BLOODBORNE DISEASE EXPOSURE CONTROL PLAN

In accordance with the Illinois Department of Labor regulations, which are in compliance with the Occupational Safety and Health Act (OSHA) Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed. This plan establishes policy and procedures that minimize or eliminate the exposure of affected employees to bloodborne diseases. Any employee of the Academy determined to have occupational exposure to bloodborne pathogens is protected under this plan.

General Provisions

A. "Universal Precautions" are to be taken whenever the potential for contact with blood or body fluids exists.

B. Personal protective equipment (PPE) will be issued to all designated personnel, and must be used whenever indicated.

C. Employees will be trained in the aspects of this program, and in the general principles of infection control. Where occupational exposure may occur, training will take place before initial assignment. Training will consist of at least all of the following topics:

2. A general explanation of HBV and HIV, including modes of transmission and routes of entry
3. An explanation of the Academy's prevention control program/plan, as detailed in this policy and where it can be found or obtained
4. An explanation of the procedures to follow in the event of an exposure incident including post exposure and follow-up
5. Signs and labels used at the facility and location of personal protective equipment, disinfectants and cleaning materials, and disposal equipment and supplies

Training may include but is not limited to videotapes, written materials, and/or presentations (off-site or on-site). A recordkeeping system will
document that training has occurred. Training will be facilitated through the collaborative efforts of the Director of Human Resources and the Chief of Security.

D. Contaminated surfaces must be disinfected with a solution of disinfectants that is tuberculocidal or a solution of chlorine bleach.

E. Due to the potential for contamination, all medical supplies will be disposable. Contaminated articles (bandages, clothing, rags, etc.) must be discarded in containers marked "Biohazard", "Medical Waste", or "Infectious Waste".

**Covered Tasks**

The following procedures carry the risk of exposure to bloodborne disease:

1. performance of cardiopulmonary resuscitation (CPR) and/or mouth-to-mouth resuscitation
2. dressing or bandaging open, freely-bleeding wounds
3. splinting of open or compound fractures
4. removal of blood - or fluid - soaked clothing to examine a victim
5. any procedure performed on a person where there is visible blood or other body fluids

**Occupational Exposure Determination**

The following Academy employee categories have been determined to be those who may incur occupational exposure to blood or body fluids:

1. security officers
2. residential counselors
3. custodial staff responsible for cleaning of bathroom and locker room facilities and disposal of waste from these areas
4. maintenance staff responsible for repair and maintenance of plumbing pipes and equipment
5. medical staff
6. designated coaching staff
7. science faculty working in laboratory settings where exposure is possible

**Universal Precautions**

The Academy has adopted the policy of using "universal precautions", which require that all blood and body fluids be treated as potentially dangerous. Employees must abide by the following universal precautions when responding to an emergency:
1. Wear gloves (disposable latex) when there is visible blood or body fluids, or when handling items that may have been contaminated.
2. Wear masks **AND** goggles in addition to gloves and/or clothing, if splashing or spattering is likely.
3. Place contaminated articles in marked containers for disposal after use.
4. Use caution when handling sharp objects contaminated with blood or body fluids.
5. Clean and disinfect blood or body fluid spills with a solution of disinfectant (tuberculocidal) or a solution of one part of liquid chlorine bleach to ten parts water. Contaminated equipment must also be cleaned in this solution. Treat cleanup rags and/or articles as if contaminated. Personnel performing cleanup duties are required to wear appropriate personal protective equipment (PPE).
6. Wash hands and exposed body parts with hot water and soap as soon as possible after any emergency response, regardless of whether there was contact with blood or body fluids.
7. No eating, drinking, smoking, applying cosmetics or handling contact lenses in areas where blood or body fluids may be present.
8. No storage of food or drinks in first aid rooms, or where first aid or emergency medical supplies are kept.

**Personal Protective Equipment**

All personal protective equipment (PPE) used at the Academy will be provided without cost to employees. Such equipment will not permit blood or other potentially infectious materials to pass through or reach the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes under normal conditions when the personal protective equipment is worn. PPE will be chosen based on the anticipated exposure to blood or body fluids. PPE will include:

1. disposable latex gloves
2. disposable face masks
3. protective eye wear (with solid side shield)
4. disposable CPR pocket masks
5. disposable, labeled biohazard bags

PPE is placed in the following offices or areas at the Academy:

1. security office
2. nurses office
3. first aid kits
4. residential hall offices
5. maintenance and custodial offices
6. maintenance and custodial carts or tool chests
7. on the person of all security officers
All PPE will be removed by the Academy employee prior to leaving the location of the incident where the PPE was used. All used PPE will be disposed of by the member using it in a labeled biohazard bag and placed in a labeled biohazard disposal receptacle. Disposal of all biohazard labeled materials will be in accordance with current legal requirements and regulations governing such.

**Regulated Waste Disposal and Laundry Procedures**

All contaminated materials shall be discarded as soon as feasible in biohazard marked receptacles located in the Academy. These receptacles are located:

1. Nurses station  
2. Maintenance area  
3. Science area  
4. Security office

Laundry contaminated with blood or body fluids will be handled as little as possible and only with PPE being used by the employees. Such laundry will be placed in appropriately marked biohazard disposable bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use. The laundry will be removed from campus by the designated laundry service who will be notified of the nature of the contaminated laundry.

**Hepatitis B Vaccination**

All designated employees will be given the opportunity to receive vaccination against the Hepatitis B Virus (HBV) within 10 days of assignment. The vaccine will be administered by the health care provider designated by the Academy. If the employee refuses the vaccination, they must sign a waiver to that effect. The employee may change their mind at a later date, and the vaccine will be made available at that time.

**Procedure to Follow for Employee Exposure**

If an employee is exposed to blood or body fluids during the performance of his duties, he must report the incident to security staff and their immediate supervisor immediately. An "Employee Incident Report" must be completed at the time of the reported incident. The report must be forwarded to the Director of Human Resources and the Chief of Security immediately.

Arrangements will be made immediately to refer the employee to a physician for evaluation and follow-up. The physician will be provided a copy of the "Employee Incident Report," this written policy/plan, and the OSHA standard. Copies of the
"Employee Incident Report" will also be provided to the employee, the President, and the official Academy personnel file of the employee.

A report of the physician's findings will be kept in a confidential Academy medical file. This is a confidential medical record and is restricted to a "need to know" basis.

A post-exposure evaluation and follow-up to exposure will include the following:

1. Documentation of the exposure and the circumstances related to the incident.
2. Identification and documentation of the source individual and if possible the status of the source individual unless the employer can establish that identification is infeasible or prohibited by state or local law. The blood of the source individual will be tested after consent is obtained for HIV/HBV infectivity.
3. Results of the testing of the source individual will be made available to the exposed employee.
4. The employee will be offered the option of having their blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken and the blood sample discarded.
5. The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illness to be alert for and to report any related experiences to their immediate supervisor and the Director of Human Resources.
7. The Director of Human Resources has been designated to assure that the policy outlined herein is effectively carried out as well as to maintain records related to this policy.

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