

CONTAGIOUS DISEASES

The Northeastern Clinton Central School District is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030.

The ECP is a key document to assist our school district in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- I. Employee exposure determination
- II. The procedure for evaluating the circumstances surrounding an exposure incident, including:
- III. The schedule and method for implementing the specific sections of the standard, including:
 - Methods of compliance
 - Hepatitis B vaccination and post-exposure follow-up
 - Training and communication of hazards to employees
 - Recordkeeping

Cross-ref: 5420, Student Health Services

Adoption date: June 21, 1993

CONTAGIOUS DISEASES REGULATION

Program Administration

The Superintendent of Schools delegates responsibility for the implementation of the Emergency Control Plan (ECP) to the Building Principals. The school nurse teacher will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in the ECP.

The school nurse teacher will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

The school nurse teacher will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

The school nurse teacher will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives.

The school nurse teacher will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.), labels, and redbags as required by the standard.

Employee Exposure Determination

- A. As part of the exposure determination section of our ECP, the following is a list of all job classifications at our establishment in which all employees have occupational exposure:
 - School Nurse Teacher/School Nurses
 - Bus Drivers - responsible to clean own buses. Also on-site first aid providers
 - Custodians - building open all day and most evenings. All are responsible for blood/body clean up
 - Occupational education teachers - who teach use of saws and machines
 - Physical education teachers/coaches - are responsible for on-site first aid until help arrives

- B. The following is a list of job classifications in which some employees of the district have occupational exposure. Included are a list of tasks and procedures in which occupational exposure may occur for these individuals.
 - Administrators and Office Help (secretaries, teacher aide) - provide occasional first aid if nurses are not available.
 - Bus Monitors on buses for students with disabilities - may be called upon in emergency to assist with first aid and/or clean-ups.

All exposure determinations for A and B were made without regard to the use of Personal Protective Equipment (PPE).

Universal Precautions

All employees will utilize Universal Precautions. Universal Precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other bloodborne pathogens and must be treated accordingly.

Exposure Control Plan (ECP)

Employees covered by the Bloodborne Pathogens Standard will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this Plan at any time during their work shifts by contacting the school nurse teacher. Employees seeking copies of the Plan may contact the Records Management Officer. A copy of the Plan will be made available free of charge and within 15 days of the request.

The school nurse teacher will also be responsible for reviewing and updating the ECP annually or sooner if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls, General Infection Controls and Standard Operating Procedures will be used to prevent or minimize exposure to bloodborne pathogens.

Engineering Controls

To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After use, disposable syringes, needles, razor blades and other sharp instruments should be placed in a puncture-resistant, closable, leak-proof container within close proximity for eventual disposal and labeled as "Medical or Infectious Waste" or color coded. This color coding communicates special handling.

NOTE: Students must be cautioned not to touch any discarded needles, syringes or other sharps found on school property, but instead to report the incident to the school office immediately. The school nurse or other staff person should remove the item and appropriately dispose of it in a puncture proof "Medical Waste" container. A tool such as pliers, forceps or tweezers should be used to pick up sharp items.

New technology for needles and sharps will be evaluated and implemented whenever possible to further prevent accidental needle sticks and cuts. Our engineering controls (i.e., sharps containers, etc.) will be inspected and maintained or replaced by the school nurse teacher/school nurses every month.

Personal Protective Equipment

Personal Protective Equipment (PPE) must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. Training will be provided by the school nurse teacher in the use of the appropriate personal protective equipment for employees' specific job classifications and tasks/procedures they will perform.

Additional training will be provided, whenever necessary, such as if an employee takes a new position or if new duties are added to their current position.

As a general rule, all employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- Wear appropriate gloves when it can be reasonably anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water.
- Never wash or decontaminate disposable gloves for reuse or before disposal.

Standard Operating Procedures

- a. If a rug or carper becomes soiled, clean it immediately according to procedures.
- b. Clean changing surface, bathtubs, sinks, portable potties, and toilet seats after each use. Rinse with clear water and wipe dry.
- c. Seal and discard the soiled plastic bag used to line the covered waste receptacle at least once a day.

Personal Protective Equipment

- Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

- If a garment is penetrated by blood and other potentially infectious materials, the garment(s) must be removed immediately or as soon as feasible. If a pullover scrub (as opposed to scrubs with snap closures) becomes minimally contaminated, employees should be trained to remove the pullover scrub in such a way as to avoid contact with the outer surface (e.g., rolling up the garment as it is pulled toward the head for removal). However, if the amount of blood exposure is such that the blood penetrates the scrub and contaminates the inner surface, not only is it impossible to remove the scrub without exposure to blood, but the penetration itself would constitute exposure. It may be prudent to train employees to cut such a contaminated scrub to aid removal and prevent exposure to the face.
- Repair and/or replacement of PPE will be at no cost to employees.

Training

All employees who have or are reasonably anticipated to have occupational exposure to bloodborne pathogens will receive training conducted by the school nurse teacher.

The school nurse teacher will provide training on the epidemiology of bloodborne pathogen diseases. The training program will cover, at a minimum, the following elements:

- A copy and explanation of the standard
- Epidemiology and symptoms of bloodborne pathogens
- Modes of transmission
- Our Exposure Control Plan and how to obtain a copy
- Methods to recognize exposure tasks and other activities that may involve exposure to blood
- Use and limitations of Engineering Controls, Work Practices, and PPE
- PPE - types, use, location, removal, handling, decontamination, and disposal
- PPE - the basis for selection
- Hepatitis B Vaccine - offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.
- Emergency procedures - for blood and other potentially infectious materials
- Exposure incident procedures
- Post-exposure evaluation and follow-up

- Signs and labels - and/or color coding
- Questions and answer session

An Employee Education and Training Record will be completed for each employee upon completion of training. This document will be kept with the employee's records at the District Office.

Hepatitis B Vaccination

The school nurse teacher will provide information on Hepatitis B vaccinations, addressing its safety, benefits, efficacy, methods of administration and availability. The Hepatitis B vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- the employee has previously received the series
- antibody testing reveals that the employee is immune
- medical reasons prevent taking the vaccination; or
- the employee chooses not to participate

All employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee must sign a statement to this effect.

Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination will be kept in the District Office with the employee's other medical records.

Post Exposure Evaluation

Post Exposure Evaluation and Follow-up and Procedures for Reporting, Documenting and Evaluating the Exposure

Should an exposure incident occur, contact the school nurse teacher immediately. Each exposure must be documented by the employee on an "Exposure Report Form". The school nurse teacher will add any additional information as needed.

An immediately available confidential medical evaluation and follow-up will be conducted by the school physician. The following elements will be performed:

- Document the routes of exposure and exposure occurred.
- Identify and document the source individual unless the employer can establish that identification is infeasible or prohibited by state or local law.
- Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.

- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.

An "Exposure Incident Report", a "Request for Source Individual Evaluation", and an "Employee Exposure Follow-up Record" will be provided to the employee so they may bring them along with any additional relevant medical information to the medical evaluation. Original copies of these reports will be maintained with the employee's medical records.

The school nurse teacher and school physician will review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised. Recommendations for changes to existing protocols and/or training will be made to the Superintendent of Schools.

Health Care Professionals

The Superintendent will ensure that health care professionals responsible for employee's HB vaccination and post-exposure evaluation and follow-up will be given a copy of the OSHA Bloodborne Standard. The Superintendent will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test; and relevant employee medical records, including vaccination status

Healthcare Professional's Written Opinion

The school nurse teacher will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after completion of the evaluation.

For HB vaccinations, the healthcare professional's written opinion will be limited to whether the employee requires or has received the HB vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report at our school district.

Housekeeping

The Head of Buildings and Grounds has developed and implemented a written schedule for cleaning and decontaminating work surfaces as indicated by the standard (see Standard Operating Procedures).

Labeling

The following labeling method(s) will be used at our facility:

- a. step-on cans in health office with appropriate labels; and
- b. large spills will be contained and labeled and brought to the North Country Medical Center for disposal.

The school nurse teacher will ensure warning labels are affixed or redbags are used as required. Employees are to notify the school nurse teacher if they discover unlabeled regulated waste containers.

*Recordkeeping**Medical Records*

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20.

The school nurse teacher is responsible for maintenance of the required medical records and they are kept at the District Office.

In addition to the requirements of 29 CFR 1910.20, the medical record will include:

- the name and social security number of the employee; a copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- a copy of all results of examinations, medical testing, and follow-up procedures as required by the standard; and
- a copy of all healthcare professional's written opinion(s) and required by the standard.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.20.

An employee's medical records shall be provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

*Recordkeeping**Training Records*

Bloodborne pathogen training records will be maintained by the school nurse teacher at the District Office.

The training record shall include:

- the dates of the training session;
- the contents or a summary of the training sessions;
- the names and qualifications of persons conducting the training; and
- the names and job titles of all persons attending the training sessions.

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.

Employee training records will be provided upon request to the employee or the employee's authorized representative within 15 working days.

Transfer of Records

If the Northeastern Clinton Central School District ceases to exist and there is no successive employer to receive and retain the records of the prescribed period, the district shall notify the Director of the National Institute for Occupational Safety and Health (NIOSH) at least three (3) months prior to the scheduled record disposal and prepare to transmit them to the Director.

First Aid Provider

This section only applies to employees who are designated to render first aid assistance, but this assistance is not their primary work assignment. First aid providers who are in this collateral duty category within the district are listed below for easy reference.

Designated First Aid Providers

- Building Principals
- Office Workers (Secretaries, Teachers Aides)
- Bus Monitors on Special Aide Buses

In the event of a first aid incident where blood or other potentially infectious materials (OPIM) are present, the employee(s) providing the first aid assistance is (are) instructed to report to the school nurse teacher/school nurse before the end of their workshift.

The school nurse teacher will maintain a report which describes the name of the first aider, date, time and description of incident.

The school nurse teacher will ensure that any first aider that desires the vaccine series after an incident involving blood or OPIM will receive it as soon as possible, but no later than twenty four hours after the incident.

The school nurse teacher will train first aid providers on the specifics of the reporting procedures, in addition to all the training required in the Training Section.

Adoption date: June 21, 1993

CONTAGIOUS DISEASES EXHIBIT**Job Classifications In Which All Employees Have Occupational
Exposure To Bloodborne Pathogens**

Below are listed the job classifications in our district where all employees will have reasonably anticipated exposure to human blood and other potentially infectious materials:

<u>Job Title</u>	<u>Department/Location</u>
School Nurse Teacher/School Nurses	All buildings
Custodians	All buildings
Bus Drivers	Buses; All buildings
Occupational Education Teachers	Senior High Building

CONTAGIOUS DISEASES EXHIBIT

Job Classifications and Work Activities In Which Some Employees Have Occupational Exposure To Bloodborne Pathogens

Below are listed the job classifications and work activities in our facility where some of the employees will have reasonably anticipated exposure to human blood and other potentially infectious materials:

<u>Job Title</u>	<u>Department/Location</u>	<u>Task Procedures</u>
Superintendent of Schools	All district buildings	May be responsible for on-the-scene first aid until medical authorities and/or clean-up crews arrive.
Building Principals	All district buildings	May be responsible for on-the-scene first aid until medical authorities and/or clean-up crews arrive.
Office Workers (Aides, for Secretaries)	All district buildings	May be responsible on-the-scene first aid until medical authorities and/or clean-up crews arrive.
Bus Monitors on Special for Education Bus	All district buildings	May be responsible on-the-scene first aid until medical authorities and/or clean-up crews arrive.

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