

Rock Valley College

Bloodborne Pathogens Control Procedure

RVC Administrative Procedure (2:20.010)

The following Bloodborne Pathogens Control Procedure has been prepared in accordance with the OSHA Bloodborne Pathogens standard, 28 CFR 1910.1030 and the Illinois requirement of 820 ILCS 219/20.

I. Procedure Statement

It is the policy of Rock Valley College to safeguard, to the highest degree possible, College employees and the public who come into contact with people who are known to have or suspected of having a communicable disease without sacrificing services to the College or individual students.

It is also the intent of this procedure to train, educate, and establish guidelines and procedures for employees to reduce the risk associated with exposure to blood and/or bodily fluids.

This procedure applies to all Rock Valley College personnel that may encounter blood or other potentially infectious materials in the performance of job duties.

This procedure will be reviewed and updated on an annual basis. The review shall include changing technologies and consideration of appropriate commercially available and effective medical devices designed to reduce or eliminate exposure to bloodborne pathogens.

II. Definitions

Bloodborne Pathogens - 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) and Human Immunodeficiency virus (HIV).

Blood - Human blood, human blood components, and products made from human blood.

Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Engineering control - controls (e.g., sharps disposal containers, self-sheathing

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needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure incident - 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.

Occupational exposure - 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.

Parenteral - Piercing mucous membrane or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal protective equipment - Is specialized clothing or equipment worn by an employee for protection against a hazard. In most instances only a couple of these items are needed. *Examples are: Face mask, goggles, face shield, protective gown, and gloves*

Sterilize - The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions - Universal precautions is an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens, (Bloodborne Pathogens Standard 29 CFR 1910.1030(b) definitions).

III. Discussion

It is predictable that at some point in time a College employee will encounter a person who has an infectious disease. College personnel, when dealing with blood, items stained with blood or other bodily fluids, and persons in high-risk groups, should exercise extreme caution. The procedures outlined in this document shall be used to reduce the risk of exposure.

IV. Training and Education

Training will be provided annually through the SafeColleges Online Program. SafeColleges is set up to provide the initial introductory training class as well as renewal courses. It is mandatory that all College employees who could be exposed to blood or other bodily fluids complete the course as assigned.

Records will be maintained by HR. At this time, the College has determined that the following groups of employees/departments, but not limited to, have the potential to be exposed to blood or other bodily fluids:

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1. College Police
2. Plant Operations and Maintenance Staff
3. Technology Center Programs
4. Custodial Staff
5. Health Science Programs
6. Science Programs
7. Laboratory supervisors and lab aides
8. Automotive/Aviation Programs
9. Welding Program
10. Dental Programs

V. Procedures

Exposure

1. An exposure occurs when a person's blood or bodily fluid transfers to another person's blood stream. Exposure can occur through needle sticks, human bites or cuts, sores or abrasions on the skin, or splashes into the eyes, nose, or mouth. Examples of bodily fluids include blood, saliva, tears, vomit, semen, urine, or stool.
2. One of the above conditions must be met for an actual exposure.

Reporting

An employee who believes he/she has been exposed to an infectious disease:

1. Shall thoroughly wash the affected area with soap and hot water if direct contact was made.
2. Shall gather information about the other person involved prior to the individual leaving the campus. The employee should get the person's name, date of birth, any medical information legally available, and the address of the person. The employee should provide information that led the employee to believe the person has an infectious disease or is unable to determine if they do or do not. This information may not be disclosed under the Freedom of Information Act.

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3. Shall immediately contact his/her supervisor once the above information is acquired.
4. Shall contact Physicians Immediate Care or their personal physician.
5. Shall file a timely written report with the Rock Valley College Police Department and/or the Emergency and Risk Management Coordinator.

The Rock Valley College Emergency and Risk Management Coordinator will contact the Winnebago County Health Department, at 815-720-4050, or if the incident occurred at the Advanced Technology Center, the Boone County Health Department at 815-544-2951, advise the health department of the exposure, and follow the Health Department instructions.

It is strongly recommended that the individual seek medical attention if they have not already done so.

VI. Engineering and Work Practice Controls

The following precautions should be observed:

Universal Precautions

Universal Precautions refers to an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV and other bloodborne pathogens as described in OSHA Standard 29 CFR 1910.1030(b).

Effective immediately, universal precautions will be practiced in all work areas to prevent contact with blood or other potentially infectious materials. If it is difficult or impossible to differentiate between bodily fluids, all materials contaminated with bodily fluids shall be considered potentially infectious. All employees will be trained in the concept and application of universal precautions.

Engineering and Work Practice Controls

Engineering and work-practice controls are intended to eliminate or isolate hazards and promote safer behavior in the workplace. Engineering controls take advantage of available technology to eliminate or isolate biohazards (blood).

The following practices will be instituted as a primary means of eliminating or reducing employee exposure:

1. Personal protective equipment, such as gloves, goggles, and face shields, will be supplied and used when as required by OSHA standards.

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2. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure effectiveness.
3. Handwashing facilities will be readily accessible. If this is not feasible, antiseptic hand cleaners and/or towelettes will be provided. Handwashing is required, including after removing gloves, after exposure to blood or other infectious material.
4. The following practice will be used and practiced in areas that have an elevated risk or exposure and will be implemented according to OSHA standards:

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed unless there is no feasible alternative or it is required by a specific medical or dental procedure. Bending, recapping or needle removal must be accomplished by mechanical means or a one-handed technique. Immediately or as soon as possible contaminated reusable sharps shall be placed in appropriate containers until properly processed. The containers shall be puncture resistant, labeled, or color-coded in accordance with the Standard, leakproof on the sides and bottom. Contaminated reusable sharps shall not be stored or processed in a manner that requires an employee to reach into the storage container. Written procedures shall be developed and enforced in each department.

5. Extreme care will be used when examining or cleaning suspected areas. Procedures to be performed will minimize splashing, spraying, spattering, or the generation of droplets of contaminated substances.
6. Open wounds or cuts will be bandaged to avoid direct contact with contaminated bodily fluids. Bandages will be changed if they become wet or soiled.
7. Eating, drinking, smoking, or applying makeup in areas of potential exposure is prohibited. Food and drink are not to be kept where blood or potentially infectious substances could be found.
8. Employees who have a suppressed immune system should avoid contact with areas where bodily fluids are present or with persons who have infectious diseases.

VII. Handling and Disposal Precautions

- Persons working for extended periods of time in areas where blood or other bodily fluids have been shed should wear anti-contamination clothing such as suits, masks, boot covers and gloves.

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- All College personnel shall be cautious to what is defined as a precise regimen when handling, processing and storing potentially infectious disease-contaminated materials and property.
- Clothing known to be contaminated with a suspected infectious fluid is to be clearly labeled and placed in a designated area within the building you are working in.
- Protective disposable gloves will be furnished to personnel handling contaminated materials.
- All material and property for disposal shall be put in sealed red "BIOHAZARD" plastic bags and placed in a conspicuously labeled contamination area. All materials shall be double bagged. An RVC Police Officer will be notified and will dispose of the materials properly.

HSC=Biohazard area, middle doors, across from EMT lab

JCSM= Biohazard area, 1st floor

VIII. Vehicle Maintenance

Upon discovery of blood or bodily fluids in a Rock Valley College owned vehicle, a supervisor shall be notified, and the vehicle taken or towed to the maintenance garage as soon as possible. POM personnel shall follow the appropriate procedures to disinfect the vehicle. After arriving at the maintenance garage and while awaiting disinfection, the affected vehicle shall be identified by the posting of a "Contaminated Area" sign. The following procedure shall be used to disinfect the vehicle:

1. Protective disposable gloves shall be worn during all phases of disinfection.
2. Any excess blood or bodily fluids should first be wiped up with the approved disposable, absorbent materials. Absorbent materials should immediately be bagged and placed in the designated red "BIOHAZARD" waste bag and stored in the appropriate contamination area.
3. A broad-spectrum activity virucidal-germicidal solution shall be prepared according to prescribed standards.

For small items or equipment, wash the item with the germicidal solution and hot water then rinse thoroughly then soak the item in a solution of water and household bleach for 10 to 15 minutes. Use a concentration of 1 to 1 ½ cups of bleach for each gallon of water. Rinse with water and air dry.

For large items or areas, disinfect with the bleach and water solution and then clean with soap or detergent.

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All disposable, contaminated cleaning items shall be placed in red "BIOHAZARD" plastic bags and placed in the designated contaminated item receptacle.

After cleaning the vehicle, the "Contaminated Area" sign shall be disinfected.

The interior of all College vehicles shall be periodically cleaned with the approved virucidal-germicidal solution.

IX. Contamination

A. Material or Property Contamination

When blood or bodily fluids contaminate property while at work, employees shall place the items in a red "BIOHAZARD" plastic bag. The bag shall be sealed and have an appropriate label.

1. The employee must verbally notify his/her immediate supervisor or his designee that potentially infectious disease-contaminated items are in his/her possession.
2. Supervisor will notify RVC Police of sealed bag. If the bag is not in the JCSM building or HSC where a biohazard location is identified as above, the officer will transport the bag to one of the above-mentioned locations to secure.

B. Line of Duty Exposure

When an employee has cause to believe he/she has been exposed to high risk during the line of duty, appropriate documentation will be prepared. High risk exposure includes handling bloody or wet items where scratches, cuts or open sores are noticed; direct contact with bodily fluids on an area where there is an open sore or cut; direct mouth-to-mouth resuscitation (CPR); the receiving of a cut or puncture wound.

If an employee is exposed, a supervisor will be contacted by the employee. The supervisor will notify RVC Police and an accident report detailing the exposure will be completed. All necessary reports will be forwarded to the Deputy Chief and he will forward necessary documentation to the Administrative Assistant of the CFO and the Emergency and Risk Management Coordinator.

A copy of the medical report shall be placed in the employee's confidential medical file. At the recommendation of the treating physician, follow up examinations and/or testing will be provided as directed.

If cleanup is needed, notify Plant Operations and Maintenance.

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X. General Decontamination and Clean Up

If exposed, wash hands thoroughly and immediately with hot water and a virucidal-germicidal soap. Uniforms or other clothing soiled with blood or bodily fluids should be laundered in a household bleach solution. Fabrics requiring dry-cleaning should be diluted in cold water and placed in a red "BIOHAZARD" plastic bag, tagged, and sent to a licensed medical waste disposal facility.

Area supervisors are responsible for replacing used equipment from departmental supplies and ensuring that adequate supplies are available. Protective gloves, first aid supplies and disinfecting materials will always be readily available. Supplies shall include infectious control kits, red "BIOHAZARD" sealing plastic bags with labels, spray bottles containing liquid and aerosol germicidal cleaner, and disposable handwipes (70% isopropyl alcohol). The Hazardous Material/Environmental Technician or his designee shall be responsible for the inventory and dissemination of supplies for infectious disease control.

XI. Vaccination

Rock Valley College OSF Clinic will provide Hepatitis B vaccinations to all personnel who may encounter blood or other potentially infectious materials in the performance of job duties. The Hepatitis B vaccination consists of a pre-test, three inoculations, and a post-test. If an employee declines the vaccination, he/she must sign the vaccine declination. If the employee later decides to have the vaccines, the vaccine will be provided at College expense. The vaccination will be administered by a licensed medical professional.

Post exposure evaluation and follow-up will be available to all employees who have an exposure incident. These services will be provided free of charge, at a reasonable time and place, performed by or under the supervision of a licensed physician or other licensed health care professional, and provided in accordance with the recommendations of the US Public Health Service.

The post exposure evaluation and follow-up shall be made available immediately and shall include:

1. The documentation and route(s) of exposure and the circumstances of the exposure.
2. The identification and documentation of the source individual unless this is infeasible or prohibited by law.
3. A test of the source individual's blood after consent and as soon as possible. If consent is not possible, the College will document that fact. If consent is not required, the blood will be tested, and the results documented. If the source individual is known to be HIV+ or HBV+, it is not

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necessary to test his blood.

4. Notification to the employee of the results of the testing. The employee will also be notified of the applicable laws and regulations regarding disclosure of the identity and infectious status of the person.
5. A blood test of the employee after consent is obtained.
6. Post exposure prophylaxis when medically indicated.
7. Counseling.
8. Evaluation of reported illnesses.

XII. Record Keeping

Accurate medical records shall be kept in a confidential medical file for each employee with an occupational exposure. The record will contain all the necessary information required by the Standard. Medical records will not be released without the written permission of the employee or as required by law. Medical records will be maintained for the duration of employment plus 30 years as required by the Standard. The medical records will contain the appropriate information regarding Hepatitis B vaccines or the refusal form.

A sharps injury log containing the type and brand of device involved in the incident, the department/work area where the exposure occurred, and an explanation of how the incident occurred shall be maintained. The log shall be kept for the length of time required by the Standard.

Training records will be maintained as required by the Standard by the Emergency and Risk Management Coordinator.

NOTE: The "Good Samaritan Act" would not be covered by this Bloodborne Pathogens Standard.

Reference: Board Report 6616

Revised: June 27, 2022