

# APPENDIX

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### CLAY COMMUNITY SCHOOLS --- HEPATITIS B EXPOSURE CONTROL PLAN

## Clay Community Schools

### HEPATITIS B EXPOSURE CONTROL PLAN

Clay Community Schools Hepatitis B Exposure Control Plan is in compliance with Title 29 of the Code of Federal Regulations, part 1910 (amended). The Hepatitis B Exposure Control Plan includes the following elements:

- I. The Employee Exposure Determination
  - A. Employee Classifications
  - B. Occupational Exposure Definitions
  - C. Occupational Exposure Tasks and Procedures
- II. Compliance Procedures
  - A. Standard Procedures for All Clay Community Schools Employees
  - B. Hepatitis B Vaccination Procedures
  - C. Communication of Hepatitis B Hazards to Employees
  - D. Record Keeping
- III. Procedure for Evaluation of Exposure Incident
- IV. Hepatitis B Related Forms
  - A. Hepatitis B Exposure Incident Reporting Form
  - B. Waiver to Hepatitis B Vaccination

## I. THE EMPLOYEE EXPOSURE DETERMINATION

### HEPATITIS B EMPLOYEE EXPOSURE DETERMINATION LIST

All employees in the following list have occupational exposure:

School Nurses

Some employees in the following list have occupational exposure:

1. School Secretaries
2. Janitorial Personnel
3. Teachers of students with medical problems, developmental disabilities and/or aggressive behavior that may cause exposure to blood and other potentially infectious materials.
4. Instructional Assistants assigned to teachers in item 3.

### OCCUPATIONAL EXPOSURE DEFINITIONS

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.

1. Other potentially infectious materials means:
  - a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
  - b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
  - c. HIV-containing cell or tissue cultures, organ cultures, and HIV - HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
3. Personal Protection Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes not intended to function as protection against a hazard are not considered to be personal protective equipment.
4. Regulated Waste means 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.
5. Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
6. Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

## OCCUPATIONAL EXPOSURE TASKS AND PROCEDURES

The following list of tasks and procedures are identified as creating an occupational exposure to the Hepatitis B Virus (HBV) Infection:

1. Employees cleaning blood from a puncture, abrasion, bloody nose, etc., and/or the disposal of the contaminated materials and laundry.
2. Employees providing toileting assistance for disabled or ill students.
3. Employees involved in the cleaning and disposal of bodily fluids.
4. Employees providing injections.
5. Employees involved with catherization procedures.
6. Employees subject to bites from students.

## II. COMPLIANCE PROCEDURES

### STANDARD PROCEDURES FOR ALL CLAY COMMUNITY SCHOOLS EMPLOYEES

The following procedures will be used by all employees of Clay Community Schools when exposed to blood or other potentially infectious materials:

1. Employees will observe the Universal Precautions.
2. Employees will wash hands and skin with soap and water as soon as possible after exposure. If handwashing facilities are not available, the employee will use an antiseptic hand cleaner with paper towels or a clean cloth. If an antiseptic is used, the employee will wash with soap and water as soon as possible after using the antiseptic. If gloves are used, the employee will wash hands and skin with soap and water immediately after removing the gloves.
3. Gloves, soap, antiseptic hand cleaner, paper towels/cloths will be provided for employees by Clay Community Schools.

4. Worksite areas exposed to blood and other potentially infectious fluids will be cleaned as soon as possible after the exposure by Clay Community Schools custodial employees.
5. Broken glass or other objects which may be contaminated with infectious fluids will be removed by using mechanical means (dust pan and brush) and not by hand.
6. The precautionary cleaning and disposal of any materials which may have been contaminated will include the use of materials and procedures covered in the Universal Precautions.
7. Employees will document any event involving contact with potentially infectious materials on Hepatitis B Exposure Incident Reporting Forms which are available in the office in every building. The documentation must include the circumstances surrounding the exposure and state the task being performed by the employee when the exposure occurred.

#### HEPATITIS B VACCINATION

Clay Community Schools will make the Hepatitis B vaccine and its vaccination series available to all employees who are identified as having potential occupational exposure to bloodborne pathogens. A post exposure evaluation and a follow-up is required to be provided to all Clay Community Schools employees who have an "exposure incident." (An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, pierced mucous membrane or skin by a cut, human bite, or abrasion, contact with blood or other potentially infectious materials resulting from performance of an employee's duties.) The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis are made available to the employee at no cost to them, at a reasonable time and place, and are to be performed under the supervision of a licensed doctor or healthcare professional at the recommended intervals of the U.S. Public Health Service. All laboratory tests will be conducted at an accredited laboratory and at no expense to the employee.

1. Hepatitis B Vaccine and Vaccination Series - The vaccine will be made available to all employees who hold positions listed in the Exposure Determination List after they have received training and within 10 days of a job assignment

which would potentially expose them to blood and other potentially infectious materials. The only exceptions are (1) if the employee has received the series, (2) antibody tests show the employee is immune, or (3) medical reasons prevent the employee from receiving the vaccine.

An employee may decline to take the Hepatitis B Vaccine. If an employee does decline to receive the vaccine, he or she must sign a statement (to be filed with the employee's medical record) declining the vaccination. An employee who initially declines may decide at a later date to receive the vaccination. If booster shots are required, they will be made available to vaccinated employees.

2. Post-Exposure Evaluation and Follow-up - Every employee who has contact with potentially infectious materials is required to document the event. Following the incident, Clay Community Schools will make available to the employee a confidential medical evaluation. The identification of the individual who was the source of the infectious materials is required unless such identification is prohibited by law.

The source individual's blood will be tested as soon as possible after the exposure and after consent is obtained. The test will be for the Hepatitis B virus and the HIV virus. If the individual is already known to have either of these viruses, no testing is required. Results of the test will be made known to the employee who was exposed. The employee will be told of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The employee's blood will then be tested after consent. Clay Community Schools will provide post-exposure prophylaxis when medically indicated by the U.S. Public Health Service, in addition to counseling and evaluation of reported illnesses relating to the exposure incident. The healthcare professional who evaluates the employee after being exposed will be provided the following information by Clay Community Schools:

- a. A copy of the federal regulations regarding the Exposure Control Plan.

- b. A description of the duties of the employee as they relate to the exposure incident.
- c. Documentation of the exposure incident and the circumstances surrounding the exposure.
- d. Results of the individual's blood test who was involved with the exposure incident.
- e. Medical records of the employee which include vaccination status and which are relevant to appropriate treatment.

The healthcare professional, within five (5) days after completion of the evaluation, will write an opinion as to whether the employee should receive a Hepatitis B vaccination and whether the employee has received it. This opinion should also include information that the employee has been informed of the results of the evaluation and of any medical conditions resulting from exposure which require additional evaluation or treatment. Any other findings or diagnosis other than those listed above shall be kept confidential and shall not be in the written opinion. The school corporation will obtain a copy of this report and give it to the employee within fifteen (15) days after the evaluation has been completed.

#### COMMUNICATION OF HEPATITIS B HAZARDS TO EMPLOYEES

All employees who have occupational exposure to potentially infectious materials will be trained at no cost to them and during working hours. This training will be provided at the time of the initial assignment and at least annually thereafter. The annual training must be provided within one calendar year of the previous training. If an employee's tasks change or are modified in a manner which would affect the occupational exposure of the employee, additional training will be provided. This training will address the new exposure created by the changes or modifications.

The training program will be presented in such a manner that all employees are able to understand and comprehend it. The program will contain the following:

1. A copy of the regulations and explanation.



2. A general explanation of the epidemiology and the symptoms of bloodborne diseases.
3. An explanation of the transmissional modes of bloodborne pathogens.
4. An explanation of Clay Community Schools' exposure control plan and how an employee may obtain a copy of it.
5. An explanation of the various ways to recognize tasks and activities which may expose a person to blood and other potentially infectious materials.
6. An explanation of the methods which will reduce or eliminate exposure including use of work practices and personal protective equipment.
7. Information on the proper use, handling, selection, and disposal of personal protective equipment.
8. Information on actions to take and the people to contact in an emergency situation involving blood and other potentially infectious materials.
9. An explanation of the procedure to be followed if an exposure incident occurs including reporting requirements and the medical follow-up that will be made available.
10. Information about the post-exposure evaluation and follow-up.
11. An opportunity for questions and answers between the employees and the trainer.

The person conducting the training will be an individual who is knowledgeable about bloodborne pathogens, their transmissions and vaccinations, and how it relates to the school setting.

#### RECORD KEEPING

Clay Community Schools is required by the regulations to keep and maintain an accurate medical record of each employee with occupational exposure. The record should include:

1. Name and social security number of the employee.

2. Hepatitis B Vaccine status, dates of the vaccinations, and medical records relating to the employee's ability to receive the vaccinations.
3. A copy of all exams, medical tests, and follow-up procedures done after an exposure incident that the employee has reported.
4. A copy of information given to the healthcare professional after an exposure incident.

The medical records of each employee will be kept confidential and cannot be released, disclosed, or reported to anyone within or outside Clay Community Schools without the express written consent of the employee. The only exception is if the disclosure of the medical record is required by law or the regulations. These records are to be maintained for the duration of the employee's employment plus thirty (30) years.

Clay Community Schools will maintain training records. These records are to include the following items:

1. Dates of the training sessions.
2. A summary of the training sessions.
3. Names and qualifications of the persons conducting the training sessions.
4. Names and job titles of all employees attending the sessions.

The training records will be maintained for three (3) years from the date the training occurred. All of the records required to be maintained are to be made available to the Assistant Secretary of Labor or Occupations Safety and Health and/or the Director of the National Institute for Occupational Safety and Health or their designated representatives for examination and copying.

HEPATITIS B EXPOSURE INCIDENT REPORTING FORM

Employee \_\_\_\_\_

Building \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Incident Description (Please include details of the circumstances and identify the employee task being performed at the time of the exposure.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Source Individual \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Is the Source Individual a Student? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the Source Individual is a student, please provide the name, address and telephone of the parent/guardian if it is different than the information listed above.

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Date of this report \_\_\_\_\_

CLAY COMMUNITY SCHOOLS

CONSENT TO HEPATITIS B VACCINATION

Because it is interested in the health, safety and well-being of its staff and students, Clay Community Schools has instituted a program to provide for inoculation of its employees against Hepatitis B. Hepatitis B is one of at least three hepatitis viruses that causes a systematic infection with a major pathology in the liver. There is no effective treatment or known cure for Hepatitis B infection.

Because of the nature of their duties, identified Clay Community Schools employees may have a high risk of exposure to Hepatitis B. Therefore, these employees, identified by title in the Hepatitis B Exposure Control Plan, are offered a series of three vaccinations over a six-month period. The second and third doses of vaccine shall be given at one and five-month intervals, respectively, after the first dose.

Some minor side effects are possible from a Hepatitis B vaccine, i.e., low-grade fever (less than 101 degrees F), headache, nausea. An employee who experiences side effects is to notify the Director of Staff/Student Services immediately. However, Clay Community Schools WILL ASSUME NO LIABILITY FOR SIDE EFFECTS.

CAUTION: Some persons should not take this vaccine without checking first with their physician, i.e., any serious active infective, individuals with severely compromised cardiopulmonary status, or to others in whom febrile or systematic reaction could pose a significant risk. If you have any questions about the vaccine or are under the care of a physician, see your physician.

I have read the above; I have had an opportunity to ask questions, and I understand the risks and benefits of Hepatitis B vaccination. I understand that I must receive three doses of vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I shall, in fact, become immune, or that I shall be free from adverse side effects from the vaccine.

I understand the nature of my job necessitates that I may come into contact with the Hepatitis virus and that this occasional contact is due to forces completely outside the control of Clay Community Schools. I further understand Clay Community Schools is offering me the opportunity for this immunization because it is aware of the dangers resulting from a Hepatitis B infection and the possible side effects and other consequences set forth above, and I make a free choice to accept the opportunity for immunization.

Print Name & SS#	Signature	Date
Signed _____	_____	_____
Employee	Witness	Date of 1st Dose
Signed _____	_____	_____
Employee	Witness	Date of 2nd Dose
Signed _____	_____	_____
Employee	Witness	Date of 3rd Dose

### III. PROCEDURE FOR EVALUATION OF EXPOSURE INCIDENT

The Director of Staff/Student Services will conduct an investigation regarding each reported incident of employee exposure. The following procedures will be followed:

1. A report of an exposure incident will be sent to the Director of Staff/Student Services utilizing the Hepatitis B Exposure Incident Reporting Form. The information will be transferred from the documentation source in the nursing station of the building to this form.
2. The Director of Staff/Student Services, the building principal, and school nurses will develop steps to prevent the same incident from reoccurring. These preventative steps will be shared with the employee directly involved in the reported incident as well as other employees with the same job classification.
3. The building principal will follow the preventative steps to assure that they have been implemented.

CLAY COMMUNITY SCHOOLS

REFUSAL FORM FOR HEPATITIS B VACCINE

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination 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 materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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Date

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Print Name and Social Security Number

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Signature