

## **Operations Policy #932 Blood Borne Pathogens Policy**

SusQ-Cyber charter School is committed to providing a healthful environment for its students and employees. To this end, the following guidelines (based on the Blood Borne Pathogens Standard Act of the Commonwealth of Pennsylvania) have been developed.

Exposure Control Plan – The Exposure Control Plan (ECP) has been designed to comply with the guidelines on Blood Borne Pathogens (BBPs) for the public sector. The purpose is to outline policies and procedures to eliminate or minimize employee exposure to BBP's. The ECP is available to all employees and state officials upon request.

### **Employee Exposure Determination**

- The following is a list of job classifications in our facility for employees who have probable risk of exposure to BBP's:
  - Certified School Nurse – care of injured and ill students and/or staff
  
- The following is a list of job classifications in our facility for employees who have a possible risk of exposure to BBPs:
  - Custodian – clean up, handling trash
  - Secretaries, teachers, administrative staff – emergency assistance in the care of ill or injured students or staff

### **Methods of Compliance with ECP**

- Universal/Standard Precautions – the term Universal Precautions refers to a System of infection control which assumes that every direct contact with body fluids is potentially infectious. In all cases where an employee may incur direct contact with body fluids established protective procedures will be followed.
  
- Engineering and Work Practice Controls – Engineering and work practice Controls will be utilized to eliminate or minimize employees' exposure to BBP's.
  - When possible, direct contact with body fluids should be avoided. If hands or other skin surfaces come in contact with blood or body fluids, they should be washed thoroughly as soon as possible with soap and running water. In the event of mucous membrane or eye exposure to contaminated materials, the area should be flushed thoroughly with water.

- Protective gloves will be available and should be worn by school employees whenever direct contact with body fluids is anticipated, and certainly in all of the following instances:
  - In caring for any injury that results in bleeding
  - During cleanup of spills of blood or other body fluids, cleanup of contaminated surfaces, and disposal of contaminated wastes
  - When in contact with blood, body fluids, mucous membranes, non-intact skin and items soiled with blood or body fluids.
  
- Contaminated environmental surfaces should be thoroughly washed with soap and water and disinfected with a freshly mixed solution of 10% sodium hypochlorite (1 part bleach to 9 parts water) or any EPA approved disinfectant.
  - Disposable towels should be used for cleanup
  - Mops should be thoroughly rinsed in disinfectant solution
  - Personnel should wear gloves and wash hands thoroughly when finished
  
- Soiled linens should be washed with detergent in water of at least 160 degrees for 25 minutes. Addition of bleach will further reduce the number of potentially infectious agents.
  
- Protective mouthpieces for resuscitation will be available and located with the AED and the travel first aid kit.
  
- Whenever possible, individuals with open sores, cuts, abrasions and weeping dermatitis should not serve as care givers to an individual with a wound.
  
- Sharps precautions:
  - Needles are not to be bent or broken by hand
  - Contaminated sharps are not to be recapped
  - Used sharps are to be disposed of in an approved sharps container which will be disposed of at an approved facility
  - Broken glass is not to be picked up by hand. A dustpan and brush are to be used for cleanup and the glass disposed of in a sharps approved manner. Dustpan and brush should be cleaned using the solutions listed above.
  
- Regulated (red bag) trash – All regulated waste, other than sharps, is to be placed into double red plastic bags and closed securely. Red bags and sealed sharps containers will be disposed of at an approved facility.

### **Sharps Injury Log/Report**

- A sharps injury log will be maintained to help monitor injuries and assist in developing plans to eliminate or reduce such injuries.
- Sharps injuries should be reported immediately to the school nurse.
- The following information will be included on the Sharps Injury Report:
  - Employee's name and job classification
  - Department/work area of exposure
  - Date and time of exposure
  - Type of sharp
  - Body part(s) involved
  - Procedure employee was performing
  - Description of exposure and how it occurred
- The Sharps Injury Report will be maintained in the employee's confidential file.

### **Post Exposure Evaluation and Follow-up**

- Following an exposure incident the school will immediately make available to the employee a confidential medical evaluation, including laborator tests and follow-up
- The evaluation will include:
  - Documentation of the route and circumstances of the exposure
  - Identification, acquisition of consent and testing of source individual when feasible
  - Post exposure treatment
  - Counseling and evaluation of the employee's condition or reported illness
- The employer will provide a copy of these guidelines, description of the employee's duties, routes and circumstances of the exposure, results of source individual's tests, if available, and all medical records relevant to the appropriate treatment of the employee, including vaccination status, to the health care professional doing the evaluation.
- Within 15 days of the evaluation, the employer will obtain and provide to the employee a copy of the health care official's written opinion. The written opinion shall be limited to:

- Whether the Hepatitis B vaccine is indicated for the employee and if the employee has received the vaccine
  - That the employee has been informed of the evaluation results
  - That the employee has been informed of any medical conditions that could result from exposure and possible require further evaluation and/or treatment
- All other findings and diagnoses shall remain confidential and shall not be included in the written report.
  - Records pertaining to the employee's occupational exposure to BBP's will be maintained in the employee's confidential file.

### **Hepatitis B Vaccination**

- In compliance with state guidelines, within 10 days of employment, Sus-Cyber Charter School will inform all new hires of the availability of the Hepatitis B vaccine at no cost to the employee.
- An employee who refuses the vaccine must sign a declination form that will be kept in the employee's confidential file.
- An employee who declines the vaccine may request and obtain the vaccine at a later date at no cost to the employee.
- Information regarding an employee's vaccination status will be maintained in the employee's confidential file.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.