

**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: COMMUNICABLE/INFECTIOUS
DISEASE EXPOSURE CONTROL PLAN**

1.0 POLICY

The City of Winona (COW) is committed to providing a safe and healthy work environment for all city employees. These guidelines provide a policy and safe practices to prevent the spread of disease resulting from handling blood, body fluids or other potentially infectious materials (OPIM) during the course of work. This exposure control plan's (ECP) purpose is to act as a key document for City of Winona employees to ensure compliance with both the Minnesota and Federal OSHA standards. This document includes eliminating or minimizing the risk of occupational exposure to infection by:

1. Implementing engineering controls
 - a) Use of universal precautions
 - b) Utilizing personal protective equipment
 - c) Following good housekeeping practice
2. Providing a Hepatitis B vaccination program
3. Evaluation and determination of employee exposure with provision for post-exposure evaluation follow-up
4. Training to all involved employees in hazard potential
5. Recordkeeping of program essentials

2.0 ORGANIZATIONS AFFECTED

All Departments/Divisions

The following employee job classifications at the City of Winona have been determined to have the potential for occupational exposure to blood or OPIM during the course of job performance.

- All City of Winona Fire Department personnel
- All Police Department personnel
- All Park Recreation Staff responding to patron injury or illness
- All Building Maintenance Personnel
- All Wastewater Treatment Plant Employees

3.0 ADMINISTRATIVE DUTIES

The City of Winona's Environmental Health and Safety Coordinator is responsible for developing and maintaining this ECP program. In addition, the Environmental Health and

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Safety Coordinator will be responsible for maintaining any and all records related to this Exposure Control Plan.

All employees who are determined to have occupational exposure to blood or OPIM must comply with this plan and will be required to review this plan at least annually with their training. These employees are encouraged to provide improvements to this program and submit suggestions through their Safety Team representative. The City of Winona strives for success of this program through employee understanding, safe behavior, and continued involvement.

4.0 PROCEDURES

4.1 Departmental Addendums:

The City of Winona Departments of Fire, Police, Park Recreation, Aquatic Center, Building Maintenance and Wastewater Treatment Plant may have unique employee needs not covered in this City of Winona Communicable/ Infectious Disease Exposure Control Plan. These employee needs should be covered and addressed in an attached addendum.

4.2 Engineering and Work Practice Controls

All employees covered by this ECP will practice the utilization of universal precaution techniques developed by the Center for Disease Control (CDC). All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to prevent or minimize exposure to any and all pathogens. Where occupational exposure remains, after institution of these controls, employees are required to wear personal protective equipment. The following engineering controls will be required at the City of Winona:

1. Performing procedures so that splashing, spraying, splattering, and producing drops of blood and/or OPIM is minimized.
2. Removing soiled PPE as soon as possible
3. Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM .
4. Thorough hand washing with soap and water immediately after providing care or using a antiseptic hand cleaner where

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- handwashing facilities are not available.
5. Prohibiting eating, drinking, smoking, etc. in areas where infectious materials may occur.
 6. Use of leak-proof, labeled containers for contaminated disposable waste or laundry.
 7. Locating disposable gloves and airway equipment in easily accessible areas and promoting their use.
 8. Providing puncture-resistant containers for any contaminated sharp (needles shall not be recapped, bent, broken or removed from a disposable syringe or otherwise manipulated by hand)

4.3 Contaminated Equipment

City of Winona requires that equipment and surfaces, which have become contaminated with blood or OPIM, must be decontaminated before put back into service or if decontamination is not feasible equipment must be disposed of. Maintaining our equipment and facilities in a clean and sanitary condition is an important part of our Exposure Control Plan.

Regulated waste discarded or contained in puncture resistant, leak proof and appropriately marked biohazard-warning label.

4.4 Personal Protective Equipment

Personal protective equipment (PPE) is chosen based on the anticipated exposure to blood or OPIM. All PPE used by City of Winona employees is provided without cost to the employees. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

City of Winona makes sure that appropriate PPE in the appropriate sizes is readily accessible at the work site or issued without cost to employees. Each department will provide:

1. Clean protective clothing covers.
2. Disposable or reusable gloves appropriate to the required task.
3. Containers for disposal (puncture resistant and/or plastic sealable)

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4. Barrier equipment: goggles, face shields, masks, etc.
5. Germicidal cleaners and absorbent cleaning materials.

To make sure that this equipment is used as effectively as possible, our employees shall adhere to the following practices when using their personal protective equipment:

1. Gloves are worn whenever employees anticipate hand contact with potentially infectious material/ body fluid directly from a victim or contaminated surface.
2. Masks and eye protection are used whenever splashes, sprays or coughing may generate droplets of infectious material.
3. Protective disposable clothing is worn whenever potential exposure to the body or work clothing/uniform is anticipated. If work clothing/uniform is contaminated these pieces must be changed and contained as soon as feasibly possible.

The City of Winona will purchase, repair, replace and dispose of personal protective equipment as needed. Any equipment with compromised integrity must be disposed of and replaced. Selection of equipment will take into consideration proper fit and accommodation for special needs of the employee such as allergies.

The employee will be responsible to remove all PPE and garments penetrated by blood or body fluids immediately or as soon as possible after contamination. These garments must be removed in a manner as to avoid contact with the contaminated surface. When removed, items must be placed in a designated container for disposal, storage, washing, or decontamination.

4.5 Housekeeping

All City of Winona work areas and equipment will be kept in a clean condition. Surfaces will be regularly cleaned and blood or body fluids immediately removed after contact. Additional housekeeping requirements will include but not be limited to:

- contaminated broken glassware will not be picked up directly with hands;
- contaminated reusable sharps will not be placed into any container that requires employee to reach into the container during process of decontamination

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4.6 Handling Regulated Wastes

City of Winona employees will place all contaminated needles and/or sharps in containers which are closeable, constructed to contain contents, prevent protrusion and prevent fluid leaks. These containers will be red in color and labeled with a biohazard label. Any saturated dressings, linens, clothing or equipment should be bagged in red labeled plastic bag. These bags may be obtained from the Environmental Health and Safety Coordinator. Laundry contaminated with blood or OPIM will be bagged at the location used whenever feasible and laundered separately from regular laundry.

- The Environmental Health and Safety Coordinator will be responsible for appropriate disposal of all regulated waste.

5.0 INFORMATION AND TRAINING

The City of Winona will make sure that trainers knowledgeable in the subject train employees covered by the bloodborne pathogens standard. This training will occur at the time of initial assignment to tasks where exposure to blood or OPIM may occur, whenever tasks change and at least annually thereafter. The training will be interactive and cover the following:

- The standard and its content
- The epidemiology and symptoms of bloodborne disease.
- The modes of transmission of bloodborne pathogens.
- City of Winona Exposure Control Plan location and contents.
- Recognition of tasks that may involve exposure.
- Exposure reduction methods and their limitations.
- The basic selection, use, location, removal, handling, decontamination and disposal of personal protective equipment (PPE).
- Information on the Hepatitis B vaccination (effectiveness, safety, administration, benefits and the fact that it is free to employees)
- Procedure for reporting an exposure incident, including method of reporting, evaluation after exposure and medical follow-up.
- The signs, labels and color coding systems.

6.0 RECORDKEEPING

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Training records shall be maintained for three years from date of training. The following information shall be documented in each trained City of Winona employees record and shall include:

- The dates of the training sessions;
- An outline of materials presented;
- The names and qualifications of persons conducting the training;

Medical records shall be maintained in accordance with 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:

- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional.

Availability of employee records shall be in accordance with OSHA standard. Records will be made available on request from the employee. Records will also be available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request. This request can be made to the City of Winona Environmental Health and Safety Coordinator.

7.0 EVALUATION AND REVIEW

This program and its effectiveness is reviewed periodically and updated as needed. The City of Winona Environmental Health and Safety Coordinator is responsible for implementing all provisions required by this standard.

8.0 HEPATITIS B VACCINATION PROGRAM

The City of Winona offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to bloodborne pathogens, and post exposure follow-up to employees who have had an exposure incident. All medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- Made available at no cost to the employee through the Environmental Health and Safety Coordinator.
- Performed by the Winona County Health Department or other designated place determined by the City.

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- Provided according to the recommendation of the U.S. Public Health Service.
- After employees have been trained in occupational exposure and within ten days of initial assignment.
- To all employees who have occupational exposure unless a given employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- All employees have the right to decline the Hepatitis B vaccination. All those declining must sign the OSHA-required declination indicating their refusal. This form will become part of their medical records. This refusal can be revoked by the employee at any time that they wish to accept the vaccination. The City of Winona must make the vaccination available at that time.

9.0 POST-EXPOSURE EVALUATION AND FOLLOW-UP

All exposure incidents are reported, investigated, and documented. "When the employee is exposed to blood or OPIM, the incident is reported to the employee's supervisor, an incident report is completed and incident is reported to the City's Environmental Health and Safety Coordinator for follow-up. All employees exposed will receive a confidential medical evaluation and follow-up, which will include at least the following:

- Documentation of the route of exposure, and the circumstances under which the exposure occurred. (use Employee Incident Report Form)
- Identification and documentation of the source individual, unless it can be determined that identification is not feasible or prohibited by law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Hepatitis B, Hepatitis C and HIV infectivity. When the law does not require the source individual's consent, the source individual's blood, if available, will be tested and the results documented.
- When the source individual is already known to be infected with Hepatitis B, Hepatitis C, or HIV, testing for the source individual's status need not be repeated.
- Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collecting and testing of the employee's serological status for Hepatitis B, Hepatitis C, or HIV will comply with the following:

- The exposed employee's blood is collected as soon as possible and tested after consent is obtained;

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- The employee will have the option of having their blood collected for testing. If immediate testing is not desired for Hepatitis B, Hepatitis C, or HIV, the blood sample may be preserved for up to 90 days to allow the employee to decide if the blood should be tested. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the OSHA Standard. All post exposure follow-up will be performed by a medical professional utilizing the information obtained by the initial evaluation of Winona Health's Emergency department physician and their infection control coordinator. The City of Winona Environmental Health and Safety Coordinator will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of exposure evaluation. The opinion will be limited to the following:
 - Recommendation for vaccination series or booster.
 - A statement that the employee has been informed of the results of evaluation.
 - A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which would require further evaluation or treatment.

10. LABELS AND SIGNS

Biohazard labels are affixed to all containers of regulated waste generated by the working activities of City of Winona employees. The universal biohazard symbol will be used. The label is florescent orange or orange-red. Red pages or containers may be substituted for labels.

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