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BLOODBORNE PATHOGENS

1.0 PURPOSE AND INTRODUCTION

The Bloodborne Pathogens Program outlines steps to prevent occupational exposure and specific procedures to be followed if an inadvertent exposure occurs.

Pitt County Schools complies with 29 CFR 1910.1030, the North Carolina OSHA Bloodborne Pathogens Standard, and any future additions or changes to the aforementioned standard.

The purpose of this program is to eliminate or minimize exposure to bloodborne pathogens and/or other infectious materials. The objective is threefold:

- To educate all employees regarding policy and procedures related to exposure and infection control,
- To protect employees designated as "at occupational risk" from the health hazards associated with bloodborne pathogens, and
- To provide appropriate treatment should an employee be exposed to bloodborne pathogens.

2.0 SCOPE

2.1 Listed below are the jobs where employees may come into contact with human blood or other potentially infectious materials, and may result in possible exposure to bloodborne pathogens:

First Aid Responder	Plumber
Exceptional Children Teacher	Exceptional Children Teacher Assistant
Bus Driver for Exceptional Children	Bus Monitor for Exceptional Children
School Health Nurse	Athletic Coach
Athletic Trainer	Custodian
Health Occupations Teacher	Social Worker
Principal, Assistant Principal, and any staff member that frequently break up fights	



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2.2 Listed below are the tasks and procedures in Pitt County Schools where employees may come into contact with human blood or other potentially infectious materials and may result in exposure to bloodborne pathogens:

Task/Procedure	Job Classification
Emergency first aid and employees assigned to attend to bleeding injuries	First Aid Responder Athletic Coach and Trainer School Health Nurse Health Occupations Teacher
Maintenance and repair of toilet equipment and sewer lines and/or exposure by uncontrolled splashes from potential bloodborne pathogens	Plumber Custodian
Assisting with hygiene and medically related procedures	Exceptional Children Teacher Exceptional Children Teacher Assistant Bus Driver and Monitor of exceptional children Athletic Coach and Trainer Health Occupations Teacher Custodian
Breaking up fights in which bleeding injuries occur	Designated intervention personnel
Emergency first aid and/or exposure by uncontrolled splashes from potential Bloodborne Pathogens	Social Worker

2.3 Employees whose job classifications are not identified as having possible occupational exposure have an opportunity to appeal that exclusion with Pitt County Schools' Facility Services.

3.0 RESPONSIBILITIES

3.1 Principals and Site Administrators

- a) Responsible for the oversight and adherence of all employees to the Bloodborne Pathogens Program.

3.2 Assistant Director of Facility Services

- a) Responsible for evaluating and revising this procedure annually, as regulations change, and/or when:
 - New or modified tasks and procedures are developed, which affect occupational exposure of employees,
 - New instances of occupational exposure are detected that may occur when employees' jobs are revised, or



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- New positions within Pitt County Schools are established that may involve exposure to bloodborne pathogens.
- b) Assist and support the Principals and Site Administrators in determining needs based on safety regulations.
- c) Responsible for overall management of the Pitt County Schools Bloodborne Pathogens Program.
- d) Act as Pitt County Schools liaison during OSHA visits.
- e) Maintain training records.

3.3 Facilities Services Department – Warehouse

Stock and distribute bloodborne pathogens equipment and supplies.

3.4 Employees

- a) Responsible for abiding by this procedure.
- b) Understand tasks performed that have the potential for occupational exposure.
- c) Complete the annual bloodborne pathogens training sessions.
- d) Plan and conduct all operations in accordance with the work practice controls.
- e) Maintain good personal hygiene habits.
- f) Accept or decline the Hepatitis B Vaccination series (applicable employees).

4.0 TRAINING

Annually bloodborne pathogens training will be distributed to all employees via the Vector training program for completion.

5.0 EQUIPMENT AND MATERIALS

- Small bloodborne pathogen kits (For teachers and classrooms)
- Large bloodborne pathogen kits (For nurses and administrative offices)
- Sharps containers
- Vinyl gloves (varying sizes)



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- Disinfectant provided by Facility Services (for disinfection and cleanup)

6.0 EXPOSURE DETERMINATION

- 6.1** Tasks that involve high-risk potential for exposure to blood or other bodily fluids as noted in Section 2.2 above are considered tasks that could cause exposure to bloodborne pathogens. All employees in this category have occupational exposure and shall be offered the Hepatitis B Vaccination.
- 6.2** Any employee who is not in a job that subjects them to occupational exposure, but is exposed to potentially infectious body fluids should report the incident to his/her Principal or Site Administrator immediately. The Principal/Site Administrator shall investigate the potential exposure. If certain exposure is determined, the employee should be evaluated by a physician as soon as possible and offered the Hepatitis B Vaccination.

7.0 MINIMIZING EXPOSURE

By following the requirements of OSHA's bloodborne pathogens standard in the following areas, the risk of occupational exposure should be minimized or eliminated.

7.1 Universal Precautions

All human blood and bodily fluids such as blood, semen, and vaginal secretions are treated as if they are known to be infectious for Hepatitis B, HIV, and other bloodborne pathogens. In circumstances where it is difficult or impossible to differentiate between body fluid types, all body fluids are assumed to be potentially infectious.

The following body fluids are not anticipated to be infected with bloodborne pathogens if blood is not visible: urine, feces, vomit, tears, sweat, sputum, and nasal secretions.

7.2 Work Controls

One of the key aspects of the Bloodborne Pathogens Program is the use of work practice controls to eliminate or minimize employee exposure to bloodborne pathogens.

The following work practice controls are to minimize or eliminate employee exposure:



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7.2.1 Hand Washing

7.2.1.1 Employees shall wash their hands or any other skin with soap and water, or flush mucous membranes with water as soon as feasible, following contact with blood or body fluids. When hand washing facilities are not available, employees should use antiseptic hand cleaners or towelettes. When antiseptic cleaners or towelettes are used, employees should still wash their hands with soap and water as soon as possible.

7.2.1.2 Employees will wash their hands immediately or as soon as possible, after removal of gloves or other Personal Protective Equipment (PPE) used in close proximity to bloodborne pathogens even if an exposure has not taken place.

7.2.2 Sharps and Biohazard Waste

7.2.2.1 Contaminated needles and other contaminated sharps (such as broken glass) shall not be bent, recapped, sheared, or broken before disposal.

7.2.2.2 Immediately, or as soon as possible after use, contaminated sharps shall be placed in appropriate containers for disposal. These containers shall be: (1) puncture resistant, (2) labeled or color-coded RED in accordance with this policy, and (3) leak proof on the sides and bottom.

7.3.2.3 Sharps containers are available upon request from Facility Services. Staff can order sharps containers on SchoolDude, our inventory management program.

7.3.2.4 Warning labels shall be affixed to containers of regulated waste and containers used to store, transport, or ship blood or other potentially infectious materials. Bags/Labels shall include the following legend:

BIOHAZARD

Note – Bags shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The labels shall be an integral part of the container or shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents loss or unintentional removal.



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7.3.2.5 Waste materials such as diapers, bandages, and clean up from vomit should be disposed of in the regular trash unless there is visible blood detected. Although this waste is not considered to be regulated and can be disposed of in the regular trash, it should still be handled with care.

7.2.3 General Work Controls

7.2.3.1 Eating, drinking, applying cosmetics or lip balm, and handling contact lenses is not recommended in work areas such as nurse clinics and diaper changing stations, where there is potential for exposure to bloodborne pathogens.

7.2.3.2 Food and drinks should not be kept in refrigerators, freezers, counter tops, cabinets, or other areas where blood or other potential bloodborne pathogens are present.

7.2.3.3 If an employee's clothing is soiled by another person's blood or possible bloodborne pathogens, the clothing should be removed as soon as possible.

7.3 Personal Protective Equipment (PPE)

Pitt County Schools will provide at no cost to the employee, appropriate Personal Protective Equipment (PPE) needed to protect employees against exposure. Employees shall use PPE, most importantly gloves, when they anticipate contact with blood or possible Bloodborne pathogens.

7.3.1 Accessibility

Personal Protective Equipment (PPE) is readily accessible at each site in the following locations:

- Principal or Site Administrator's Office
- Individual classrooms/work stations (in Bloodborne Pathogen Kits)
- First responder first aid kits

7.3.2 Ordering and Replacement

Pitt County Schools shall replace Personal Protective Equipment (PPE) as needed to maintain its effectiveness, at no cost to employees. Contact Facility Services for replacement Bloodborne Pathogen Kits if needed.



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To make sure that this equipment is used as effectively as possible, employees should adhere to the following practices when using Personal Protective Equipment (PPE):

- Any garments penetrated by blood or other infectious materials are to be removed immediately or as soon as feasible.
- Disposable gloves are to be disposed of and replaced as soon as possible after contamination, or if they are torn, punctured, or otherwise lose their ability to function as an "exposure barrier".
- Personal Protective Equipment (PPE) can be ordered from Facility Services on SchoolDude, our inventory management program.

7.4 Housekeeping

Custodians are responsible for cleanup. The work site will be maintained in a clean and sanitary condition. All equipment and working surfaces shall be cleaned and decontaminated with Facility Services' disinfectant after contact with blood or other potentially infectious materials.

- 7.4.1** All equipment and surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials with the disinfectant provided by Facility Services.
- 7.4.2** Protective coverings (such as plastic trash bags) shall be removed and replaced. All trash containers, pails, bins, and other receptacles intended for use are routinely inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.
- 7.4.3** Potentially contaminated broken glassware should be picked up using mechanical tools (such as dustpan and brush, tongs, etc.).

7.4.4 Part Time Cafeteria Employees

Pitt County Schools employs part-time child nutrition employees that also work as part-time custodians. If an incident occurs requiring bodily fluids cleanup while an employee is working as a cafeteria employee, the school shall contact another custodian to cleanup in order to prevent any possible food contamination.

In addition, cafeteria equipment such as brooms, mops, buckets, and dish towels should not be used for cleaning up areas where a child has been sick. If cafeteria equipment is mistakenly used, it must be discarded. Only custodial equipment shall be used.



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7.4.5 Contaminated wastes shall be discarded or in containers that are:

- Closable
- Puncture-resistant if the discarded materials have the potential to penetrate the container
- Leak-proof if the potential for fluid spill or leakage exists
- Waste containers are maintained upright, routinely replaced and not allowed to overfill
- Contaminated laundry is handled as little as possible and is not sorted or rinsed where it is used

7.4.6 Biohazard wastes shall be discarded in red bags or labeled with the appropriate biohazard warning label. When employees move containers of regulated waste from one area to another, the containers should be immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

Note - Custodians are responsible for the collection and handling of each school site contaminated waste with the exception of laundry. Athletic Coaches and Trainers are responsible for the collection of laundry.

8.0 HEPATITIS B VACCINATION

All Pitt County Schools employees who have occupational exposure to bloodborne pathogens as defined in section 2.1 are given the opportunity to receive the Hepatitis B vaccine, which is provided at no charge. The vaccination program consists of a series of three inoculations within a six-month period. The shots are followed up with a post vaccination serology test. As a part of the bloodborne pathogens training, employees will receive information regarding the Hepatitis B vaccination, including its safety and effectiveness.

8.1 The first vaccine dose is to be made available to employees within ten working days of initial assignment. Subsequent doses are to be administered according to current Centers for Disease Control (CDC) recommendations. After the final shot, a post vaccination serology test will be conducted.

8.2 Vaccinations are performed under the supervision of a physician or healthcare professional. Employees who have occupational exposure to bloodborne pathogens as defined in 2.1 must choose to accept or decline the vaccination program and sign the Consent and Release for Hepatitis B Vaccination form. This information will be kept on file with Facility Services.



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8.3 Vaccination Process for Newly Hired Employees

1. Upon receipt of a consent form by Facility Services, the employee will be sent a signed Hepatitis B Vaccination Verification. This will serve as notification to the Pitt County Health Department that the employee is currently employed with Pitt County Schools.
2. When the employee receives the Hepatitis B Vaccination Verification, they will then contact the Pitt County Health Department (252-902-2449) to establish an appointment for the administration of the Hepatitis B Vaccination.
3. **The employee will take the Hepatitis B Vaccination Verification with them to their appointment at the Pitt County Health Department.** Without the Hepatitis B Vaccination Verification, the Pitt County Health Department will not administer the vaccine.
4. The vaccine is a series of three shots followed up with a post vaccination serology test. Prior to the second, third, and fourth appointments, the employee will need to contact the Assistant Director of Facility Services to receive a new Hepatitis B Vaccination Verification for each appointment.

8.4 Vaccination Process for All Other Employees

1. Employees that have not previously received the Hepatitis B vaccination or have transferred into a position that may have occupational exposure to bloodborne pathogens, as defined in 2.1, will contact their respective Principal or Site Administrator requesting the Hepatitis B vaccine.
2. Facility Services will give the affected employee who may have occupational exposure to bloodborne pathogens, as defined in 2.1, the Consent and Release for Hepatitis B Vaccination form.
3. The employee will sign the Consent and Release for Hepatitis B Vaccination form as either accepting or declining and **send the signed original to the Assistant Director of Facility Services.**
4. Upon receipt of the consent form by Facility Services, the employee will be sent a signed Hepatitis B Vaccination Verification. This will serve as notification to the Pitt County Health Department that the employee is currently employed with Pitt County Schools.
5. When the employee receives the Hepatitis B Vaccination Verification, they will then contact the Pitt County Health Department (252-902-2449)



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to establish an appointment for the administration of the Hepatitis B Vaccination.

6. **The employee will take the Hepatitis B Vaccination Verification with them to their appointment at the Pitt County Health Department.** Without the Hepatitis B Vaccination Verification, the Pitt County Health Department will not administer the vaccine.
7. The vaccine is a series of three shots followed up with a post vaccination serology test. Prior to the second, third, and fourth appointments, the employee will need to contact the Assistant Director of Facility Services to receive a new Hepatitis B Vaccination Verification for each appointment.

9.0 EXPOSURE TREATMENT

If an exposure to bloodborne pathogens should occur, follow these instructions.

Note – Post exposure evaluation procedures are for work related incidents only and are provided at no cost.

If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, there are several things that should immediately occur:

1. Determine who is exposed and who is the source of the potential bloodborne pathogen.
2. **Send the exposed employee to Pitt County Schools' designated health care provider as soon as possible.** Testing and doctor visits will be paid for by Pitt County Schools. Pitt County Schools' designated health care provider will determine whether a full exposure occurred based on the facts from the employee. If needed, the Hepatitis B Vaccine will be administered and blood testing may begin.
3. **Send the source employee or student to Pitt County Schools' designated health care provider as soon as possible.**

Note – If the source individual is a student, the Principal or School Administrator shall request permission from the student's parent(s) or guardian(s) for the student to be evaluated for blood testing. Students are not required to submit to an evaluation.

Note – If the student's parent(s) or guardian(s) does not want to use Pitt County Schools designated health care provider, they may use their own health care provider.

Note – Testing and doctor visits will be paid for by Pitt County Schools.



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Note – The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Hepatitis B and HIV infectivity. When the source individual is already known to be infected with Hepatitis B or HIV, testing for the source individual's status may not need to be repeated.

4. If the source individual is evaluated, the source individual's doctor will need to directly communicate the results to the exposed employee's doctor.
5. Investigate and document the circumstances surrounding the exposure incident.
6. Report the incident to the Facility Services via the Bloodborne Pathogens Exposure Investigation form.

10.0 DEFINITIONS

Blood – Human blood, human blood components, and products made from blood.

Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).

Contaminated – The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry – Laundry that is wet or soiled with blood or other potentially infectious materials and presents a reasonable likelihood of soak through or leakage from the bag or container. In addition, laundry that may contain sharps.

Contaminated Sharps – Any contaminated object that can penetrate the skin including, but not limited to: needles, broken glass, and diabetic testing equipment.

Decontamination – The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item.

Disinfectant – Any substance that kills bacteria. Usually the word "disinfectant" means the same thing as "germicide".

Engineering Control – Measures designed into the work environment to prevent or isolate contact with a bloodborne pathogen.

Exposure Incident – An incident that results in contact with the eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.



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HIV – Human Immunodeficiency Virus

Infection Control – Controls that minimize infection hazards from workplace.

Occupational Exposure – A skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the responsible performance of an employee's duties. This definition excludes incidental exposures that may take place on the job, and that are neither reasonably nor routinely expected and that the worker is not required to incur in the normal course of employment.

OSHA – Occupational Safety and Health Administration. A federal agency under the Department of Labor that publishes and enforces safety and health regulations.

Other Potentially Infectious Materials – (1) The following body fluids: semen, vaginal secretions, cerebrospinal fluid, peritoneal fluid, amniotic fluid, and any body fluid that is visibly contaminated with blood; (2) any unfixed tissue or organ (other than intact skin) (3) HIV or Hepatitis B containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

Parenteral – Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment (PPE) – Specialized clothing or equipment worn by an employee for protection against a hazard.

Regulated Waste – Liquid or semi-liquid blood or other infection materials; contaminated items that would release blood or other potentially infectious materials if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of being released during handling; contaminated sharps.

Source Individual – Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions – A method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis B, and other bloodborne pathogens.

Work Practice Controls – Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

11.0 REFERENCE DOCUMENTS

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 1910.1030, Bloodborne Pathogens.** Raleigh, NC: N.C. Department of Labor.



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North Carolina General Assembly. [General Statute 130A, Article 6 – Communicable Diseases, Part I – In General, 130A-144: Investigation and Control Measures.](#) Available online.

North Carolina Administrative Code. [10A NCAC 41A .0201: Control Measures – General.](#) Available online.

Pitt County Board of Education. [Policy 7260: Occupational Exposure to Bloodborne Pathogens.](#) Available online.

APPENDIX

1. Consent and Release for Hepatitis B Vaccination
2. Bloodborne Pathogens Exposure Investigation (SF-010)



Consent and Release for Hepatitis B Vaccination

Who Should Consider Receiving The Hepatitis B Vaccine?

In accordance with OSHA's regulations, Pitt County Schools is offering the HBV vaccine free of charge to all employees who may be exposed to human blood or other potentially infectious materials, and may result in possible exposure to bloodborne pathogens. The following job classifications are included:

• First Aid Responder	• Plumber
• Health Occupations Teacher	• Bus Driver and Bus Monitor of exceptional children
• School Health Nurse	• Athletic Coach and Trainer
• Custodian	• Designated Violence Intervention Personnel
• Exceptional Children Teacher and Teacher Assistant	• Social Worker

Who Should Not Get The Hepatitis B Vaccine?

• Anyone allergic to yeast	• Pregnant or breast-feeding mothers
• Employees that have already received the Hepatitis B Vaccine	

Vaccination Process

1. The employee will sign the Consent and Release for Hepatitis B Vaccination form as either accepting or declining. Please send the completed form to Mike Whitford – Assistant Director of Facility Services.
2. Upon receipt of the above-mentioned consent form, the employee will be sent a signed Hepatitis B Vaccination Verification sheet. This will serve as notification to the Pitt County Health Department that the employee is currently employed with Pitt County Schools.
3. When the employee receives the Hepatitis B Vaccination Verification sheet, they will then contact the Pitt County Health Department (252-902-2449) to establish an appointment for the administration of the Hepatitis B vaccination. **The employee will take the Hepatitis B Vaccination Verification sheet to their appointment at the Pitt County Health Department.** Prior to both the second, third, and fourth appointments, the employee will need to contact the Assistant Director of Facility Services to receive a new Hepatitis B Vaccination Verification for each appointment.

TO ACCEPT VACCINE

I understand that due to my potential occupational exposure to blood or other potentially infectious materials I may be at risk of being infected by the Hepatitis B Virus (HBV). This is to certify that I have been informed about the symptoms and the hazards associated with these viruses, as well as the modes of transmission of bloodborne pathogens. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. In addition, I have received information regarding the Hepatitis B (HBV) vaccine. Based on the training I have received, I am making an informed decision to accept the Hepatitis B (HBV) vaccine. I understand I am responsible to schedule and complete the recommended series of shots.

Printed Name: _____ Signature: _____ Date: _____

School: _____

TO DECLINE 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.

Printed Name: _____ Signature: _____ Date: _____



Pitt County Schools Bloodborne Pathogens Exposure Investigation

This form must be completed within 24 hours of a bloodborne pathogen exposure and forwarded to the Assistant Director of Facility Services.

Name of injured person: _____ Date: _____

Injured person is a: STUDENT STAFF MEMBER VISITOR
(CIRCLE ONE)

(If Student) Grade _____ Homeroom _____ Age _____

Date of Accident: _____ Time _____ AM/PM

Place of Accident: _____ Classroom _____ Bathroom
 _____ Hallway _____ Cafeteria
 _____ Gymnasium _____ Outside
 _____ Other: _____

1. How did the accident occur? _____
2. What potentially infectious materials were involved and give source: _____

3. What injuries were received? _____
4. What first aid was given? _____
5. By whom? _____
6. Was Personal Protective Equipment used? _____ Yes _____ No

NAME of Person Filing Report
(Please Print)

SIGNATURE of Person Filing Report
(Please Sign)

cc: Principal
 Injured Party