

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

Code: EBBA-R

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Employees who are at risk for occupational exposure to bloodborne pathogens and other potentially infectious materials will have access to a District plan designed to:

- I. **Minimize exposure** and annually receive information and training relating to OSHA rules and regulations.
- II. **Receive post-exposure evaluation** in accordance with Bloodborne Pathogens Exposure Incident Packet.
- III. **Receive Hepatitis B Virus (HBV) vaccination** at employer's expense.

General administration of the BBP Exposure Control Plan

- a. Supervising administrators, in coordination with the school nurse, will annually identify employees who are at risk for occupational exposure.
- b. The District will adopt universal precautions and hand washing procedures and review them annually.
- c. Personal protective equipment will be provided to identified employees.
- d. All custodians shall receive instruction on the proper cleaning and disinfection of work surfaces, clean-up of broken glass, laundry management, and proper disposal of hazardous wastes.
- e. Labels will be affixed to containers of regulated waste and other containers used to transport potentially infectious materials.
- f. Follow-up and post-exposure procedures will be adopted, including procedures for documentation, blood testing, and medical follow-up/evaluation. (See Bloodborne Pathogens Post-Exposure Incident Packet).
- g. The District will make HBV vaccine available within ten (10) days of the initial working assignment, in compliance with OSHA standards, to identified employees through the Public Health Service. If the employee chooses not to receive the HBV vaccine, they must complete a declination form and have it placed in their personnel file.
- h. Employees will receive annual training as required. Such training shall include information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Documentation of training will be maintained in the District's Superintendent's office for a minimum of 3 years.
- i. HBV vaccination records or HBV declination forms, and post-exposure records will be kept in personnel files for thirty (30) years. Staff training records, including content and training instructor, will be kept in District files for three (3) years.
- j. The Bloodborne Pathogens Exposure Control Plan will be reviewed annually by nursing staff and updated as needed (EBBA-R).

I. **Minimizing Exposure**

A. **Universal Precautions**

All District personnel shall be advised of routine procedures to follow in handling bodily fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or bodily fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between bodily fluids from individuals with a known disease, individuals without symptoms, or individuals with an undiagnosed disease.

Guidelines - The following guidelines shall be used in Park County School District No.6 for bloodborne pathogens exposure control.

1. Hand washing is the single most effective procedure to prevent the spread of communicable diseases.
2. Appropriate personal protective equipment shall be provided to employees as needed.
3. Appropriate disinfectants, as approved for use in the District, shall be available. The

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manufacturer's directions for proper use, preparation, precautions, and storage shall be followed at all times.

4. Appropriate protocols for hand washing, using disposable gloves, and cleaning/disinfecting items contaminated with body fluids shall be followed.
5. The school staff shall be educated about the potential danger of infection from body fluids.
6. A review of the latest recommendations from the Center for Disease Control, Wyoming Department of Health, and local health departments to prevent the spread of disease at school shall be incorporated as needed.
7. Restrooms and classrooms with sinks shall meet environmental standards (e.g., soap available).

B. Disposal of needles, glass, and biohazardous materials

1. All needles will be disposed of in red sharps containers.
2. When the container is full, it shall be locked and taped shut.
3. Large glass items (broken, jagged, etc.) will be removed from the area by custodians.
4. Maintenance or custodial personnel will transport full sharps containers to the public landfill. Personnel should call the landfill to determine which calendar days they are accepting sharps.
5. Materials saturated in blood or body fluids must be sealed in a red biohazard bag. Maintenance or custodial personnel will transport sealed bag to the public landfill. Personnel must call the landfill prior to transport to ensure landfill personnel are available to receive the delivery for disposal.

II. Employee Responsibilities Following Potential Exposure

An exposure, as defined in the Federal Register, means: "A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other infectious material that results from the performance of an employee's duties."

All direct "unprotected contact", such as needle-stick injury or blood and/or body fluids coming in contact with mucous membranes or an open skin surface, should be reported to a physician.

If an exposure is suspected, the employee must:

1. Provide immediate self first aid (wash hands and any other potentially contaminated skin area with soap and water, flush eyes, rinse mouth, etc.)
2. Employee will notify the school nurse and/or supervisor immediately to report an exposure incident.
3. The nurse will give employee the Bloodborne Pathogens Post-Exposure Incident Packet to complete. It is the employee's responsibility to complete the Bloodborne Pathogens Post-Exposure Incident Packet.
4. Contact custodial staff as needed for environmental clean up.

III. Hepatitis B Vaccine

Employees with the potential of having direct contact with blood and/or body fluids shall be offered Hepatitis B vaccine, within ten (10) days of the initial working assignment, at no cost to the employee.

- A. **Category I** - Staff members who, in the course of their duties, may have direct contact with blood and/or body fluids. Cost of the Hepatitis B vaccine will be covered by Park 6 School District for these employees.
1. Custodians and Maintenance
 2. Bus Drivers
 3. Coaches
 4. Nurses
 5. Building Secretaries
 6. Playground Personnel
 7. Paraeducators

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8. Teachers
9. Administrators

III. Hepatitis B Vaccine

B. **Category II** - These staff members are not identified to have an occupational risk of exposure to bloodborne pathogens. Although we encourage all employees to receive the Hepatitis B Vaccine, the cost of this series will not be covered by the district for these employees. However, their insurance may cover the cost.

1. Central Administration
2. Central Clerical
3. Food Service Staff
4. Technology Department Staff

HBV immunization records and/or vaccination declination forms shall be maintained on all identified employees in their personnel files.