

# SHEPHERD UNIVERSITY

## BLOODBORNE INFECTIOUS DISEASES EXPOSURE CONTROL PLAN

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H, S&E #5

### EXPOSURE DETERMINATION

The following employee job classifications at Shepherd University are category A due to the occupational exposure to blood or other potentially infectious material \*(OPIM), regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment.

#### Category A Job Classification

I. Health Center Personnel,  
Nursing Faculty

II. Facility Maintenance Staff

III. Wellness Center Professional Staff,  
Lifeguards

IV. University Police

V. EMS Faculty

VI. Athletic Trainers and Coaches

VII. Biology Faculty and Staff

#### Rational/Task

Handling all sharps and exposure to blood or other body fluids in a clinical or laboratory setting.

Restroom and campus cleaning, exposure to blood or other body fluids during clean up and repairs.

Exposure to blood or other body fluids during First Aid or equipment cleaning.

Exposure to blood or other body fluids during First Aid or emergency response.

Exposure to blood during First Aid and training.

Exposure to blood during First Aid.

Exposure during lab prep, lab procedures, cleanup, Receiving products and waste disposal.

### COMPLIANCE METHODS

**Universal precautions** will be practiced at the university in the providing first aid, the removal of sharps and the waste from the campus, and the housekeeping of any area in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

**Engineering and work practice controls** are limited to hand-washing and housekeeping practices. (also see "needles"). When equipment becomes contaminated it will be decontaminated using a germicide approved by the Environmental Protection Agency.

Hand-washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. All Shepherd University buildings have multiple public restroom facilities for this purpose.

After removal of personal protective gloves, employees shall wash hands and other contaminated skin area immediately or as soon as feasible with soap and water. If access to a hand washing facility is not possible, antiseptic towelettes will be provided. This should be followed by soap and water washing at the earliest opportunity.

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- Other potentially infectious materials include: A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) body fluid that is visibly contaminated with blood, K) All body fluids where it is difficult or impossible to differentiate between body fluids. Sweat, urine, feces and vomit are not considered OPIM except in cases (J) or (K) above.

**WORK AREA RESTRICTIONS**

In work areas where there is reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.

**PERSONAL PROTECTIVE EQUIPMENT**

All personal protective equipment used in first aid or housekeeping involving blood or OPIM at Shepherd University will be provided without cost, by the respective department, to employees when exposure is determined to be possible. Personal protective equipment will be chosen based on the anticipated exposure to blood or OPIM. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee’s clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

Personal Protective Equipment includes:	Task
Gloves (latex, neoprene, other)	Shall be worn where it is reasonably anticipated that hand contact with blood or OPIM is likely.
Rubber boots	Shall be worn when cleaning shower rooms and various maintenance procedures.
Body fluid kits (gloves, face shield, facemask, shoe covers, apron, absorbent, towelettes, scoops, red bags, towel, instruction sheet, disinfectant).	Used for body fluid spill clean up procedures.

All personal protective equipment will be cleaned or disposed of by Shepherd University at no cost to the employee. Disposable gloves are not to be reused. When the personal protective equipments ability to function as a barrier is compromised they are to be disposed of by appropriate means. Equipment that is not saturated (you can not wring anything out of it) may be disposed of in the normal trash stream. Saturated materials will be Red bagged. Call Facilities for pick up.

**NEEDLES**

Used needles are not to be recapped unless required by a specific medical procedure. Dispose of needles in a labeled, closeable, leak proof and puncture-resistant container designed for them. Disposal will be by a contract vendor on an as needed basis. Vendor pick up points are the Health Center and Byrd Snyder Science Building on a monthly or as needed basis. Records are kept in the Department of origination and/or the Facilities Management office.

**HOUSEKEEPING**

Areas where body fluids are present (restrooms, shower rooms, locker rooms) will be cleaned and disinfected as needed. Specific procedures are determined by the Manager of Custodial Services. The Manager of Custodial Services is responsible for supplying Building Service Employees with personal protective equipment, facilitating appropriate training, record keeping and maintaining body fluid clean up kit inventories.

**FIRST AID KITS ARE LOCATED**

Butcher Center: Athletic training room and Nursing area.

Byrd Science Ctr: Rooms 102,103, 104, 110, 202, 203, 204, 205, 210, 211, 217, 302, 303, 305, 311.

Student Center: Kitchen area.

Dining Hall: Managers office and catering office.

Frank Center: Main office area.

Gardiner Hall: Main office.

Civil War Center: Main office.

Human Resources: Kitchen area.

Ikenberry Hall: First floor custodial closet.

Kenamond Hall: Main office.

Knutti Hall: Room 108, 220 and 1<sup>st</sup> floor custodial closet.

Library: Room 152.

Miller Hall: Main office area.

McMurrin Hall: Admissions office.

Facilities Management: At sink in shop area.

Sara Cree Hall: Wellness Center, Pool area, and University Police.

Shaw Hall: Main Office.

Snyder Hall: Room 22.

Stutzman Hall: Room 203, 301, 303, 308.

Thacher Hall: Main office.

Turner Hall: Main office.

White Hall: Office 102 and 202.

West Woods: Service Center.

First aid kits are maintained by the department in which the kit is located.

**BODY FLUID CLEAN UP KITS ARE LOCATED**

A BBPK is part of the standard inventory of all custodial closets in all buildings. These are maintained by the Manager of Custodial Services.

Instruction for using body fluid kits are contained in the respective kit.

**DISPOSAL**

Personal protective equipment and any material that is not saturated (you can not wring anything out) with potentially infectious waste may be disposed of in the normal trash method.

Cultures and infectious agents and associated biologicals, including laboratory waste, biological production wastes, discarded live and attenuated vaccines, culture dishes and related devices and equipment must be autoclaved before disposal. Disposal is by contract vendor on a monthly or as needed basis. Pick up points are at the Health Center and Byrd Science Building. Records are kept in the department of origination and/or in the Facilities Management Office.

## **HEPATITIS B VACCINE**

All employees who have been identified as having exposure to blood or OPIM (category A employees) will be offered the Hepatitis B vaccine at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work in areas where exposure to blood or OPIM unless the employee has previously had the vaccine, is allergic to the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine must sign the attached waiver.

Employees who initially decline the vaccine but at a later time wish to receive it may do so at no cost. The respective employee's supervisor has responsibility for assuring that the vaccine is offered and/or the waiver signed. Employees that choose to receive the vaccine from another health care provider will be responsible for any cost incurred.

## **POST-EXPOSURE EVALUATION and FOLLOW UP**

When an employee incurs an exposure incident, it must be reported to the employee's supervisor and an Exposure Incident Investigation Form report is to be completed to document the incident. All employees who incur an exposure will be offered post-exposure evaluation and follow-up by a licensed health care provider. **Use of the local hospital is preferred.**

The follow-up will include:

- A. Documentation of the route of exposure and related circumstances.
- B. If possible, the identification of the source individual and their status. The blood of the source individual will be tested (after consent) for HIV/HBV infectivity.
- C. Results of the test will be made available to the exposed employee along with applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual. Employers may need to modify this provision to align with state law as applicable to this subject and those concerning consent to disclosure.
- D. The employee will be offered the option of having their own blood tested for HIV/HBV serological status with follow-up testing in six weeks, twelve week and six month post exposure as elected by the employee.
- E. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service in consultation with a licensed health care provider.
- F. Appropriate confidential counseling concerning precautions to take during the period after the exposure incident. Counseling an risk reduction and the risk/benefits of HIV testing, potential illnesses to be alert for and to report any related experience to appropriate personnel, in accordance with applicable state law.
- G. The Director of Human Resources is designated to assure policy provisions and to maintain applicable records.

## **TRAINING**

All category A employees will be trained before initial assignment to tasks where occupational exposure may occur. Training will include:

1. The OSHA standard for Bloodborne Infectious Disease
2. Epidemiology and symptomatology of bloodborne diseases
3. Shepherd University Exposure Control Plan
4. Procedures which might cause exposure to blood or other potentially infectious materials.
5. Control methods that will be used to control exposure.
6. Personal protective equipment and instruction as to use.
7. Modes of transmission of bloodborne pathogens
8. Post exposure evaluation and follow-up
9. Signs and labels used in the work place
10. Hepatitis B vaccine program

Training sessions may include opportunities for discussion, questions, use of videotapes, workbooks and OSHA fact sheets. Supervisors will assure that all Category A employees will receive annual refresher training.

## **RECORDKEEPING**

Shepherd University will establish and maintain a record for each employee with an occupational exposure to include: **Records are confidential and maintained by Human Resources.**

- A. Name
- B. Social Security Number
- C. Hepatitis B vaccine status
- D. Copies of any past exposure/evaluation or follow-up
- E. Assurance of record confidentiality
- F. Maintenance of records for duration of employment plus thirty years

## **TRAINING RECORDS**

- A. Date of training
- B. Name and qualifications of trainers
- C. Name and job titles of trainees
- D. Maintain records for three years

Records for Shepherd University will be kept in the employee's personnel file in the Human Resources Office.

**APPENDIX A**

**STANDARD OPERATING PROCEDURE  
FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES**

**CUSTODIANS**

**Task:** Cleaning/disinfecting restrooms, locker rooms, shower rooms and pool area (including toilets, urinals, and sinks); cleaning up body fluid spills; disposal of general trash; disposal of biological lab cultures; cleaning up broken glass.

**Exposure potential**

Cleaning/disinfecting restrooms, locker rooms, shower rooms and pool	Med.
Disposal of general trash	Med.
Cleaning up body fluid spills	Low
Disposal of biological lab cultures	Low
Cleaning up broken glass	Low

**Personal protective equipment**

**Gloves (Latex or other as needed):** Use while cleaning toilets, urinals, sinks, cleaning up body fluid spills, handling trash and biological lab cultures.

**Neoprene Gloves:** Cleaning up broken glass.

**Protective Eyewear:** Cleaning/disinfecting toilets, urinals, sinks, and body fluid spills.

**Rubber Boots:** Cleaning/disinfecting shower rooms.

**Apron or Gown:** Cleaning up body fluid spills.

**Face Shield:** Cleaning up body fluid spills.

**Shoe Covers:** Cleaning up body fluid spills.

**Disposal**

Personal protective equipment or any material that is not saturated with potentially infectious materials (you can not wring anything out of it) can be disposed of in regular trash receptacles. PPE or materials that are saturated (soaked) must be red bagged and marked biohazard. Red bags can be found in body fluid clean up kits or by contacting the Facilities department. Red bagged material will be taken to the Snyder Science building and combined with lab items for hazardous waste disposal.

**Work Practice Controls:** Wash hands with soap and water after using personal protective equipment.

**Maintenance/disinfection:** Chlorine bleach or “Quat” disinfectant.

**Management of Exposure Incidents:** See HS&E #5 procedure.

**Contingency Plan:** Call Facilities Department for supplies or clean up kits. Do not perform the above tasks without proper training or personal protective equipment.

**MAINTENANCE TECHNICIANS, GROUNDS, SUPERVISORS**

**Task:** Working with restroom fixtures, pool components, cleaning up broken glass, maintaining plumbing systems, handling trash.

**Exposure potential**

Restroom, locker room, shower room, pool equipment	Low
Cleaning up of body fluid spills	Low
Handling of general trash	Low
Cleaning up broken glass	Low

**Personal Protective equipment**

**Latex Gloves:** Working with toilets, urinals, plumbing components, trash.

**Neoprene Gloves:** Handling broken glass and other sharp objects.

**Apron or Gown:** Cleaning up body fluids, working on sewer lines.

**Face Shield:** Cleaning up body fluids, working on sewer lines.

**Shoe Covers:** Cleaning up body fluids, working with sewer lines.

**Disposal**

Personal protective equipment or any material that is not saturated with potentially infectious materials (you can not wring anything out) can be disposed of in the regular trash receptacles. PPE or any material that is saturated (soaked) must be red bagged and marked as a biohazard. Red bags can be found in body fluid clean up kits or by calling the Facilities Department. Red-bagged materials will be disposed of in conjunction with Science Building Hazardous waste contract.

**Work Practice Controls:** Wash hands with soap and water after using personal protective equipment.

**Maintenance/disinfection:** Chlorine bleach or selected disinfectant.

**Management of Exposure Incidents:** See HS&E #5 procedure.

**Contingency Plan:** Call Facilities Department for additional supplies or clean up kits. Do not perform the above task without training or proper personal protective equipment.

**WELLNESS CENTER STAFF**

**Task:** Cleaning/disinfecting exercise equipment, administering first aid, including CPR.

**Exposure potential:**

Cleaning/disinfecting exercise equipment	Low.
First Aid/CPR	Med.

**Personal protective equipment:**

**Gloves (Latex or other as needed):** Cleaning of exercise equipment, administering first aid.

**CPR Micro shield:** Administering CPR

**Maintenance/disinfection:** Chlorine, Bleach or “Quat”.

**Disposal:** Regular trash

**Work practice controls:** Wash hands with soap and water after using personal protective equipment.

**Management of Exposure Incidents:** See HS&E #5 procedure.

**Contingency Plan:** Call Facilities if additional supplies and clean up are needed. Do not perform above tasks without training or proper PPE.

**HEALTH CENTER STAFF, NURSING FACULTY**

**Task:** Cleaning/disinfecting CPR equipment, clinical exposure to sharps, blood and other body fluids (staff abide by affiliated agencies policies and procedures for Bloodborne Exposure and Contaminated waste).

**Exposure potential:**

Cleaning/disinfecting CPR equipment.	Low
CPR	Med
Blood and OPIM	High

**Personal protective equipment:**

**Latex gloves:** Cleaning of equipment

**CPR Micro shield:** Administering and Training of CPR

**Maintenance/disinfection:** Chlorine, Bleach or “QUAT”.

**Disposal:** Regular trash

**Work Practice Controls:** Wash hands with soap and water after using personal protective equipment.

**Management of Exposure Incidents:** See HS&E #5 procedure regarding post exposure.

**Contingency Plan:** Call Facilities for additional supplies and clean up needs. Do not perform above tasks without proper PPE.

## BIO-LAB STAFF

### Task:

Distributing and cultivating live biological material for observation in the laboratory; operating and maintaining autoclaves, cleaning up broken glass, handling trash, shipping and receiving materials.

### Exposure Potential:

Handling, preparing and disposal of biological lab cultures.	Low
Shipping and receiving of supplies.	Low
Handling of broken glass.	Low
Disposal of autoclaved material.	Low
Preparing, conducting and cleaning Labs.	Low

### Personal Protective equipment:

**Latex Gloves:** Use while handling lab cultures, dishes or tubes, when handling trash, preparing, conducting and cleaning Labs.

**Neoprene Gloves:** Use when handling broken glass.

**Protective Eyewear:** Use when unloading autoclave.

**Apron/Gown:** Use when unloading autoclave.

**Face Shield:**

**Maintenance/Disinfection:** Chlorine, Bleach or 'Quat'.

**Disposal:** Personal protective equipment or any material that is not saturated (you can not wring anything out of it) with potentially infectious materials can be disposed of in regular trash receptacles. PPE or materials that are saturated (soaked) must be red bagged and marked biohazard. Cultures, infectious agents and associated biologicals including; laboratory waste, biological production wastes, discarded live and attenuated vaccines, culture dishes and tubes and related devices or equipment must be properly bagged and autoclaved before disposal. Red bags can be found in body fluid clean up kits, at the Health Center and at Byrd Science Center. Red-bagged waste is picked up by CLYM Environmental Services of Frederick, MD or other contract provider.

**Work Practice Controls:** Wash hands with soap and water after using personal protective equipment.

**Management of Exposure Incidents:** See HS&E #5 procedure.

**Contingency Plan:** Call Facilities Management if additional supplies are needed. Do not perform above tasks without training or proper PPE.

**APPENDIX B**

**Shepherd University  
P.O. Box 5000  
Shepherdstown, WV 25443**

**HEPATITIS B  
VACCINATION DECLINATION**

I understand that due to my occupational exposure to blood or other potentially 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 vaccination. At this time, I choose to decline the vaccine and understand that I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future my job continues 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 vaccine series at no charge to me.

Job Classification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ . \_\_\_\_ . \_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_ . \_\_\_\_ . \_\_\_\_

**APPENDIX C**

**SHEPHERD UNIVERSITY  
EXPOSURE INCIDENT INVESTIGATION FORM**

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Situation:

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Person(s) involved: \_\_\_\_\_

Potentially infectious materials involved:

Type: \_\_\_\_\_

Source: \_\_\_\_\_

Circumstance (describe what was occurring at the time):

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What caused the incident:

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Personal protective in use at the time:

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

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Recommendations for avoiding repetition of the incident:

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**CONFIDENTIAL**

**APPENDIX D**

**CONSENT TO DISCLOSE HBV AND HIV INFECTIVITY**

Name: \_\_\_\_\_ Date: \_\_\_\_ . \_\_\_\_ . \_\_\_\_

I was involved in an exposure incident. I do hereby authorize Shepherd University to disclose my human immunodeficiency virus infection status to the following individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that disclosure of “infectious status” includes disclosure of evidence of the human Immunodeficiency syndrome related complex and hepatitis B virus (HBV) infectivity. I also understand that these individuals will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual (myself).

\_\_\_\_\_  
Signature of source individual

\_\_\_\_\_  
Date

**NO CONSENT TO DISCLOSE HBV AND HIV INFECTIVITY**

I have read this form and I do hereby DENY Shepherd University consent to disclose my (source individual)

Infectious status.

\_\_\_\_\_  
Signature of source individual

\_\_\_\_\_  
Date

