

HAWTHORNE CEDAR KNOLLS SCHOOL

Exposure Control Plan

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Exposure Control Plan

1. PURPOSE

Hawthorne Cedar Knolls UFSD has developed a policy for the management of issues related to Bloodborne Pathogens to reduce or eliminate staff occupational exposure to blood and other potentially infectious body fluids.

2. DETERMINING RISK

Hawthorne Cedar Knolls UFSD will determine risk of exposure based on job duties. Employees will be considered high risk or low risk depending on the likelihood that they will encounter blood or body fluids while carrying out job related tasks.

a. Job Tasks

Job tasks which place an employee at risk for exposure to blood or body fluids include but are not limited to:

- Clean up of blood or body fluid spills
- Disposing of waste which may be contaminated
- Assisting with first aid for cuts, nosebleeds, abrasions, etc
- Performing therapeutic holds or other de-escalation techniques to control aggressive student behavior
- Performing CPR or rescue breathing
- Performing needlesticks or injections

b. Job Titles

Job titles and the anticipated level of risk include but are not limited to:

High Risk

- Security Staff
- Nurses
- Teachers
- Maintenance Staff
- Food Service Staff

Low Risk

- Secretaries
- Administrators
- Technology Support
- Guidance Counselors
- Psychologists

3. COMPLIANCE / WORK PRACTICES

a. Universal Precautions

All staff will treat blood and body fluids as potentially infectious and will use precautions such as protective barriers and safe work practices to prevent exposure at all times. The practices used to reduce or eliminate exposure are outlined in this plan. Protective face shields with disposable filters are to be used when performing rescue breathing or CPR and are to be made readily available to staff.

b. Hand Washing / Gloves

Handwashing facilities will be available to all staff. Staff are expected to wash hands with liquid soap, warm running water and disposable paper towels as soon as possible after unexpected contact with blood or body fluids. If contact with blood or body fluids is anticipated, staff will wear gloves. Latex or other non-permeable gloves will be made available to staff. An acceptable latex substitute will be provided in cases of suspected latex sensitivity. Hands are to be washed after removal of gloves.

c. Environmental Services

Maintenance staff cleaning spills of blood or body fluids will use practices and barriers to avoid skin and mucous membrane contact. Maintenance staff will be trained in appropriate clean up procedures and will have materials required available for use at all times.

d. Training

Employees who are determined to be at risk for exposure due to their job requirements will be trained in safe work practices in order to prevent transmission of disease from blood borne pathogens. Training, materials and personal protective equipment will be made available to staff at the expense of the school district.

e. Sharp Containers

In all areas where needles or syringes will be used, sharp containers will be provided for their safe disposal. Needles and syringes will be used only once and discarded. Sharp containers will be puncture resistant, leak proof and labeled as a bio-hazard. Sharp containers will be kept upright at all times and locked when not attended. Sharp containers will not be overfilled and will be disposed of in accordance to local regulations for medical waste.

4. Post Exposure Procedures

a. Documentation

If an employee is exposed to blood or body fluids, the school district will document the type of exposure, name of employee, date, and how exposure occurred. All documentation will be kept confidential and will be available to the employee if so desired.

b. Employee Medical Follow Up

The employee who has been exposed will be advised of his/her rights by an administrator, school nurse, or the business offices. The employee who has been exposed will be entitled to medical care preferably within an hour of exposure. Care will be at the expense of the district. The employee will receive counseling by a physician, lab work as indicated, and follow up visits as needed. The employee will be relieved of job duties to seek medical care with no loss of wages.

c. Location of Treatment Centers

The district business office will refer the employee to a local health care facility that is able to provide post exposure medical care.