment to work tasks or duties involving the potential occupational exposure unless the employee has previously had the vaccine, or wishes to submit to antibody testing which shows sufficient immunity, or if the vaccine is contraindicated for medical reasons.

A Health Services nurse will have the employee sign the Acceptance Form for the Hepatitis B vaccine. The form will then be provided to the Human Resources Department, who will arrange for the employee to receive the vaccine or have antibody testing at Mercy Occupational Health – St. Vincent's/St. Charles Hospital.

The date scheduled for administration of the first vaccine will be forwarded to the employee and their supervisor. The employee and their supervisor will schedule subsequent appointments for vaccine administration.

Employees who decline the hepatitis B vaccine will sign a waiver using the wording contained in Appendix A of the OSHA standard. A Health Services nurse will obtain the signed declination and forward the form to Human Resources. Employees who initially decline the vaccine, but who later wish to have it, may then have the vaccine provided at no cost.

The employer shall ensure that the health care professional providing vaccines has received a copy of the OSHA standard.

A written opinion shall be obtained from the health care professional prior to implementation of the vaccination series. This written opinion shall be limited to whether the hepatitis B vaccine is indicated and if the employee has received such vaccination.

The Human Resources Department will be responsible for keeping records of the vaccinations provided along with the Acceptance and Declination Forms.

Occupational Exposure:

If an employee incurs an occupational exposure to blood or other body fluids, the incident should be reported immediately to their direct supervisor and Health Services Supervisor. The employee must document the incident on the Lucas County Children Services "Unusual Incident/Accident Report" form, which must include the route of exposure and the circumstances related to the incident. This form is in the Employee Injury Packet, which may be obtained from Human Resources.

All employees who incur an exposure will be offered confidential post-exposure evaluation and follow-up. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences or symptoms to their PCP.

Employee Training:

All employees determined to be at risk for a potential occupational exposure shall participate in an initial and annual training program offered at no cost and during working hours.

The initial training program will be provided by Health Services prior to the employee's initial assignment to job tasks or duties that may result in occupational exposure and on a yearly basis thereafter. Human Resources will notify the Health Services of new hires in the designated job titles.

Within three (3) working days of the new employee's hire date, a Health Services RN will meet with the new employee to provide the initial training, to offer the hepatitis B vaccine, and/or obtain a signed declination form. The form will be provided to the Human Resources department for further processing.

Training and Development will schedule annual training sessions with Health Services. The initial and annual training will include:

- The OSHA standard;
- Bloodborne diseases and their transmission;
- The Exposure Control Plan;
- Job tasks or duties that may cause exposure to blood or other body fluids;
- Engineering/work practice controls;
- Personal protective equipment;
- Information on the hepatitis B vaccine and offer of the vaccination series at no cost;
- Response to emergencies;
- Post-exposure evaluation and follow-up;
- Applicable signs and labels;
- An opportunity for interactive questions and answers with the trainer.

All Health Services nurses, including contingency nurses, will view the Bloodborne Pathogens instructor DVD/video tape and review related information materials annually (December). Upon completion of the annual review, the nurse(s) will complete an agency training sign-in form, including the date of the view/review, and route it to Training and Development so the training information can be entered into the nurse's individual training record.

Record Keeping:

The employee's medical record will be maintained in the Human Resources Department. The medical record will include:

- Employee's name and social security number;
- Vaccination status including the dates of the vaccines and any medical records related to the employee's ability to receive the vaccine, or a signed declination;
- Results of any examinations, medical testing, and follow-up procedures;
- Copy of a physician's written opinion about a potential occupational exposure; and
- Copy of information provided to the physician evaluating a potential occupational exposure.

Medical records will be maintained for the duration of employment plus thirty (30) years.

A training record will be maintained in the Training and Development Department. The training record will document:

- Dates of initial and annual training sessions;
- Contents of the training session;
- Names and qualifications of persons conducting the training; • Names and titles of all attendees.

The training records shall be maintained for a minimum of three (3) years from the date which training occurred.

Annually, the Supervisor of Health Services will review the Exposure Control Plan, make necessary revisions, and send it to the County Risk Manager for approval.