

**BLOODBORNE PATHOGENS
&
EXPOSURE CONTROL PLAN**



SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

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PURPOSE

The Sutter County Superintendent of Schools provides a safe and healthful workplace for employees. By implementing this Exposure Control Plan, it is our goal to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials and to provide appropriate treatment if such exposure occurs. This plan has been developed to meet compliance with *California Code of Regulations, Title 8, Section 5193* and *OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030*, and is consistent with the requirements of the Sutter County Superintendent of Schools Injury and Illness Prevention Program (IIPP). All employees will receive a copy of this plan upon its conception, at their new employee orientation, and whenever an update or change has occurred. This plan will be reviewed annually.

Employees are encouraged to read and are required to follow the guidelines and procedures set forth in this plan. Questions regarding the contents of this plan should be brought to the attention of your immediate supervisor.

RESPONSIBILITY

There are four major "Categories of Responsibility" that are central to the effective implementation of our Exposure Control Plan. These are:

- **The Exposure Control Administrator -**
Sutter County Superintendent of Schools will assume the overall responsible for management and support of our Bloodborne Pathogen and Exposure Control Plan as the Exposure Control Administrator. Our Safety Committee will be responsible for reviewing our plan annually and updating it whenever new procedures are implemented or modified which affect occupational exposure of our employees.
- **Site Administrators -**
Site Administrators are responsible for exposure control, compliance, and procedures in their respective areas. Site Administrators will annually review tasks and procedures performed at school sites where work practice controls can be implemented or updated.
- **Education/Training -**
Sutter County Superintendent of Schools will be responsible for providing all employees with the appropriate education and training regarding bloodborne pathogens and exposure control practices.
- **Employees -**
Employees of Sutter County Superintendent of Schools are responsible for knowing what tasks they perform that have occupational exposure, attending documented bloodborne pathogen training (video and booklet/quiz) when required and necessary, plan and conduct all operations in accordance with our work practice controls, and develop good personal hygiene habits.

EXPOSURE DETERMINATION

The purpose of exposure determination is to identify individuals at risk of exposure who shall receive training, protective equipment, and vaccination.

The Exposure Determination Chart shall be referred to for each employee position whose duties may cause exposure to bloodborne pathogens. The determination shall include remote exposure, possibility of exposure, and potential for exposure. (See *Exposure Determination Chart, Appendix I*)

Potential occupational exposure is defined as those who have the following job responsibilities and/or duties:

- Administers vaccines
- Performs specialized health care procedures
- Feeds students
- Renders first aid
- Toilets or diaper changes students
- Cleans up blood, saliva, vomit, or semen
- Cleans up body fluid tinged with blood
- Handles, repairs, and maintains any equipment or tools that may be contaminated with blood
- Demonstrates medical procedure where potential exists for contact with blood, saliva, or other body fluid (ROP programs)

METHODS OF COMPLIANCE AND SCHEDULE OF IMPLEMENTATION

There are a number of areas that must be addressed in order to eliminate or minimize exposure to bloodborne pathogens in our facilities. Each of the following areas will be reviewed with our employees during their new employee orientation and annually, which includes bloodborne pathogens related training.

- Awareness
- Workplace Transmission
- Universal Precautions
- Engineering and Work Practice Controls
- Personal Protective Equipment
- Good Housekeeping

Awareness

Occupational exposure to bloodborne pathogens or other potentially infectious materials, may cause an employee to be at risk of acquiring Hepatitis A Virus (HAV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). Blood is the number one course of these viruses in the workplace. The risk of contracting one of these viruses at school is low, but when the need arises you must be prepared to deal with it safely.

Workplace Transmission

Bloodborne pathogens can cause infection by entering your body in a variety of ways including: open cuts, nicks, skin abrasions, dermatitis, acne, and the mucous membranes of your mouth, eyes, or nose. Any employee will take extra caution while working with severely disabled children. Extra caution will be taken when working around broken glass, sharp metal, needles, and knives.

Universal Precautions

Universal precautions shall be observed to prevent contact with blood or other potentially infectious body fluids such as semen, vaginal secretions, and saliva. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Universal precautions will be taught as part of bloodborne pathogen training during new employee originations and annually.

Engineering and Work Practice Controls

Work practices are specific procedures you must follow on the job to reduce your exposure to blood or other potentially infectious materials. These work practice controls include:

- Handwashing facilities (or waterless hand sanitizer) will be readily assessable to all employees who have the potential for exposure.
- Employees will wash their hands with soap and water immediately, or as soon as possible, after removal of potentially contaminated or other personal protective equipment.
- Following contact by any skin area with blood or potentially infectious body fluids, employees shall wash with soap and water. They shall also flush any exposed mucous membranes with sterile water at an eye flushing station or with cool or room temperature water.
- Employees will wash their hands with water and an antiseptic soap before and after preparing food, feeding students, and toileting or diapering students.
- Employees must wear disposable gloves when preparing and serving food, and when feeding and toileting/diapering students.
- Eating, drinking, applying cosmetics or lip balm, or handling contact lenses is prohibited in work areas where there is the potential for exposure to bloodborne pathogens.
- No food or drinks shall be kept in refrigerators, freezers, shelves, cabinets, or counter tops or bench tops where blood or other potentially infectious materials are present.
- Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances, and while wearing the appropriate protective clothing.
- Contaminated needles or other contaminated sharps are not to be recapped or bent but placed in a sharps container for proper disposal. Breaking or shearing of needles is prohibited.
- When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping and be disposed of at a local disposal center.
- Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous (breaking the skin) injury.

The Sutter County Superintendent of Schools will identify specific personnel to deal with bloodborne hazards on a regular basis. These employees may include:

- A person trained in bloodborne pathogens safety to administer first aid treatment to students and staff.
- A custodian or trained person responsible for cleaning up all body fluid spills.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) deemed necessary will be determined by each job description and may include the following at no cost to the employee:

- Disposable gloves
- Disposable protective gowns
- Face shields/masks
- CPR mouthpieces

Site administrators and nursing personnel will be responsible for ensuring that all site facilities have appropriate PPE and that it is being appropriately used by staff. Employees will be trained regarding the use of appropriate PPE for their job assignment and tasks/procedures they perform. Additional training will be provided if the employee takes a new position or new task/procedures are added to the present position. All PPE will be inspected at least annually.

Good Housekeeping

A regular schedule for cleaning and decontamination of appropriate areas for each facility will be established. The site administrator will be responsible for establishing the schedule and make sure it is carried out. Employees will observe the following practices:

- All equipment, furniture, toys, tools, and surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. A bleach solution or Environmental Protection Agency (EPA) approved germicide will be used.
- All surfaces will be cleaned and decontaminated after completion of medical procedures, when surfaces are overtly contaminated, after any spill of blood or infectious material, and at the end of work shift if the surface may have been contaminated.

Cleaning procedures for the spill of blood or other potentially infectious material are as follows:

- Wear gloves.
- Use paper towels or commercially prepared absorbent product.
- Clean area with antibacterial soap and water.
- Disinfect with approved disinfectant (*Envirocide® Disinfectant and Cleaner*).
- Place paper towels, gloves, and absorbent material in a leak-proof disposable bag.
- Wash your hands with soap and water.
- Laundry contaminated with blood or other potentially infectious material will be handled as little as possible and not sorted or rinsed where it is used.
- At all times, universal precautions are to be used when laundry is done, using bleach in an appropriate solution with hot water.
- Broken glassware will **not** be picked up directly with the hands. Sweep or brush material into a dustpan.
- All sharps shall be discarded immediately in sharps containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label.

Contaminated Sharps Discarding and Containment

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded in accordance with OSHA 29 CFR 1910.1030.

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 be reasonable anticipated to be found, maintained upright throughout use, and replaced routinely and not be allowed to overfill.

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. If leakage is possible, the sharps container must be placed in a secondary container which is closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and labeled or color-coded according to the OSHA 29 CFR 1910.1030 standard.

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.

HEPATITIS B VACCINATION

The Hepatitis B vaccination shall be made available after the employee has received training in occupational exposure and within 10 working days of initial assignment, at no cost, at a reasonable time and place, under the supervision of licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Services (USPHS). It shall be made available to all employees who have potential occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that employee is immune, or the vaccine is contraindicated for medical reasons.

Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. If the employee initially declines the Hepatitis B vaccination but at a later date decides to accept the vaccination, the vaccination shall then be made available. If a routine booster dose of Hepatitis B vaccination is recommended by the USPHS at a future date, such booster doses shall be made available at no cost to the employee.

HEPATITIS A VACCINATION

In a continued attempt to keep our employees safe, the Hepatitis A vaccination shall also be made available to those employees who wish to receive it, at no cost, at a reasonable time and place, under the supervision of licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Services (USPHS).

Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. If the employee initially declines Hepatitis A vaccination but at a later date decides to accept the vaccination, the vaccination shall then be made available. If a routine booster dose of Hepatitis A vaccination is recommended by the USPHS at a later date, such booster doses shall be made available at no cost to the employee.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported immediately to their supervisor. The supervisor or site administrator

will make sure that the employee receives medical consultation and treatment (if required) as expeditiously as possible.

A representative of Sutter County Superintendent of Schools shall investigate every exposure incident that occurs. This investigation shall be initiated within 24 hours after notification and shall involve gathering the following information:

- Date and time the incident occurred
- Location the incident occurred
- Type (blood, vaginal secretions, urine, feces, saliva, vomit, semen, etc.) of potentially infectious materials involved in the incident
- Source of material
- Type of work being performed when the incident occurred
- What was the cause of the incident
- Personal protective equipment being used at the time of the incident
- Actions take as a result of the incident

Following a report of an exposure incident, the exposed employee shall obtain a confidential medical evaluation and follow-up documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if he/she consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Healthcare professionals will be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis's B vaccination following the exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to Sutter County Superintendent of Schools. All diagnoses will remain confidential.

The healthcare professional evaluating the employee will be provided with the following information:

- A copy of this plan, if requested
- A copy of the exposure incident report
- The exposed employees relevant vaccination and medical records
- Other pertinent information

The employee will receive a copy of the evaluating healthcare professionals' written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following: (1) whether the employee needs Hepatitis B vaccination; (2) whether the employee has received such a vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- That the employee was informed of the results of the evaluation.
- That the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be in a written report. All medical evaluations shall be made by or under the supervision of a licensed healthcare professional (Comp Clinic). All laboratory tests must be conducted by an accredited laboratory at no cost to the employee. All medical records will be kept in accordance with 29 CFR 1910.1020.

HAZARD COMMUNICATION

Warning labels (orange or red biohazard symbol) shall be placed on refrigerators, freezers, and any other containers used to store or transport blood or other potentially infectious materials (including sharps disposal containers). Red bags or containers may be used instead of labeling. Universal precautions must be used in handling of all specimens including laundry. Signs must be used to identify restricted areas.

INFORMATION AND TRAINING

Sutter County Superintendent of Schools shall provide training initially upon job assignment and annually. Employees who have received appropriate training within the past year need only receive additional training in items not previously covered. Training will include:

- Making accessible a copy of the regulatory text of the standard
- General information on bloodborne diseases and their transmission
- Exposure Control Plan
 - Engineering and Work Practice Controls
 - Personal Protective Equipment (PPE)
 - Hepatitis B vaccine
 - Response to emergencies involving blood
 - How to handle exposure incidents
 - Post-evaluation and follow-up procedures
 - Signs/labels Questions and Answers

RECORDKEEPING

Sutter County Superintendent of Schools shall maintain accurate records on occupational exposure of each employee pursuant to CCR 8; Section 3204(d). This record shall include

1. The name and social security number of the employee;
2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
3. A copy of all results of examinations, medical testing, and follow-up procedures; 4. The employer's copy of the healthcare professional's written opinion; and
5. A copy of the information provided to the healthcare professional.

These records shall be confidential and released only by the employee's written permission or as required by law or regulation. The records shall be maintained for thirty (30) years beyond the end of employment of the employee. Training records will be maintained for three years. Disposal of records will be in accordance with OSHA's standard covering access to records.

APPENDIX I

EXPOSURE DETERMINATION CHART

JOB CLASSIFICATIONS	REMOTE EXPOSURE	POSSIBILITY OF EXPOSURE	POTENTIAL EXPOSURE
Accounting	X		
Clerical	X		
Custodial			X
Maintenance			X
Special Education Teacher		X	
Alternative Education Teacher		X	
ROP / Adult Education Teacher		X	
Para-Educators		X	
Educational Interpreters		X	
Management	X		
Special Education Principals		X	
Behavior Analyst /Assistants		X	
Food Service positions		X	
Nurses			X
Naturalists		X	

**PROTOCOL FOR HUMAN BITES AND
OTHER EXPOSURE INCIDENTS**

Skin is not broken by the bite:

1. Following a human bite, if the skin is not broken and is intact, no medical follow-up is necessary, other than washing the area thoroughly with an antiseptic soap.
 - a. Students will be sent to the office and an accident report will be completed.
 - b. Staff who was bitten will immediately notify their **supervisor/administrator**.
 - c. The administrator will complete a Supervisor's Report of Injury, and forward it to the Personnel Department at the County Office.

Skin broken by the bite, with or without bleeding:

1. Following a human bite, if the skin is broken, with or without bleeding, follow-up is necessary.
 - a. **Student:**
 1. Following routine guidelines for universal precautions, the staff member assisting will put on gloves and administer first-aid to the student bitten (wash area thoroughly with antiseptic soap and cover the area with dressing if advised by nursing personnel).
 2. The staff member will assist the student who was the biter to immediately rinse out his/her mouth by swishing with water and spitting.
 3. The staff member/office will complete an accident report.
 4. The staff member will notify the school nurse. The nurse will notify the parents of the student who was bitten that they contact their health care provider if medical attention is recommended
 - b. **Staff:**
 1. Following routine guidelines for universal precautions, a staff member will put on gloves and administer first aid to the staff member who was bitten.
 2. The staff member bitten will notify his/her administrator and the school nurse, who will refer him/her to the Personnel Department at the County Office.
 3. The Personnel Department will refer the staff member to a qualified health care professional to discuss:
 - a. The employees' medical status.
 - b. Obtaining a blood test for HBV, HAV, and HIV serological status.
 - c. Evaluating any reported illnesses as well as any recommended treatment.
 - d. Updating Diphtheria/Tetanus immunization if there has been no booster in the past 10 years.

APPENDIX III

GUIDELINES FOR DIAPERING / DIARRHEA

A. PURPOSE:

1. To properly clean the student's skin.
2. To prevent cross-contamination when diapering.
3. To prevent exposure to staff members and other students by using universal precautions.

B. EQUIPMENT:

Wet disposable washcloths, disposable diapers, disposable gowns, plastic disposable bags, butcher paper, changing table, large disposable towels, plastic-lined garbage can, disposable latex gloves, and disinfectant for cleaning changing table.

C. PROTOCOL FOR DIAPERING:

1. Wash your hands with antimicrobial soap.
2. Put on disposable gloves.
3. Place student on clean changing table or take to diapering area/designated bathroom. Two staff members should always be present.
4. Remove soiled diaper and place in plastic bag and then in plastic lined garbage can.
5. If other clothing is soiled, remove and place it in a plastic bag. Tie the bag shut and place it inside another plastic bag to be sent home.
6. Cleanse the diapered area thoroughly from front to back with a moistened disposable washcloth or disposable towelette. Use antimicrobial soap if needed. Dry area. Ointments and powders are used only when authorized and provided by parent.
7. Apply clean diaper and change of clothes if necessary.
8. Remove gloves and place into plastic lined garbage can.
9. Wash your hands with antimicrobial soap.
10. Return student to classroom.
11. Use disinfectant to clean changing table.
12. Wash your hands with antimicrobial soap.
13. Report abnormal conditions to the school nurse.
 - Blood or streaks of blood on diaper.
 - Watery, liquid stool.
 - Mucus or pus in stool.
 - Clay-colored stool.
 - Skin rashes, bruises, or breaks in skin.
 - Very dark or abnormally colored urine.

APPENDIX V

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

970 KLAMATH LANE, YUBA CITY, CA 95993

EMPLOYEE INJURY / INCIDENT REPORT

EMPLOYEE INJURY INCIDENT REPORT

EMPLOYEE NAME: _____ WORK LOCATION: _____

TITLE: _____ SUPERVISOR'S NAME: _____

DATE OF INCIDENT: _____ TIME: _____ LOCATION: _____

DATE REPORTED: _____ PHONE NUMBER: _____

DO YOU REQUIRE MEDICAL ATTENTION NOW? YES NO

(Checking "NO" means you do not need IMMEDIATE medical attention, but may be eligible for future medical care.)

If medical attention is needed, contact the Company Nurse Injury Hotline immediately @ 877-518-6709, use code TCSIG.

If medical treatment is not needed at this time, complete this form and leave it with the site secretary or supervisor who will forward to the Human Resources Department. If medical attention is not needed now for this incident, but is necessary at a later date you understand that you **MUST** contact the County Office Human Resources Dept. @ 822-2900 **PRIOR TO** seeking or obtaining medical treatment.

IMPORTANT: Failure to report occupational injuries in a timely manner and/or failure to comply with the Sutter County Superintendent of Schools' policies for medical treatment of occupational injuries could result in disciplinary action. It may also result in a delay of any possible workers' compensation benefits while the County and the insurance carrier investigate your claim.

HOW DID INCIDENT HAPPEN? _____

DESCRIBE THE INCIDENT AND PART OF BODY AFFECTED: _____

ANY WITNESSES? YES NO IF YES, GIVE NAME(S): _____

HAVE YOU HURT THIS PART OF YOUR BODY BEFORE? YES NO

IF YES, EXPLAIN: _____

WERE YOU EXPOSED TO ANY BLOODBORNE PATHOGENS OR POTENTIALLY INFECTIOUS MATERIALS?

YES NO IF YES, YOU MUST NOTIFY THE Nurse Hotline IMMEDIATELY @ 877-518-6702 use code NVS06.

FOLLOW-UP COMMENTS: To be filled out by staff, not injured employee.

If additional space is needed, please use back of page.

Employee's Signature

Date

Supervisor's Signature

Date

Revised: 05/19/2020

APPENDIX VI

EXPOSURE INCIDENT INVESTIGATION FORM

Name of Exposed Employee: _____

Date of Incident: _____ **Time of Incident:** _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ **Source:** _____

Circumstances (work being performed, etc.): _____

How incident was caused) accident, equipment malfunction, etc.): _____

Personal protective equipment being used: _____

Actions taken (decontamination, clean-up, reporting, etc): _____

Recommendations for avoiding repetition: _____

Signature of Supervisor Investigating Incident

Date

APPENDIX VII

SHARPS INJURY LOG

1. Date and time of the exposure incident: _____

2. Type and brand of sharp involved in the exposure incident: _____

3. Description of the exposure incident: _____

Job Classification of the exposed employee: _____

Department or work area where the exposure incident occurred: _____

Describe the procedure that the exposed employee was performing at the time of the incident: _____

Describe how the incident occurred: _____

List the body part(s) involved in the exposure incident: _____

Did the sharp have engineered sharps injury protection and was it activated or not? _____

If there were no equipment and supply issue point, what is the injured employee's opinion as to whether and how such a mechanism could have prevented the injury?

What is the employee's opinion about whether any other engineering, administrative, or work practice control could have prevented the injury?

Signature of Supervisor

Date