

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-43
SECTION: Operations Division
DATE: 2/8/01
SUPERSEDES:
TITLE: **Communicable Disease and Exposure Reporting Policy**

In accordance with the CAL/OSHA Pathogens Standard, Title 8 GISO 5193 the following policy has been developed:

Purpose

The purpose of the policy is to:

1. Eliminate or minimize employee occupational exposure to blood or other body fluids.
2. Comply with CAL/OSHA Pathogens Standards Title 8 GISO 5193.
- 3.

Exposure Determination

CAL/OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment.

Implementation Schedule and Methodology

CAL/OSHA requires a schedule and method of implementation for various requirements of their standard. The following complies with this requirement:

Compliance Methods

Universal precautions will be observed at all stations and during all emergency responses to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source.

Universal Precautions

Universal Precautions include, but are not limited to:

- Wearing of medical latex type gloves to limit contact.
- Wearing of appropriate level of outer garment's to limit exposure to the skin.
- Wearing appropriate level of respiratory protection to limit inhalation of infectious materials.
- Appropriate disposal and/or cleaning of all items that may have been in contact with infectious materials.

The above controls will be examined and reviewed to ensure the effectiveness at preventing exposure.

Additional Precautions

Needles:

District employees shall not bed, recap, remove, shear or dispose of any contaminated needles or other contaminated sharps. All such procedures will be performed or accomplished by ambulance personnel.

Specimens:

Specimens of blood or other potentially infectious materials will not be placed within any District facility, vehicle, apparatus under any condition other than a "life threatening" incident or situation. The Duty Chief must approve any exception.

Contaminated Equipment:

All department supervisors are responsible for ensuring that equipment, which has become contaminated with blood or other potentially infectious materials, shall be examined prior to placing it back in service and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

Battalion Chief's are responsible for ensuring that the following provisions are met.

All personal protective equipment used by the District will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

Use of Personal Protective Equipment (PPE)

All supervisors shall ensure that appropriate PPE, in the appropriate sizes, are readily accessible at the work site or issued **without cost** to employees. Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Cleaning, Laundering and Disposal

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employee. All repairs and replacement of PPE will also be provided at no cost to the employee.

All garments, which are penetrated by blood, shall be removed immediately or as soon as it is feasible. When the contaminated equipment/clothing has been removed, it shall be placed in the appropriate container for storage, washing, or disposal.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood or other potentially infectious materials, non-intact skin, or other potentially contaminated surfaces.

Disposable gloves used by the District are not to be washed or decontaminated for reuse. Structure gloves may be decontaminated for reuse provided that the integrity of the glove has not been compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection, such as goggles or glasses with side shield, or chin length face shields, are required to be worn whenever splashes, spray, or droplets of blood or other potentially infectious materials may be generated and contamination to the face may be anticipated.

Laundry

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriate red plastic bags for decontamination. The District has provided a washer and dryer, at each station, for the washing of **contaminated PPE**. Station Captains will ensure that personnel do not use the washer and dryers for personal use.

Information and Training

The District Training Officer shall ensure that training is provided at the time of initial assignment to tasks where exposure may occur and that training is offered every twelve months. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

The training will be interactive and cover the following:

1. A copy of this policy and an explanation of its content.
2. A discussion of the epidemiology and symptoms of communicable diseases.
3. The recognition of tasks that may involve exposure.
4. An explanation of the use and limitations of methods to reduce exposure.
5. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's.
6. An explanation of the basis of selecting the proper PPE's.
7. Information on the Hepatitis-B and Hepatitis-A vaccination, including method of administration, benefit, limitations and that it will be offered free of charge.
8. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
9. An explanation of the procedures to follow if an exposure occurs, including the method of reporting and medical follow-up.
10. Information on the evaluation and follow-up required after an employee exposure incident.
11. An explanation of the signs, labels, and colors coding system.

The person conducting the training shall be knowledgeable in the subject matter.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Record Keeping

The District is responsible for maintaining medical records as indicated below. These records will be kept at the headquarters of the District. Medical records shall be maintained in accordance with CAL/OSHA Standards. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years.

The records shall include the following:

1. The name and social security number of the employee.
2. A copy of the employee's Hepatitis-B and Hepatitis-A vaccination status, including the dates of vaccination.

3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of exposure.

Training Records

The Training Officer is responsible for maintaining the following training records. These records will be kept at the headquarters of the District and will include the following:

1. The dates of the training session.
2. An outline describing the material presented
3. The names and qualifications of the persons conducting the training,
4. The names and job titles of all persons attending the training session.

Availability

All employee records shall be made available to CAL/OSHA upon request.

Exposure Reporting Procedures

This policy is to provide guidelines and reporting procedures for personnel who believe that they have been exposed to pathogens while in the performance of his/her duty.

Blood borne Pathogens: Hepatitis-A, Hepatitis-B, Hepatitis-C, and HIV require blood-to-blood contact. If you have an open wound, exposure can occur. Report any possible exposure using the "Employee Exposure Report" and notifying the Duty Chief.

Hepatitis-B and Hepatitis-A vaccinations and immunity verification is extremely important and it is strongly recommended. Hepatitis-A and Hepatitis-B vaccinations are provided to employees at no cost. Use of goggles and gloves with an impermeable barrier will help to prevent/limit exposure.

To date there are no vaccines for HIV and Hepatitis-C. If you suspect a possible exposure to these pathogens, notify the Duty Chief and contact the district physician at 209-604-1180 as well as completing the District exposure report. (HIV testing and results will be kept confidential.)

Treatment for exposure to Hepatitis-C and HIV includes Human Immune Globulin intramuscularly, Hepatitis-C (Ag) and HIV lab testing. The results will be reported to and

followed up by the District physician. County Public Health will be notified to obtain the infectious status of the exposure source.

Tuberculosis (TB): If active TB patient coughs in you face, complete the department exposure report and notify the Duty Chief. You should make sure your PPD skin test is up to date. After the incubation period of 4-6 weeks, a PPD skin test will be done to look for conversion. Current treatment is 6 months of Chemo prophylaxis on converters.

Any exposure or believed exposure will be documented on the District's exposure form. This form will be forwarded to the Duty Chief and the District physician for evaluation. All exposure reports will be kept on record per OSHA requirements and District policy.

END

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EXPOSURE REPORTING FORM

EMPLOYEE INFORMATION:

NAME: _____

Birth Date: _____

Station Assignment: _____

Station Phone: _____

Employee ID# _____

Home Phone: _____

Call Case # _____

Home Address: _____

EXPOSURE INFORMATION:

Date and time of exposure: _____ AM/PM (circle one)

Place of exposure: _____

Exposed to: Blood Saliva Stool Other _____

How did the exposure occur? BE EXPLICIT:

EXPOSURE REPORTING FORM

Date of last Tetanus: _____

Hepatitis-B Vaccine: () Yes () No

Hepatitis-A Vaccine: () Yes () No

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

SOURCE (person) OF CONTACT

Name _____ Phone Number _____

Address _____

Known infectious disease in source: _____

Known risk behavior of source: _____

Other comments: _____

TO BE COMPLETED BY DISTRICT PHYSICIAN

Was the source tested for: Hepatitis A () Hepatitis B () HIV ()

Results: _____ Unknown ()

MEDICAL FOLLOW-UP OF EMPLOYEE

Did employee receive: Tetanus: _____ IG: _____ HBIG: _____
Date Date Date

Hepatitis-B (#1) _____ Hepatitis-B (#2) _____ Hepatitis-B (#3) _____
Date Date Date

EXPOSURE REPORTING FORM

HIV initial test date: _____ Six week date due _____ Done _____
12 week date due _____ Done _____
6 month date due _____ Done _____

TREATMENT AND FOLLOW-UP

Medical treatment received: _____

HIV counseling _____ AZT Protocol _____

Referrals _____

Other Comments _____

MEDICAL PROVIDER

Name _____ Phone _____

Address _____

Signature _____ Date _____

DISTRICT CONTACT

Medical Provider: Please contact:

Name _____

Title _____

Telephone _____