

CVUSD

Administrative Regulation

AR 4119.42, 4219.42, 4319.42

Personnel

Exposure Control Plan For Bloodborne Pathogens

I. Purpose of the Plan

- A. The purpose of the Bloodborne Pathogens Standard is to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), the virus that causes AIDS, and other bloodborne pathogens" that employees may encounter in their workplace.
- B. The Conejo Valley Unified School District believes that there are a number of general principles that should be followed when an employee has occupational exposure to blood, body fluids or other potentially infectious materials.
 - 1. Risk of exposure to bloodborne pathogens should not be underestimated.
 - 2. Engineering and work practice controls should be used when the possibility to eliminate or minimize employee exposure to bloodborne pathogens.
 - 3. This Exposure Control Procedure will be implemented to meet the letter and intent of the OSHA Bloodborne Pathogens Standard.
 - a. To instruct employees in the methods of protecting themselves regarding the health hazards associated with bloodborne pathogens.
 - b. To provide appropriate medical treatment and counseling should an employee be exposed to bloodborne pathogens.

II. General Program Management

- A. The Exposure Control Procedure is available to employees at any time. Employees will be made aware of this availability during their First Aid/CPR education/training sessions. The procedure is kept at the following locations:
 - 1. District Office Business Services Office.
 - 2. At each District site in the office of the principal or manager.
- B. Review and update of the procedure will be conducted annually or when new or modified procedures are implemented that affect occupational exposure of employees.

III. Exposure Determination

- A. Tasks and procedures in which occupational exposure to blood or other potentially infectious materials can occur are:
 - 1. First-aid trained employees
 - 2. Care of lacerations and similar wounds
 - 3. Burned skin
- B. The Assistant Superintendent, Personnel Services, or his/her designee will work with department managers and employees to revise and update these lists as tasks, procedures, and job classifications change.

IV. Methods of Compliance

- A. Precautions will be used to prevent contact with blood and other potentially infectious materials. Human blood and the following bodily fluids should be treated as being infectious for HBV, HIV, and other bloodborne pathogens:
 - 1. Semen
 - 2. Vaginal secretions
 - 3. Fluids in the chest cavity, spine, abdomen, and in the womb surrounding the fetus
 - 4. Blood contaminated saliva
- B. The District Safety Manager or his/her designee will work with facility managers and supervisors to review tasks and procedures where engineering controls can be implemented and/or updated. Site surveys will consider the following categories:
 - 1. Areas where engineering controls are currently employed.
 - 2. Areas where engineering controls can be updated.
 - 3. Areas currently not employing engineering controls, but where engineering controls could be beneficial.
 - 4. The effectiveness of engineering controls reviewed during annual review. Additions and deletions to be made as needed.

5. The following engineering controls are used throughout all District facilities.
 - a. Hand washing facilities, which are readily accessible to all employees who have the potential of exposure.
 - b. Antiseptic hand cleanser and towels or antiseptic towelettes when hand-washing facilities are not available.

C. The District Superintendent or his/her designee will work with facility and site managers/supervisors to ensure that appropriate work practices controls are in place.

D. Personal Protective Equipment (PPE)

1. PPE is provided (at no cost to employees) for protection against occupational exposure to blood and other potentially infectious materials. The PPE available includes, but is not limited to, the following:

<u>Type Available</u>	<u>Locations/Departments</u>
Disposable Gloves	At all first aid stations
CPR Barriers	At all first aid stations

2. Facility managers and supervisors, working with the District Safety/Risk Manager or his/her designee, are responsible for ensuring that all sites and work areas have appropriate PPE available.
3. Employees will be trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform.

E. The following actions will be used with regulated wastes that are contaminated with blood or other potentially infectious material.

1. Regulated wastes will be discarded in containers that are:
 - a. Closeable;
 - b. Leak-proof if the potential for fluid spill or leakage exists;
 - c. Red in color or labeled with the appropriate biohazard warning label.

2. Containers are to be maintained upright, routinely replaced and not allowed to overflow.
 3. Waste containers are to be maintained upright, routinely replaced and not allowed to overflow.
- F. The District Safety Manager is responsible for ensuring the appropriate collection and handling of contaminated waste.

V. Hepatitis B Vaccination Series

- A. To protect exposed employees from the possibility of Hepatitis B infection, a vaccination program will be implemented. This program is available, at no cost, to all employees who have occupational exposure to blood or other potentially infectious materials.
- B. The vaccination program consists of a series of three inoculations over a six-month period. As part of their bloodborne pathogens training, employees will receive information regarding Hepatitis B vaccination, including its safety and effectiveness.
- C. The Assistant Superintendent, Personnel Services, or his/her designee is responsible for setting up and operating the vaccination program.
- D. The following vaccination procedures shall occur:
 1. Vaccinations are performed under the supervision of a licensed physician or other healthcare professional.
 2. Eligible employees are to be informed, during their bloodborne pathogens training, of the benefits and risk of the Hepatitis B vaccination.
 3. Eligible employees that have declined to receive the HBV Vaccination Series will read and sign the OSHA Declination form (Attachment C).

VI. Information and Training

- A. Employees who have occupational exposure to blood or other potentially infectious materials are trained and furnished with information on this issue.
- B. Employees will be retrained at least annually to keep their knowledge current.
- C. The District Safety/Risk Manager or his/her designee is responsible for ensuring that all employees who have potential exposure to bloodborne pathogens receive this training.

D. Training Program

1. The training program will include, but is not limited to:
 - a. The bloodborne pathogens standard text.
 - b. Explanation of the epidemiology and symptoms.
 - c. An explanation of modes of transmission.
 - d. A review of this procedure.
 - e. An explanation of appropriate methods of recognizing tasks and other activities that may involve exposure to potentially infectious materials.
 - f. A review of the use and limitations of methods that will prevent or reduce exposure, including:
 - 1) Engineering controls,
 - 2) Work practice controls,
 - 3) Personal protective equipment.
2. Selection and use of personal protective equipment including:
 - a. Types available
 - b. Proper use
 - c. Location within office
 - d. Removal
 - e. Handling
 - f. Decontamination
 - g. Disposal
3. Explanation of warnings of biohazardous materials including labels, signs and "color-coded" containers.

4. Information on the Hepatitis B vaccine, including:
 - a. Efficacy
 - b. Safety
 - c. Method of administration
 - d. Benefits of vaccination
 - e. The District's free vaccination program
 5. Actions to take and persons to contact in an exposure incident involving blood or other potentially infectious materials.
 6. The procedures to follow if an exposure incident occurs, including incident reporting.
 7. Information on the post-exposure evaluation and follow-up including medical consultation, provided by the District.
- E. Training records shall be maintained for three years from the date on which the training occurred and shall include the following:
1. Dates of training sessions.
 2. Contents of the training sessions.
 3. Names and qualifications of persons conducting the training.
 4. Names and job titles of all persons attending the training sessions.

VII. Post-Exposure Evaluation and Follow-Up

- A. When an employee is involved in an incident where exposure to blood or other potentially infectious materials occurs, the District Insurance Specialist shall:
1. Be notified immediately by the employee.
 2. Investigate the circumstances surrounding the exposure incident.
 3. Make sure that medical consultation and treatment (if required) is provided as quickly as possible.

- B. The District Insurance Specialist or his/her designee shall investigate exposure incidents within 24 hours of notification. This investigation involves gathering the following information:
1. When the incident occurred - Date and time.
 2. Where the incident occurred - Specific location within the site.
 3. What potentially infectious materials were involved in the incident - Type of material (blood, or other potentially infectious materials).
 4. Source of the material.
 5. Type of work being performed.
 6. How the incident occurred.
 7. Whether or not personal protective equipment was being used at the time of the incident.
 8. Actions taken following the incident
 - a. Employee decontamination
 - b. Cleanup
 - c. Notifications made
 9. After this information is gathered and evaluated, a written summary of the incident and its causes shall be prepared and recommendations made for avoiding similar incidents in the future.
- C. The following medical evaluation procedures shall take place following an exposure incident:
1. The source individual is identified when possible except when prohibited by a state or a local law.
 2. A licensed physician or health care professional performs the evaluation and medical follow-up for the exposed employee at the employer's expense.
 3. The exposed employee is offered a blood draw for HBV and/or HIV testing; however, the employee may refuse either or both tests.

4. If the employee allows blood collection for HBV testing but does not consent to HIV testing, their blood is held for 90 days in the event the employee opts for the HIV test during that time frame.

D. Information provided to the physician

1. A copy of the Bloodborne Pathogens Policy.
2. A description of the exposure incident.

E. Healthcare professional's written opinion

1. After the consultation, a healthcare professional will provide a written opinion evaluating the exposed employee's situation. A copy of this opinion will be furnished to the exposed employee.
2. While emphasizing confidentiality, the written opinion will contain only the following information:
 - a. Whether Hepatitis B vaccination is recommended.
 - b. Whether the employee has begun the Hepatitis B vaccination.
 - c. Confirmation that the employee has been informed of the results of the evaluation.
 - d. Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which may require further evaluation or treatment.
 - e. The District Insurance Specialist is responsible for overseeing the Post-exposure Evaluation and follow-up process.

VIII. Medical Record Keeping

- A. All other findings or diagnoses will remain confidential and will not be included in the written report. However, the exposed employee will have access to this information.
- B. The District Insurance Specialist is responsible for setting up and maintaining confidential records, which include the following information:
 1. Name of the employee.
 2. Employee's Social Security Number.

3. A copy of the employee's Hepatitis B Vaccination status.
 - a. Vaccination schedule and record.
 - b. Medical records relative to the employee's vaccination.
4. A copy of the information provided to the consulting physician as a result of any exposure incident to blood or other potentially infectious materials.
5. A copy of the healthcare professional's written opinion following evaluation of exposed employee.

IX. Additions to Approved First Aid Supply Inventory:

- A. Emergency First Aid Kit additions.
 1. Latex rubber gloves
 2. CPR Microshield

X. Labels and Signs

- A. Red color-coding and/or biohazard labels shall be used to identify all items that have been contaminated with blood or other potentially infectious waste.

CVUSD Global Adoption: August 19, 2008

Reference CVUSD Reg. 528.2

Attachment A

Exposure Determination

Job Classifications in Which All Employees
Have Exposure to Bloodborne Pathogens

Below are listed the employees whose jobs involve occupational exposure to blood and/or other potentially infectious materials:

<u>Title</u>	<u>Department/Location</u>
Nurses	K-12 District
Health Clerks	K-12 All Schools
School Secretaries	All Schools
Special Education Staff	K-12 District
Special Education Instructional Assistants	K-12 All Schools
Child Care Leaders	All Schools With District Child Care
Employees with known direct exposure to carriers	Various
<i>Custodians</i>	<i>K-12 All Schools</i>

Attachment B

Exposure Determination

Job Classifications in Which Some Employees
Have Exposure to Bloodborne Pathogens

Below are listed the employees whose jobs involve occupational exposure to blood and/or other potentially infectious materials:

<u>Title</u>	<u>Department/Location</u>
Physical Education Teachers	6-12 All Schools
Coaches (including walk-on)	9-12 NPHS, TOHS, WHS
Child Care Assistants	All Schools With District Child Care

Attachment C

Vaccination Declination Form

Employee Name: _____

Location: _____

I understand that due to my occupational exposure to blood or other potential 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 myself. However, I decline the 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 vaccination series at no charge to me.

Employee Signature

Date

Witness

Date

10/93

(RETURN THIS FORM TO PERSONNEL SERVICES)

Attachment D

Employee Consent for Hepatitis B Vaccine

Employee Name: _____

Location: _____

I consent to participate in the Hepatitis B Immunization program. Vaccination against Hepatitis B is performed by three injections administered one month apart, and the third at 6 months.

Hepatitis B vaccine should not be given to pregnant or nursing women, people with severe heart disease, lung disease, or serious infection without consulting with their personal physician. Immunity is not achieved in approximately 4% of those receiving the vaccine.

I request the Hepatitis B vaccination. I understand the benefits and risks of the Hepatitis B vaccination, and agree not to hold Conejo Valley Unified School District and the Occupational Injury Center at Westlake Medical Center, their employees and agents responsible for any adverse reaction.

I understand I am receiving Engerix-B a Hepatitis B recombinant DNA vaccine. I have watched the video on Bloodborne Pathogens (School Version) and read the material provided and have had questions answered for me. I have consulted with my personal physician if I have felt a need for medical assistance in my decision.

I am responsible for reporting any adverse affects of the vaccine to my personal physician and to the Insurance Specialist at Conejo Valley Unified School District. I am also responsible for appearing for the three vaccines.

Employee Signature Date

Witness Date

(RETURN THIS FORM TO PERSONNEL SERVICES)