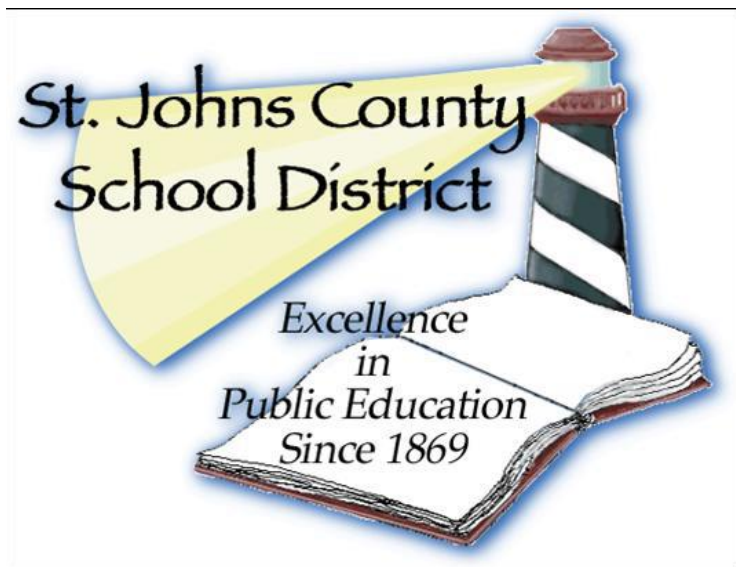


St. Johns County School District

EXPOSURE CONTROL PLAN

2019-2020



FOR COMPLIANCE WITH
Bloodborne Pathogens Standard

OSHA Regulations 29 CFR 1910.10

Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens

PURPOSE

To provide maximum safety to St. Johns County School District employees by minimizing or eliminating their occupational exposure to bloodborne pathogens.

SCOPE

This policy applies to all areas of operation of the St. Johns County School District. The Exposure Control Plan shall be reviewed and revised annually.

Copies of the Exposure Control Plan shall be maintained at each work site and made accessible to all employees. The plan and the Bloodborne Pathogen Training Powerpoint is available on Inside St. Johns and must be viewed by all employees at the beginning of each school year. Signature sheets are required and must be forwarded to HR by October 31, 2018.

CONTROLLING REGULATIONS

Occupational Safety and Health Agency (OSHA) federal regulations 29 CFR 1910.1030, as adopted by Chapter 381-20, Florida Administrative Code.

DEFINITIONS

Bloodborne Pathogens

Disease-causing microorganisms that may be present in human blood and be transmitted with any exposure to blood or other potentially infectious materials (OPIM). Two such pathogens of significance are Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Occupational Exposure

An incident of exposure to blood, body fluids or other potentially infectious material (OPIM) occurring during an employee's regularly assigned duties. Exposure may occur through the skin (chapped, abraded) mucous membranes (mouth, eyes) and percutaneous injury (needle stick, cut, human bite).

Other Potential Infectious Material (OPIM)

The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; and any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Regulated Waste:

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.

THE WORK PLAN

I. EXPOSURE DETERMINATION

The following categories of employees, grouped by job classifications and/or specific tasks are assessed to have a descending likelihood of potential exposure to bloodborne pathogens during their regular job responsibilities. Training and the provision of required HBV vaccinations will therefore be targeted in this order.

A. Category I Employees

All employees whose job descriptions include performance requirements during which they might be expected to incur occupational exposure to blood or other potentially infectious materials. The following St. Johns County School District employees are in this category:

- 1) Maintenance workers
- 2) Custodial workers
- 3) Bus drivers
- 4) Nurses and assigned clinic workers
- 5) Exceptional Student Education (ESE) teachers, aides, and bus aides assigned to E/BD, IND, and ASD programs
- 6) Teachers and aides who work with medically complex children in any setting
- 7) Officially designated First Aide/CPR/AED staff
- 8) Vocational Technical instructors in medical services, other health related services, and first responders for emergencies which might involve medical trauma
- 9) Employees working in any type pre-school child care program
- 10) Employees who have direct contact with students who are known carriers
- 11) Hospital/Homebound teachers
- 12) Athletic trainers

B. Category II Employees

Category II employees are those employees whose job classifications include performance requirements during which they would not be expected to regularly incur occupational exposure to blood or "other potentially infectious materials" (OPIM). Occupational exposure would result from an unanticipated event in the work setting. All Category I and II employees have access to the District's Exposure Control Plan located on Inside St. Johns and are required to review the power point entitled, Bloodborne Pathogen Training. All district employees are given the opportunity to be vaccinated for the Hepatitis B virus. The following St. Johns County School District employees are in this category:

- 1) Coaches
- 2) Physical Education teachers
- 3) Exceptional Education teachers
- 4) Industrial Arts teachers
- 5) Science teachers
- 6) Food Service workers
- 7) Vocational Shop instructors

C. Category III Employees

Employees not identified in either Category I or II because the regularly assigned responsibilities in their job classifications do not appear to involve any exposure to blood or OPIM, but who believe their work activities include potential exposure circumstances. All Category I, II and III employees have access to the District's Exposure Control Plan located on Inside St. Johns and are required to review the power point entitled, Bloodborne Pathogen Training, also located on Inside St. Johns. All district employees are given the opportunity to be vaccinated for the Hepatitis B virus through Marathon Health.

D. Category IV Employees

All other employees, including those who initially declined the vaccination and whose job classifications and work responsibilities involve no identified potential exposure to blood, body fluids, or OPIM may, on request, may receive the Hepatitis Vaccine series at the SJCHD and are required to view the Bloodborne Pathogen Training power point on Inside St. Johns.

II. INFORMATION AND TRAINING

All employees will participate in the Bloodborne Pathogen online training. Such training shall be reviewed annually each year.

Training shall provide employees the following:

- An explanation and copy of the OSHA regulations, OSHA Standard-29 CFR, 1910-1030.
- An explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of modes of transmission of bloodborne pathogens.
- Access to a copy and explanation of the SJCSD Exposure Control Plan.
- An explanation of appropriate methods for recognizing tasks and procedures that may involve exposure to blood or other potentially infectious materials.
- An explanation of the use and limitations of practices that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
- Information on personal protective equipment which will address types available, proper use, location, removal, handling, decontamination and/or disposal.
- An explanation of the basis for selection of personal protective equipment.
- Information concerning the Hepatitis B vaccine, including information on its efficacy, safety, and the benefits of being vaccinated.
- Information on the appropriate actions to take and persons to contact in the event of an emergency.
- Procedures to follow if an exposure incident occurs, including the method of reporting the incident.
- Information on the medical follow-up that will be made available and on medical counseling provided to exposed individuals.

→An explanation of signs, labels, and/or color-coding.

Upon completion of the annual training session all employees participating shall attest to receipt of the required information by their signature. Signature forms are to be kept on file at each location with copies forwarded to HR on or before October 31.

III. EXPOSURE CONTROL PROCEDURES

Universal precautions, engineering and work practice controls, and personal protective equipment shall be used. All employees shall understand and comply with established procedures, as described below, which are intended to minimize the exposure to blood and other body fluids.



A. Universal Precautions

Knowledge and use of Universal Precautions are required. **All blood and other potentially infectious material (OPIM) are to be considered infectious, regardless of the perceived status of the source individual.**

Universal Precautions, as defined and recommended by the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), will be observed in all circumstances involving potential exposure to blood or other body fluids.

All contaminated work surfaces and tools will be decontaminated with 1:10 bleach solution or other approved germicide.

B. Work Practice Controls and Personal Hygiene

Each school clinic, and any other district worksite where contaminated needles or other contaminated sharps might accrue, shall have an appropriate sharps container which shall be puncture resistant, leak proof, and labeled with a biohazard label. Contaminated sharps shall not be bent, recapped, removed, sheared, or purposely broken. Biohazardous wastes will be removed by the school's Maintenance Coordinator and transported to the nearest Marathon Health facility.

Hand washing facilities and effective hand soap shall be available to employees who might incur exposure to infectious materials. If employees are required to work away from hand washing facilities, antiseptic wipes or antiseptic cleanser and clean wipes shall be available to them at the offsite. The exposed employee shall wash all body parts exposed to potentially infectious materials immediately after removing protective equipment.

As a work practice control, in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

C. Personal Protective Equipment

Personal protective equipment is required for all employees dealing with a body fluid spill. Lab coats, goggles, masks and gloves shall be available at the workstation for

Category I and II employees as needed. Other types of protective equipment (mouthpieces, resuscitation bags, other ventilation devices, etc.) may be indicated for specific cases, and will be furnished as the need is identified.

All personal protective equipment shall be promptly removed and properly disposed of or decontaminated prior to leaving the work area. No protective equipment may be worn or carried away from the work environment. Once used, goggles shall be disinfected for reuse. All other protective gear, including gloves, shall be disposable.

The building level administrator is responsible for securing all protective gear (personal and other needed equipment) and assuring that it is available and readily accessible at all times at no cost to employees. The Director of Health Services will assist in identifying appropriate equipment.

Employees who fail to use the equipment as instructed shall be subject to disciplinary action.

D. Housekeeping

Site administrators and line supervisors shall be responsible for assuring that all employees participate fully in maintaining school district facilities in a clean and sanitary condition.

Emphasis shall be placed on the sanitation of clinics, restrooms, athletic shower and locker areas, and other areas in which a potential exposure might be feasible. Housekeeping in these areas shall include:

- Daily cleaning and sanitizing
- Provision of cleaning equipment and supplies (sanitizing agents, separate mops and cleaning utensils, personal protective equipment) used exclusively in these areas of high exposure potential and either stored in close proximity to the areas or maintained on a portable cart with casters which can easily be pushed to the area
- Inspections and decontamination, on a regularly scheduled basis, of all bins, pails, cans and similar receptacles which might become contaminated during normal school operations, including those in classrooms and offices
- Assignment of responsibilities, notification to all employees, and implementation of procedures in which only certain positions perform clean-up procedures following an incident in which blood or OPIM is spilled or during which sharps (needles, broken glass, etc.) must be picked up

E. Laundry Procedures

Clothing and laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and shall be removed as soon as feasible. Contaminated laundry items shall be bagged or containerized at the location where it was used but shall not be sorted or rinsed in the location. Containers for laundry shall comply with OSHA regulations (29 CFR 1910.1030(g)(1)(i) and shall either be a red bag or container furnished by the school district, or the laundry shall be properly marked by having a fluorescent orange or orange-red label with a "biohazard" legend which is affixed to the container by string, wire, adhesive, or other method. Laundering and cleaning of contaminated articles shall be done at no cost to employees.

All employees who handle contaminated laundry will use personal protective equipment to prevent contact with blood or other potentially infectious materials.

If any contaminated laundry is sent off-site, the laundry service accepting the laundry shall be notified by the supervisor or administrator of the contamination program, in accordance with the OSHA standard.

F. Compliance Assurance Responsibility

Supervisors and administrators of work units with unique tasks and responsibilities involving potential exposure (i.e., any type medical training, custodial staff, childcare, etc.) shall develop a supplemental plan specifically addressing the unit's unique exposures.

Supervisors and administrators of employees with potential exposure shall be held accountable for violations cited by the Florida Department of Labor and Employment Security Division of Safety (enforcing agency).

G. Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in closable, puncture resistant, leak proof, labeled (as described under "Laundry Procedures" above) containers located where they are easily accessible to personnel and as close as is feasible to the area where sharps might be used or found. The containers shall be maintained upright throughout use and shall be routinely replaced so as not to be allowed to overfill.

Regulated waste other than sharps shall be placed in containers that are closable; constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping; labeled or color-coded in accordance with OSHA standards.

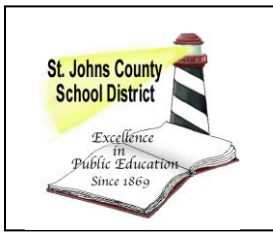
Both sharps containers and containers for other regulated waste shall be closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

If outside contamination of a regulated waste container occurs, it shall be placed in a second container, which meets all the requirements as noted in preceding paragraphs.

Each school is responsible for the disposal of regulated wastes through a licensed Disposal Facility.

HEPATITIS B VACCINE

Hepatitis B Vaccination shall be made available at no cost to the employee. Vouchers are included in the District's Exposure Control Plan. The vaccination series is offered at all Marathon Health clinics Monday through Friday during normal business hours.



Hepatitis B Vaccine Voucher

St. Johns County School District

No Appointment Necessary

You may go to one of the Health and Wellness centers listed below to receive your Hepatitis B vaccine. **Please take this voucher with you along with your Driver's License.**

Menendez Health Center 580 State Rd, West (in front of Menendez High School) M, W, TH & F: 8am to 2pm (closed 1-2pm) T: 10am to 5pm (closed 2-3pm)	Nease Health Center 10430 Ray Road, Ponte Vedra (in front of Nease High School) M, T, W & F: 8am to 2pm (closed 1-2pm) TH: 10am to 5pm (closed 2-3pm)	O'Connell Health Center 3740 International Parkway (in front of Mill Creek School) M, T, TH & F: 8am to 2pm (closed 1-2pm) W: 10am to 5pm (closed 2-3pm)
---	--	---

If you have any questions regarding the Hepatitis B Vaccine, please contact: Melissa Petty, RN, BSN (904) 547-7628

Hepatitis B Vaccination: Consent

I have received information and/or training regarding Hepatitis B infection. I have had an opportunity to ask questions about the disease and vaccine and understand the benefits and risks of Hepatitis B vaccination. I understand that I must receive at least three (3) doses of the vaccine over a 6-month period for full antibody conversion or protection. The District School Board of St. Johns County offers the Hepatitis B vaccination to employees with occupational exposure to blood or other potentially infectious materials at no cost. I understand that it is my responsibility to visit one of the Health and Wellness Centers to receive the vaccination at no cost to me.

Employee Signature

Date

Date Dose #1 was given	Date dose #2 was given	Date dose #3 was given

Hepatitis B Vaccination: Waiver

I have completed the Hepatitis B series of vaccinations. Date Completed: _____

Employee Signature

Date

Hepatitis B Vaccination: Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given this opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself; However, I decline the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material the Hepatitis B vaccine, and want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Note:
Marathon Health will return all vouchers once completed, to Cathy Weber, Director for Salaries and Benefits, at 40 Orange Street

(For individuals reviewing the St. Johns County School District Exposure Control Plan and viewing the powerpoint entitled Bloodborne Pathogen Training)

BLOODBORNE PATHOGEN EXPOSURE CONTROL INFORMATION

I acknowledge I received the St. Johns County School District Exposure Control Plan and viewed the powerpoint entitled Bloodborne Pathogen Training. Included in the Exposure Control Plan and the powerpoint was information on:

- OSHA Regulation, Standard-29, 1910-1030
- An explanation of the epidemiology and symptoms of bloodborne pathogens
- An explanation on the transmission of bloodborne pathogens
- Information on how to identify tasks that may involve exposure
- Information on how to prevent or reduce exposure
- Information on personal protective equipment
- Information concerning the Hepatitis B vaccination
- Procedures to follow if an exposure occurs
- Information on medical treatment and follow-up

I have been made aware the Hepatitis B series of shots is offered to all district employees through Marathon Health at no cost to the employee.

I have been made aware that I can obtain additional information about Bloodborne Pathogens from the St. Johns County School District Health Services Department, 547-7628.

Print Name

Job Title

Signature

Date