

CONTROL REGULATIONS

General control regulations shall be those regulations that can reasonably be expected to decrease the risk of transmission of communicable diseases. Good housekeeping and personal hygiene practices shall be taught and observed according to general statute and the North Carolina Department of Health and Human Services. Guidelines for cleaning up blood or body fluid spills (attached exhibit) shall be followed at all times. Instruction concerning the use of Universal Precautions shall be a part of the orientation of all new employees.

North Carolina General Statute 130A-136 requires school principals who have a reason to suspect that a person within the school has a communicable disease or a communicable condition, declared by the North Carolina Commission of Health Services to be reported, shall report information required by the Commission to the local Health Director of the county in which the school is located. Confidentiality of such reports is protected by General Statute 130A-143, and school principals cannot be held liable for reporting by General Statute 130A-142.

Specific control regulations shall be developed when a severe communicable disease, e.g., HIV, AIDS, HBV, HCV, is recognized by the Transylvania County Director of Public Health as being an immediate or impending threat to the health and well-being of employees.

Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV)

All school employees shall receive training in how AIDS is acquired and how transmission can be prevented. This training shall be a part of the orientation of all new personnel.

Screening for HIV antibody is inappropriate as a condition for employment because most employees with HIV or AIDS or represent no threat for AIDS transmission through casual contact with other employees.

The Transylvania County Director of Public Health shall notify the superintendent of schools when an employee with HIV, AIDS, HBV, or HCV poses a risk for transmission to others. The superintendent shall notify the employee's immediate supervisor, the employee shall be temporarily removed, with pay, from the workplace, and his/her case referred to the interdisciplinary committee.

A system level interdisciplinary committee shall be established by the superintendent. The committee shall be convened within three (3) working days after notification and comprised of the employee, the employee's principal or immediate supervisor, the superintendent, the Transylvania County Director of Public Health, or his designee, the employee's personal

physician, a physician appointed by the school board, the school board attorney, and the employee's attorney, if he/she so desires. The superintendent shall act as chairman of the committee. Confidentiality forms shall be signed and access to medical records at each school will be limited to designated school personnel.

Within ten (10) working days, the interdisciplinary committee shall decide:

1. When/if the employee shall return to work;
2. If a change in job assignment is in the best interest of all employees and students;
3. Control measures to be followed;
4. Those people with a need to know; and
5. A schedule for periodic re-evaluation of the employee's physical condition and assigned duties.

These decisions shall be based on current legal, scientific, and medical evidence and professional judgment of job performance. The employee shall commence work as soon as all of the conditions set by the interdisciplinary committee can be met. The superintendent shall inform the school board of the interdisciplinary committee's decisions, on an anonymous basis.

Confidentiality shall be strictly protected for all employees with HIV, AIDS, HBV, and HCV infection. The decisions of the interdisciplinary committee shall be limited to those individuals who have responsibility for the employee's welfare.

Employees known to have HIV, AIDS, HBV, or HCV shall be provided information and appropriate counseling by the Health Department.

The following guidelines are meant to provide simple and effective precautions against transmissions of disease for all persons potentially exposed to the blood or body fluids of any student and employee. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease. Universal precautions shall be adhered to by everyone.

The following definitions shall apply to these policies and guidelines:

BLOOD means human blood, human blood components, and products made from human blood.

BLOODBORNE PATHOGENS means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

~~CONTAMINATED~~ means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

~~CONTAMINATED SHARPS~~ mean any contaminated object that can penetrate the skin, including but not limited to needles, scalpels, broken glass, and exposed ends of wires.

~~COLLATERAL DUTY~~ means a duty existing at the same time, but in a subordinate relationship to, the work duties required by an employee's job.

~~DECONTAMINATION~~ means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.

~~ENGINEERING CONTROLS~~ means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

~~EXPOSURE INCIDENT~~ means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

~~HAND WASHING FACILITIES~~ means facilities providing an adequate supply of running, potable water; soap; and single use towels or hot air drying machines.

~~LICENSED HEALTH CARE PROFESSIONAL~~ is a person whose legally permitted scope of practice allows him or her to independently perform the activities required for Hepatitis B Vaccination and post-exposure evaluation and follow-up.

~~HBV~~ is the Hepatitis B Virus.

~~HCV~~ is the Hepatitis C Virus.

~~HIV~~ is the human immunodeficiency virus, the virus that causes AIDS (Acquired Immunodeficiency Syndrome).

~~OCCUPATIONAL EXPOSURE~~ means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

~~OTHER POTENTIALLY INFECTIOUS MATERIALS~~ means 1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and 3) HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

~~PARENTERAL~~ means exposure to mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

~~PERSONAL PROTECTIVE EQUIPMENT~~ is specialized clothing or equipment such as gloves, masks, goggles, or disposable gowns, worn by an employee for protection against an exposure. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against an exposure are not considered to be personal protective equipment.

~~REASONABLY ANTICIPATED~~ means that an exposure is possible, based on tasks assigned to the employee as a requirement of the job. Examples are job tasks where employees are required to handle blood or blood products, such as laboratory technicians, physicians, nurses, and emergency medical technicians. "Good Samaritan Acts", an employee's rendering of assistance to accident victims, and other exposures that cannot be "anticipated" do not constitute occupational exposure.

~~REGULATED WASTE~~ means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

~~SOURCE INDIVIDUAL~~ means any individual, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

~~STERILIZE~~ means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospore.

~~UNIVERSAL PRECAUTIONS~~ is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are

treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens. Universal Precautions are established by the Centers for Disease Control.

~~WORK PRACTICE CONTROLS~~ means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., wearing gloves while diapering students unable to control bodily excretion functions, requiring that glass be picked up with tongs or a dustpan and brush.)

Risk of Contact with Body Fluids

The body fluids of all persons shall be considered to contain potentially infectious agents (germs/microorganisms). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva. Contact with body fluids presents a risk of infection from a variety of germs/microorganisms. In general the risk is dependent on a variety of factors including the type of body fluid with which contact is made and the type of contact.

Body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the hepatitis virus and persons with HIV. Transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because precautions are not always followed.

Avoiding Contact with Body Fluids

When possible, direct skin contact with body fluids shall be avoided. Disposable gloves shall be available. Gloves are required when direct contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Hands shall be washed afterwards. Gloves used for this purpose shall be put in a biohazard bag or lined trash can, secured, and disposed of daily.

Methods of Compliance and Schedule **Universal Precautions**

Universal precautions, as outlined by the Centers for Disease Control, shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls

Engineering/environmental controls and work practice controls shall be used to eliminate or minimize employee exposure. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

Hand Washing and Other Affected Skin Areas

Transylvania County Schools shall provide hand washing facilities which are readily accessible to employees. When provision of hand washing facilities is not feasible, the school system shall provide either an appropriate antiseptic hand cleanser in conjunction with single use cloth/paper towels or antiseptic towelettes. When antiseptic hand cleanser or towelettes are used, hands shall be washed with soap and running water as soon as feasible. Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Contaminated Needles and Other Contaminated Sharps

Contaminated needles and other contaminated sharps shall not be bent, recapped, sheared, or broken before disposal, with the following exceptions:

- A. Transylvania County Schools can demonstrate that no alternative is feasible or that such action is required by a specific medical procedure; and/or
- B. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

Immediately or as soon as possible after use, contaminated sharps shall be placed in appropriate containers for disposal. These containers shall be: 1) puncture resistant, 2) labeled or color-coded in accordance with this policy, and 3) leak proof and spill resistant. **BIOHAZARD** labels shall be affixed to containers of regulated waste and containers used to store, transport or ship blood or other potentially infectious materials. These labels shall be predominantly orange-red with lettering or symbols in contrasting color. The label shall be affixed to the container by a method that prevents the loss or removal.

Other

Equipment, such as sports equipment, which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or transporting and shall be decontaminated as necessary.

Personal Protective Equipment Provision

~~Transylvania County Schools shall provide appropriate personal protective equipment. Under normal conditions of use and for the duration of the time which the protective equipment will be used, equipment is considered "appropriate" if it does not allow blood or other bloodborne pathogens to reach clothing, skin, eyes, mouth, or other mucous membranes.~~

A. Use

~~Employees shall use appropriate personal protective equipment unless, in the employee's judgment, its use shall pose an increased safety risk to others. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.~~

B. Accessibility

~~Transylvania County Schools shall ensure that appropriate personal protective equipment is accessible at the worksite. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be accessible to those employees who are allergic to gloves normally provided.~~

C. Repair and Replacement

~~Transylvania County Schools shall repair or replace personal protective equipment as needed to maintain its effectiveness. When personal protective equipment is removed it shall be placed in a designated area or container for washing, decontamination or disposal.~~

D. Gloves

~~Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, mucous membranes, non-intact skin or other potentially infectious materials.~~

Housekeeping

~~All equipment and environmental and working surfaces shall be decontaminated with an appropriate disinfectant after contact with blood or other potentially infectious materials. Broken contaminated glassware shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps. Contaminated materials shall be labeled with the appropriate **BIOHAZARD** label.~~

What To Do If Direct Skin Contact Occurs

When contact with body fluids occurs, hands and other affected skin areas of all exposed persons shall be immediately washed with soap and water. Also flush mucous membranes immediately with water.

Removal of Body Fluids

Each school shall have procedures for the removal of body fluids, which shall be in accordance with standard universal precautions. School system buildings shall stock sanitary absorbent agents and disinfectants specifically intended for cleaning body fluid spills. The contaminated absorbent material or sweepings shall be disposed of in a plastic bag labeled with the appropriate **BIOHAZARD** label. Broom and dustpan must be disinfected or discarded.

Disinfectants/Disinfecting of Hard Surfaces and Care of Equipment

The initial step shall be cleaning with an intermediate level disinfectant. It is recommended that disinfectants be left on the contaminated surface for ten minutes before removal. Employees are required to clean equipment, environmental and work surfaces, and decontaminate them immediately after contact with blood or other body fluids using an EPA approved disinfectant, such as phenolic or quaternary ammonium germicidal detergent solution or a 1:10 to a 1:100 dilution of bleach.

After removing the heavy contaminated material, a disinfectant is applied. Mops shall be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment shall be placed in a toilet or plastic bag as appropriate. Nondisposable cleaning equipment (dustpans, buckets) shall be thoroughly rinsed in the disinfectant. The disinfectant solution shall be promptly disposed into the sewage disposal system. Remove gloves and discard in appropriate receptacles marked with the **BIOHAZARD** label.

Disinfection of Rugs

Apply sanitary absorbent agent, let dry and vacuum. If necessary, remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of non-reusable cleaning equipment as noted above.

Laundry Instructions for Clothing Soiled with Body Fluids

Although soiled linen has been identified as a source of large numbers of certain pathogenic microorganisms, the risk of actual disease transmission is negligible. Proper storage and processing of clean and soiled linen are recommended. Individuals specifically responsible for laundry will be given specific instructions.

TRAINING

1. Comprehensive training will be required for all employees with "anticipated risk of occupational exposure." Those employee classifications are found in the Exposure Control Plan. Training will also be given to each principal and either his/her assistant principal or designee.
2. Training will initially be conducted by the Transylvania County Health Department, and will be videotaped for future use in training of new employees who may be classified. Training will follow the guidelines established in OSHA standards. Copies of the OSHA standard will be made available upon request. Bloodborne pathogen training guidelines, an attendance record form, an employee evaluation form, and a sample training agenda are attached.
3. At the completion of the training all employees shall sign verification forms A-16 and A-17 that they have received and read Policy GBEA and GBEA-R. Copies of the signed verification forms will be filed in each employee's confidential file.
4. All employees will be trained in the use of Universal Precautions and forms A-11 through A-12 for Transylvania County Schools by the principal or his designee and shall sign form A-17 verifying they have received this training. A copy of the signed verification form will be filed in the employee's confidential file.

RECORD KEEPING AND SURVEILLANCE

1. Record keeping will include all requirements set forth by OSHA standards. Specific records will include training events (times, dates, content, trainers and individuals present), post-exposure procedures, surveillance, monitoring and individual medical files for individuals offered and accepting the HBV vaccination series.
2. The responsibility for maintaining records shall be the superintendent's office.

3. ~~Periodic site and surveillance monitoring logs will be completed bi-annually by the principal/designee and submitted to the superintendent's office. Bloodborne Pathogen Periodic Site Surveillance and Monitoring Log is attached (A-15).~~
4. ~~An annual survey regarding surveillance and monitoring will be compiled by the superintendent/designee and the Health Education Coordinator. This annual survey will be used in the annual update of this plan. A copy of the annual survey is also attached (A-14).~~

The following forms shall be filed:

- A-1 ~~Exposure Control Plan for Local Education Agencies~~
- A-2 ~~Schedule for Implementing Exposure Control Plan~~
- A-3 ~~Exposure Control Plan~~
- A-4 ~~Consent Form for Hepatitis B Vaccine~~
- A-5 ~~Refusal of Hepatitis B Vaccine~~
- A-6 ~~Sample Hepatitis B Vaccine Log~~
- A-7 ~~Bloodborne Pathogens Workshop Agenda~~
- A-8 ~~Training Record~~
- A-9 ~~Bloodborne Pathogens Training Attendance Record~~
- A-10 ~~Bloodborne Pathogens Training Employee Evaluation Form~~
- A-11 ~~Post Exposure Sequence of Events~~
- A-12 ~~Confidential Employee Bloodborne Pathogen Exposure Incident Report~~
- A-13 ~~Employee Blood Exposure Follow-up Check List~~
- A-14 ~~Annual Survey~~
- A-15 ~~Bloodborne Pathogens Periodic Site Surveillance and Monitoring Log~~
- A-16 ~~Verification Form A~~
- A-17 ~~Verification Form B~~

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