



Town of Proctor

Communicable Disease Policy

Adopted: July 12, 2010
Effective: July 12, 2010

A. POLICY

It is the responsibility of the Town to ensure that its employees are able to perform their duties in a safe and effective manner. Their safe performance of daily operations has become threatened by life endangering bloodborne pathogens. Therefore, it shall be the policy of this Town to continuously provide Employees with up to date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of bloodborne pathogens and other communicable diseases.

Employees shall act responsibly and comply with guidelines contained herein to minimize the risk of infection when dealing with any person or with any bodily fluids.

Lastly, all personnel shall treat other employees who have contracted a communicable disease fairly, courteously and with dignity. A communicable disease is a handicap under Federal law; therefore discrimination against infected persons is illegal. The Town will consider appropriate corrective or disciplinary action against any employee who threatens or refuses to work with an infected employee or who disrupts the Town's mission.

B. PURPOSE

The purpose of this policy is to provide guidelines for employees in preventing the *contraction* of communicable diseases. This policy is to be used in conjunction with the Exposure Control Plan for the Town of Proctor.

C. DEFINITIONS

BLOODBORNE PATHOGENS: pathogenic microorganisms that are present in human blood and blood products and can cause disease in humans. They include, but are not limited to, Hepatitis B and HIV (human immunodeficiency virus).

BODY FLUIDS: liquid secretions including blood, semen, urine, and vaginal secretions. Also included are fluids surrounding the heart, lungs, brain, stomach, joints and tendons. Fluids that may contain any of the above include saliva, urine, feces and vomit.

COMMUNICABLE DISEASE: an infectious disease capable of being passed to another by contact with an infected person or his/her bodily fluids.

HEPATITIS B (serum hepatitis): a viral infection that can result in jaundice, cirrhosis, and sometimes in cancer of the liver. The virus is transmitted through exposure to blood, semen or vaginal secretions. Vaccines are currently available against Hepatitis B.

TUBERCULOSIS: a bacterial disease that can be transmitted through saliva, urine, blood, and other bodily fluids by persons infected with it. Tuberculosis is primarily spread by inhaling airborne droplets from infected coughing people, but it can enter the body through infected mucus on the skin. It is an airborne, opportunistic disease and it primarily causes lung infection. Although no vaccine exists, medications are available to treat it.

D. PROCEDURES

Exposure Prevention

1. Universal precautions - in order to minimize potential exposure to bloodborne pathogens, employees shall assume that all persons are potential carriers of a communicable disease or bloodborne pathogens, and that all blood and bodily fluids are infectious.
2. Whenever possible, employees shall wear disposable non- latex gloves when doing any of the following:
 - Handling persons when blood or bodily fluids are present on that person or on his/her clothing.
 - Handling any material that may be soiled with blood or bodily fluids.
 - Cleaning up blood or other secretions that have contaminated floors, seats, shoes, clothing, pens, pencils, or any other equipment.
3. Masks or protective eyewear shall be worn when body fluids may be splashed on the employee. When available, plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth to mouth resuscitation.
4. All sharp instruments such as knives and needles shall be handled with extraordinary care, and should be considered contaminated items. Leather gloves shall be worn when searching for or when handling sharp instruments. All sharp objects shall be placed in a puncture resistant container when being collected for disposal or any other purpose.
5. Employees shall not smoke, eat, or drink when bodily fluids are present.

Disinfection/Decontamination

1. Any unprotected skin surface that comes into contact with body fluids shall immediately and thoroughly be washed with hot running water and soap for several minutes before rinsing and drying.
2. Antiseptic towelettes may be used where soap and water are unavailable.
3. Disposable gloves, when possible, should be rinsed before removal. The hands and forearms should then be washed.
4. Hand lotion, when available, should be applied after disinfecting to prevent chapping and seal cracks and cuts on the skin.
5. All open cuts and abrasions should be covered with waterproof bandages before reporting for duty.
6. Employees should remove clothing that has been contaminated with body fluids as soon as practical. Any contacted skin should then be cleansed in the prescribed fashion. Contaminated clothing should be handled carefully and laundered in the normal fashion.
7. Disinfecting procedure shall be initiated whenever body fluids are spilled, or an individual with body fluids on his/her person is transported in a Town vehicle. The employee should immediately disinfect the affected vehicle(s).
8. The employee shall remove any excess body fluids from the vehicle with an absorbent cloth, paying

special attention to any cracks, crevices or seams that may be holding excess fluid. The affected area should be disinfected with hot water and detergent followed by a freshly mixed solution of 1:10 bleach and water.

9. Non-disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:

- Any excess of body fluids should first be wiped with an appropriate disposable material. A freshly prepared solution of one part bleach to 10 parts water or a fungicidal/micro bactericidal disinfectant shall be used to clean the area or equipment.

10. All disposable equipment and cleaning materials contaminated with body fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste materials. The bag should be labeled with the appropriate red labels, or the red biohazard bags should be used. The waste bags should be brought to the Rutland Regional Medical Center for disposal. They should NEVER be thrown in the regular garbage.

Line of Duty Exposure to Communicable Diseases

Any employee who has been bitten by a person or who has had non-intact skin or mucus membrane contact with body fluids of another person shall be considered to have had an exposure incident.

The employee's supervisor shall be contacted immediately and shall ensure that all appropriate on-the-job injury and medical forms are completed. These shall include 1st Report of Injury forms and the necessary forms as outlined in the Town's Exposure Control Plan.

An employee who tests positive for a bloodborne pathogen may continue employment as long as he/she maintains acceptable performance and does not pose a safety and health threat to themselves, the public, or employees of the Town, and/or a Town approved physician or the employee's personal physician has not formally objected to his/her continued job performance.

The Town shall make all decisions concerning the employee's active status solely on the medical opinions and advice of the employee's personal physician and/or a physician chosen by the Town at Town expense.

E. Supplies

Each Supervisor shall be responsible for continuously maintaining and storing in a convenient and readily accessible location, personal protective equipment at each facility under their control. This equipment shall include non-latex gloves, gauze or cleaning materials, disinfectant materials as outlined in this policy, CPR barrier masks, and designated bio-hazard disposal bags.

Employees performing Town vehicle inspections shall assure that the assigned bloodborne pathogen kits are present and in satisfactory condition. Any variance from the expected written list of supplies assigned to the vehicle shall be reported in writing to the employee's supervisor.

All Town vehicles shall be continuously stocked with the following bloodborne pathogens control items:

- Minimum of 3 pairs of disposable non-latex gloves.
- Puncture resistant containers and sealable plastic bags with biohazard labels.
- CPR shield with one way valve (pocket mask) or CPR micro-shield.

- Disposable towelettes.
- Absorbent material used for the collection and containment of spilled or pooled body fluids.

Supplies to be kept at each Town facility shall include:

- Anti-bacterial spray for vehicle interiors (if vehicles are housed there)
- Supply of disposable non-latex gloves.
- Plastic bags, tape, ties, and biohazard labels.
- Liquid household bleach and container to mix it in.
- Supply of absorbent particulate material
- Supply of disposable towels and towelettes.

F. Record Keeping

The Town shall maintain written records of all incidents involving employees who have potentially been exposed to a bloodborne pathogen while working. The records shall be stored within a secure area with limited access, and maintained in conformance with applicable laws.

G. Training

Employees will receive initial training at time of hire and an annual refresher training which will include a review of this policy and familiarization with the location of supplies to be used when handling contaminants.

H. Exposure Control Plan

OSHA Regulations require that an Exposure Control Plan be in place in workplaces where there is potential for exposure to bloodborne pathogens. The Town of Proctor first implemented such a plan on July 12, 2010 and it is to be reviewed annually with updates made as necessary.

Copies of the updated plan are distributed to employees upon initial employment by the Town and during the annual refresher training. Additionally, a copy of the Exposure Control Plan is maintained at the Town Offices and in each Town facility.