

Hortonville Area School District

Title: Bloodborne Pathogens
Exposure Control

Date Adopted: 6/14/93
Date Revised: 2/27/06

Policy No. 4018
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Policy Statement:

It is the policy of the Hortonville Area School District, pursuant to federal, state and local laws and regulations, and in cooperation with State and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff in disease prevention methods and sound health practices. The Policy incorporates the requirements of Code of Federal Regulations Occupational Safety and Health Act 29 as applicable to public schools.

Rationale:

In an effort to maintain a safe and healthful school environment, the Hortonville Area School District will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection and AIDS) at school and in school-related activities. Body fluids should be considered to contain potentially infectious agents (bacteria, viruses).

Scope: District-wide

Responsibility: District Administrator.

Implementation:

1. In recognition that an individual's health status is personal and private, the Hortonville Area School District will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with State and Federal laws and Board policies, while at the same time complying with applicable public health reporting requirements.
2. The Hortonville Area School District will maintain the confidentiality of the health records of students and staff, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the District's operation.
3. Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable to adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedures.
4. Personnel Protective Equipment
 - A. Use gloves where bodily fluids will be handled.
 - B. Use gowns, masks and eye protectors for procedures that could involve splashing or spattering of blood or body fluids
 - C. Use pocket masks or other ventilation devices to resuscitate someone to minimize exposure that may occur during emergency C.P.R.

President _____ Date _____

Clerk _____ Date _____

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5. Workplace Practices

- A. Wash hands thoroughly after removing gloves and immediately after contact with blood or other potentially infectious materials.
- B. Use disposable needles and syringes. Place sharp instrument in a specially designated puncture-resistant container located as close as practical to the area where they are used. Handle and dispose of them according to Board policy.
- C. Clean up blood spills as soon as possible with a 1:4 bleach solution

Associated Information: Code of Federal Regulations Act 29, 1910.1030
HASD Bloodborne Pathogens Exposure Control Plan
Administrative Rules and Regulations (attached)

ADMINISTRATIVE RULES AND REGULATIONS

A. Purpose and Definitions

1. Purpose of these Administrative Rules and Regulations is to:
 - a. Eliminate or minimize employee occupational exposure to communicable diseases, and
 - b. Comply with Federal and State laws, standards and regulations that pertain to communicable diseases.
2. Definitions:
 - a. “Administrator” refers to the District Administrator of Hortonville Area School District.
 - b. “Board” refers to the School Board of the Hortonville Area School District.
 - c. “Staff” refers to the individuals employed directly by the Hortonville Area School District.
 - d. “Student” refers to the individuals enrolled in the Hortonville Area School District.
 - e. “Communicable diseases” refers to the following attachment as provided by the Department of Health and Social Services.

B. Educational and Preventive Measures

1. Schools in the Hortonville Area School District will conform with State Statutes requiring examinations of staff and students.
2. The School Nurse will be responsible for the appropriate maintenance of a health station. The nurse shall ensure that a list of communicable as defined by the Department of Health and Social Services is posted in the Health Room and that information regarding the suppression and control of communicable diseases is available for review by interested students and staff.
3. Standard procedures as set forth in local guidelines and recommendations of the medical advisor will be followed.
4. Supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school will be provided in each school building.

C. Confidentiality/Reporting

1. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the principal and school nurse.
2. The principal, school nurse and Administrator will confer to the extent the circumstances warrant and permit, with the subject of the report.
3. The School District will maintain confidentiality of the health referral, and keep records of students and staff; and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the District’s operation.

D. Exclusion from School/Employment

1. Students: Student who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school shall be reported to the proper school authorities for due process.
2. Staff: The District will not solicit or require a test for the presence of communicable disease, except as provided by law, as a condition of employment and will not affect the terms, conditions or privileges of employment of any staff member because the staff member obtained such a test. Infected staff may *be* immunodeficient and/or their health may therefore be threatened when other communicable diseases are present. Staff who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from performance of their regular duties by the Administrator, upon request, until such time as the risk has abated. During this period, at the discretion of the Hortonville Area School District Board of Education, staff so excused may be reassigned to other duties to the extent permitted by the Board policies and/or other provision. Staff not reassigned may utilize any applicable alternative employment opportunities provided under Board policy and/or other provisions.

E. Management of Human Bites

1. On occasion, public safety workers are intentionally bitten. When such bites occur, routine medical and surgical therapy (including an assessment of tetanus vaccination status) should be implemented as soon as possible since such bites frequently result in infection with organisms

other than HIV and HBV. Victims of bites should be evaluated for exposure to blood or other infectious body fluids.

2. Saliva of some persons infected with HBV has been shown to contain HBV-DNA at concentrations 1/1,000 to 1/10,000 of that found in the infected person's serum. HBs Ag-positive saliva has been shown to be infectious when injected into experimental animals and in human bite exposures. However, HBs Ag-positive saliva has not been shown to be infectious when applied to oral mucous membranes in experimental primate studies or through contamination.

HORTONVILLE AREA SCHOOL DISTRICT

Gregory A. Joseph, Ph.D., District Administrator
P.O. Box 70
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Hortonville, WI 54944-0070
PH: 920/779-7900 FAX: 920/779-7903

HEPATITIS B-PRE-EXPOSURE IMMUNIZATION

Please check one of the following choices:

_____ I do NOT wish to receive the Hepatitis B vaccine series (please check the next statement also)

_____ 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 infection. I HAVE been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I DECLINE Hepatitis B vaccination at this time. I UNDERSTAND that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serous 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.

_____ I have immune status (previously immunized). ***Please attach verification.***

_____ I would like to receive the Hepatitis B vaccine series.

Employee Name (please print): _____

_____ Date

_____ Employee Signature

PLEASE NOTE: The Hepatitis B vaccination offers protection against acute Hepatitis B but will not prevent Hepatitis caused by other agents, such as the Hepatitis A virus. The vaccine is safe and the incidents of side effects is low. The duration of protection is unknown at the present time, and a blood titer follow-up will be planned 1-2 months after the end of the vaccination series. Three (3) doses of vaccine are administered as follows: 1) initial dose; 2) one dose one month from the first dose; 3) one dose six months after the initial dose.

All staff members receiving this memo are asked to please complete the attached form and return it to:
Sandra Schulz, R. N.
on or before

_____ If you have any questions regarding this, please feel free to contact me, or your health care provider, or any of the contact people I have listed.

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HEPATITIS B VACCINE DECLINATION FORM

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, at no cost to myself. However, I decline Hepatitis B 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 vaccine at no charge to me.

Printed Employee Name

Date

Employee Signature

Date

Witness Signature

Witness' Position

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MEMO TO:

FROM:

DATE:

SUBJECT: Hepatitis B Immunizations

In an effort to help maintain a safe and healthful school environment, the District will provide the opportunity for our staff to receive the Hepatitis B vaccine at no cost to the employee, in compliance with OSHA Standard 29 CRF 1910.1030.

Hepatitis B is an illness which causes inflammation of the liver and is caused by a virus. In most cases of Hepatitis B, the presence of the virus is only temporary. However, in some cases, a person may become a long term carrier of the virus. Hepatitis B is spread from carrier (person with an active infection) to a susceptible person's blood stream through blood, saliva, stool, urine, wounds (serious fluids) and semen of the infected individual. **Since Hepatitis B is found in body fluids, the risk of transmission can be reduced through vaccination, and consistently using barrier methods of control (gloves, gowns, etc.) and appropriate work practices to minimize or eliminate employee exposure.**

It is recommended that the vaccine be administered to employees who are occupationally exposed to blood borne pathogens (Hepatitis B; HIV; etc.) on an average of one or more exposures per month. Attached is a listing of "Exposure Risks by Position categories" for your reference.

In addition, the Hortonville Area School District has elected to offer the vaccination to anyone in any risk category who personally feel they are at risk.

HORTONVILLE AREA SCHOOL DISTRICT

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

FOR

COMPLIANCE WITH OSHA STANDARDS
29 CFR 1910.1030
APRIL, 1993
(ATTACHMENT TO HASD POLICY #4018
BLOODBORNE PATHOGENS EXPOSURE CONTROL)

IN COMPLIANCE WITH

WISCONSIN DEPARTMENT
OF
HEALTH AND SOCIAL SERVICES
DIVISION OF HEALTH
BUREAU OF PUBLIC HEALTH
SECTION OF OCCUPATIONAL HEALTH AND OSHA
COMPLIANCE PROGRAM

In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

The purpose of this plan is to:

- A. Eliminate or minimize employee occupational exposure to blood or certain body fluids;
- B. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Exposure Determination:

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. 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 any employee may be expected to incur such occupational exposure, regardless of frequency. At Hortonville Area School District, the School Nurse or Health Aide are available in the buildings most times of the day to deal with health concerns as they arise.

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees are at risk. At Hortonville Area School District the following job classifications are in this category:

Position	High	Moderate	Low	Unlikely
Administrator				x
Alternative Education Teachers		x		
Art Teachers		x		
Associate Principals			x	
Bus Drivers	x			
CDB Teachers & Aides	x			
CDS Teachers & Aides	x			
Chapter I Teachers & Aides				x
Coaches	x			
EC Teachers & Aides	x			
Gifted & Talented Teachers & Aides				x
Guidance			x	
Kitchen Staff				x
LD Teachers & Aides	x			
Library Staff			x	
Maintenance	x			
Music Teachers			x	
Occupational Therapists	x			
Physical Therapists	x			
Principals				x
Regular Teachers & Aides			x	
School Nurse & Health Aides	x			
School Psychologists			x	
Secretaries				x
Special Physical Education	x			
Speech Therapists		x		
Substitute Staff		x		

Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods:

Universal precautions will be observed at the Hortonville Area School District in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at all HASD facilities. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At each School the following engineering controls will be utilized:

- New-Aid Disposable Clean-up Kits (placed in strategic locations throughout the District facilities)
- Safety Awareness Posters
- Designated sharps container (placed in strategic locations throughout the District facilities)
- All non-disposable sharps will be cleaned with a disinfectant

The above controls will be examined and maintained on a regular schedule. The schedule shall be as follows:

**On a semester basis by supervisory personnel.
(The District Safety Director and School Nurse will revise this as experience requires
or at least annually.)**

Handwashing facilities will be available to the employees who incur exposure to blood or other potentially infectious materials in the staff and maintenance washrooms.

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

Immediate Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed and flushed with water as soon as possible following the contact.

Needles:

- All disposable needles will be placed in a specifically marked receptacle and properly disposed within the established OSHA regulations.

Containers for REUSABLE Sharps:

Contaminated sharps that are reusable such as splinter forceps ~~are~~ to be placed immediately or as soon as possible after use into appropriate sharps containers. At the Hortonville Area School District the sharps containers **are puncture resistant, labeled with biohazard label and are leak proof. These containers are located in the Health Room at each school and maintenance refuse areas. Contaminated sharps that are reusable, such as splinter forceps, are to be washed with a disinfectant (all traces of blood or body fluids must be removed) and replaced as soon as possible in the sharps container.**

Work Area Restrictions:

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present. **No potentially infectious materials are to be stored in the Health Rooms or elsewhere at any school.**

Mouth pipetting/Suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials.

Specimens:

Specimens of blood or other potentially infectious materials will be placed in a container which prevents leakage during collections, handling, processing, storage and transportation of the specimen.

The container used for this purpose will be labeled or color coded in accordance with the requirements of the OSHA standard.

Any specimen which could puncture a primary container will be placed within a secondary container which is puncture resistant.

If outside contamination of the primary container occurs, the primary container will be placed within a secondary container which prevents leakage during the handling, processing, storing, transporting or shipping of the specimen.

Contaminated Equipment:

Immediate Supervisors are responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials be examined prior to servicing or shipping and be decontaminated as necessary unless the decontamination of the equipment is not feasible.

The following procedure will be followed:

1. Disposable clean-up kit will be obtained.
2. Gloves, at least, shall be worn. Amount of PPE (Personal Protective Equipment) required will be determined by the type of contamination.
3. Absorbent powder (such as lo-ban) will be sprinkled over the area.
4. Scoop-up the treated material with the scoop and dispose of the material in the biohazard waste container.
5. Area should then be washed with a disinfectant product.
6. All PPE (Personal Protective Equipment) should be disposed of in a biohazard bag.
7. Proper handwashing will then be done.

Personal Protective Equipment

PPE Equipment

Hortonville Area School District is responsible for ensuring that the following provisions are met.

1. All personal protective equipment used at Hortonville Area School District schools will be provided without cost to the employees. Personal protective equipment will be chosen on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the 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.
2. All employees who are trained in C.P.R. will be given a pair of gloves and a C.P.R. microshield to provide minimal protection should an emergency occur.

PPE Accessibility

New-Aid Disposable Clean-up Kits will be stored in strategic locations throughout the District buildings to ensure quick access by any employee. It shall be issued without costs to employees. Hypoallergenic gloves, glove liners, powderless gloves or other similar alternatives will also be made readily available to those employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

All personal protective equipment will be laundered by the school district at no cost to the employee. All repairs and replacements will also be made at no cost to the employee. All garments which are penetrated by blood or bodily fluids shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated container, for storage, washing and decontamination or disposal. No employee will be permitted to rinse out or clean such contaminated clothing.

Gloves

Gloves should be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at the Hortonville Area School District facilities will not be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured or when their ability to function as a barrier is compromised. Utility gloves may be de-contaminated for re-use provided that the integrity of the glove 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.

Utility gloves will be replaced at least once each semester irregardless whether they show signs of wear or not.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.

At Hortonville Area School District, the only situation that could possibly require such protection would be emergency care of an injured student or employee.

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets or similar outer garments) shall be worn in instances when gross contamination can be reasonably anticipated. (Care of severely injured student/employee)

Lab coats will be available to employees and stored in the Health Room at each school.

Housekeeping

The facilities in the Hortonville Area School District will be cleaned and decontaminated with a disinfectant according to the following schedule:

- Classrooms daily (i.e. Early Childhood and CDS rooms) by Maintenance Staff
- Health Room daily by Maintenance Staff
- All trash will be disposed of by removal of the plastic liner from the receptacles daily and fresh trash bags put in.
- All bins, pails, cans and similar receptacles will be inspected and decontaminated on a weekly basis.
- Any broken glassware which may be contaminated will not be picked up directly with the hands. A plastic scoop will be used.
- Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires the employee to reach by hand into the container where these sharps have been placed.
- Health Room bio-hazard waste receptacle will be decontaminated daily.

Regulated Waste Disposal:

Disposable sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in a container that is closable, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can feasibly be anticipated to be found (i.e. Health Rooms, Maintenance Areas)

The containers shall be maintained upright throughout use and replaced routinely on a monthly basis or as needed so they do not overflow.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or shipping.

The container will be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling and transporting or shipping. The second container shall be labeled or color coded to identify its contents.

Reusable containers shall not be opened, emptied or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

Other Regulated Waste

Other regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transporting or shipping. The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, shipping, etc.

Regulated waste shall include all materials which have been in contact with blood or other infectious body fluids. Such regulated waste shall be disposed of in a Bio-Hazard waste container.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in biohazard or color coded red bag at the location where they will be used. This laundry will not be sorted or rinsed in the area of use.

Laundry at our school system will be cleaned by the Maintenance Department or at a Private Cleaning Agency selected by the District.

Hepatitis B Vaccine and Post-Exposure Evaluation

General

The Hortonville Area School District will make available the Hepatitis B vaccine and vaccination series to all employees.

The District Administrator or School Nurse shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis 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.
- d. Provided according to the recommendations of the U.S. Public Health Service.
- e. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

For our Hepatitis B vaccination program, where appropriate, we will work with a health care facility which meets OSHA regulations.

The District strongly encourages those individuals considered to be at high or moderate risk to have the vaccination. However, no employee who desires the vaccination will be denied, regardless of exposure risk.

Hepatitis B vaccination shall be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational

exposure unless the employee has previously received the complete Hepatitis B vaccination series. Antibody testing has revealed that the employee is immune or the vaccine is contraindicated for medical reasons.

Participation in a Pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard, decides to accept the vaccinations, the vaccination shall then be offered.

All employees who decline the Hepatitis B vaccination offered, shall sign the OSHA required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When the employee incurs an exposure it shall be reported to:

- Office – School Nurse or Administrator
- Classroom – School Nurse
- All other Job Areas – School Nurse

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 circumstance under which the exposure incident occurred.
- b. Identification and documentation of the source individual unless it can be established that identification is not feasible 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 HBV and HIV infectivity. If consent is not obtained, the proper authorities shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's 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 serological 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 his/her blood collected for testing of the employee's HIV/HBV serological status or 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 in accordance with the OSHA standard. **All post exposure follow-up will be performed** a health care facility which meets OSHA regulations.

Information Provided to the Healthcare Provider

The School Nurse shall ensure that the healthcare provider is responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A copy of the 29 CFR 1910.1030
- 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.
- e. All medical records relevant to the appropriate treatment of the employee including vaccination status.

Healthcare Provider's Written Opinion

The School Nurse shall obtain and provide the employee with a copy of the evaluating healthcare provider's written opinion within 15 days of the completion of the evaluation.

The healthcare provider's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for this employee and whether the employee has received such vaccination.

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

- a. A statement that the employee has been informed of the results of the evaluation.
- b. A statement that the employee has been told about any medical conditions that may result 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 included in the written report.

Labels and Signs

The School Nurse or Safety Director shall ensure that biohazard labels shall be affixed to containers of regulated waste and freezers containing blood or other potentially infectious materials and other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Information and Training

The School District shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to tasks may occur and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work day. The training will be interactive and cover the following:

- a. A 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. An explanation of the Hortonville Area School District Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy.
- e. The recognition of tasks that involve exposure.
- f. An explanation of the use and limitation of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g. Information on the types, use, location, removal, handling, decontamination and disposal of PPE's (Personal Protective Equipment).
- h. An explanation of the basis of selection of PPE's.
- i. Information on the Hepatitis B vaccination, including safety, method of administration, benefits and that it will be offered free of charge.
- j. Information on the appropriate actions to take and to contact in an emergency involving blood or other potentially infectious materials.
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- l. Information on the evaluation and follow-up required after an employee exposure incident.
- m. An explanation of the signs, labels and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter. The School Nurse or a properly contracted industrial health agency will conduct the training.

Employees who have received training on bloodborne pathogens in the twelve month preceding the effective date of this policy shall only receive training in provision 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.

Recordkeeping

Medical Records

The Administrator or designee is responsible for maintaining medical records indicated below. These records will be kept in the Health Room in a locked cabinet or in accordance with the rules and regulations of the organization having jurisdiction.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential 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 employee's HBV vaccination status including the dates of vaccination.
- c. A copy of all results of examinations, 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.

Training Records

The Administrator or designee is responsible for maintaining the following training records. These records will be kept in the Health Office.

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

- a. The dates of the training sessions.
- b. An outline describing the material 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

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for Occupational Safety and Health upon request.

Transfer of Records

If this School District is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

Evaluation and Review

The Administrator or designee is responsible for annually reviewing this program and its effectiveness and for updating this program as needed.

Dates

All provisions required by this standard will be implemented by September, 1993.

HORTONVILLE AREA SCHOOL DISTRICT

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EXPOSURE TO BLOOD AND BODY FLUIDS GUIDELINES:

BODY FLUIDS

BLOOD

SALIVA

STOOL

URINE

WOUNDS-SEROUS FLUIDS

SEMEN

With exposure:

- a. Event reported to the School Nurse and to the Administrator and Principal.
- b. The School Nurse or District Medical Advisor evaluates incident within 24 hours of report. Incident Report must be completed including persons exposed to fluids.
- c. If a significant exposure is determined:
 1. Consent / Release signed for HgAg and Anti-HepBIgm testing on source.
 2. Give HBIG within 7 – 14 days if either positive or if test is refused.
 3. Recommend vaccination for exposed individual with Hepatitis B-ENGERIX-B 1cc.IM.

EXPOSURE TO BLOOD AND BODY FLUIDS



TEST SOURCE FOR HEPATITIS B AND HIV



IF

- 1. Source tests Negative and denies high risk factors for the past 3-6 months:**
then the employee will be offered the Hepatitis B vaccine and test, unless immunized previously. HIV Test will be offered one time only.
- 2. Source unknown or Tests Negative but admits to High Risk Factors:**
then the employee will be offered the Hepatitis B vaccine unless previously immunized. HIV test and Re-Test in 12 weeks.
- 3. Source tests Positive or Refuses Testing:**
then the employee will be offered the Hepatitis B Test and HBIG and Hepatitis B vaccine series unless previously immunized. HIV Test and Re-Test in 6 weeks, 6 months and 12 months.

Position	High	Moderate	Low	Unlikely
Administrator				x
Alternative Education Teachers		x		
Art Teachers		x		
Associate Principals			x	
Bus Drivers	x			
CDB Teachers & Aides	x			
CDS Teachers & Aides	x			
Chapter I Teachers & Aides				x
Coaches	x			
EC Teachers & Aides	x			
Gifted & Talented Teachers & Aides				x
Guidance			x	
Kitchen Staff				x
LD Teachers & Aides	x			
Library Staff			x	
Maintenance	x			
Music Teachers			x	
Occupational Therapists	x			
Physical Therapists	x			
Principals				x
Regular Teachers & Aides			x	
School Nurse & Health Aides	x			
School Psychologists			x	
Secretaries				x
Special Physical Education	x			
Speech Therapists		x		
Substitute Staff		x		

