

NEWARK CENTRAL SCHOOL DISTRICT EXPOSURE CONTROL PLAN

I. INTRODUCTION

The Newark Central School District recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus Infection (HIV), Hepatitis B (HBV) and Hepatitis C (HCV). The Board also recognizes, based upon the current state of medical knowledge, that the viruses associated with AIDS, Hepatitis B and C are not easily transmitted and there is no evidence that AIDS, HIV, HBV or HCV virus can be transmitted by casual social contact in the open school setting.

The Board acknowledges the rights of those persons diagnosed as having AIDS, HIV infection, HBV or HCV infection in continuing their employment or their education as well as the rights of all students to learn and participate in activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulation the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board that no student shall be denied the opportunity to attend, continue his/her education or take part in related activities nor any district employee be prevented from continuing his or her employment solely on the basis of being diagnosed a having AIDS, HIV, HBV or HCV infection. In accordance with current law and regulations, it is the policy of the Board to prevent any student or employee from being subjected to adverse or discriminatory treatment or stigma solely because of such diagnoses.

II. PROGRAM ADMINISTRATION

The Superintendent is hereby directed to develop administrative regulations in regard to the education of students and the employment of individuals so diagnosed. The Superintendent shall also offer to at-risk employees the opportunity to receive Hepatitis B vaccine as an immunization against HBV. The Superintendent shall be responsible for the implementation of this plan and employee compliance with implementation of these guidelines on routine sanitary hygiene procedures for dealing with all spills of blood and other body fluids in or on school premises and grounds. In addition, the Superintendent shall develop and immediately implement in-service education and training for all personnel concerning AIDS, HIV, HBV and HCV infection and the routine sanitary hygiene procedures.

III. ACCEPTANCE AND IMPLEMENTATION

Date of Board of Education acceptance and implementation: October 20, 1999

IV. REVIEW AND UPDATE

The Exposure Control Plan will be reviewed annually and updated as necessary to reflect changes in tasks, procedures and regulations.

V. AVAILABILITY

The Exposure Control Plan is available to employees, parents and guardians and representatives of the State for examination without cost or restriction.

VI. EXPOSURE DETERMINATION

The School District has reviewed its structure and functions and determined that the staff members potentially at risk are those who may have direct contact with injured school age students or co-workers and/or may handle potentially infectious materials. Those staff members include the following: nurses, nurse's assistants, custodians, bus drivers, bus monitors and cleaners.

VII. EXPOSURE CONTROL METHODS AND PROCEDURES

A. UNIVERSAL PRECAUTIONS/PERSONAL PROTECTIVE EQUIPMENT

1. Universal precautions are to be observed by all staff.
2. Treat all human blood, body fluids and other infectious materials as if you know it is contaminated with HIV (AIDS), HBV (Hepatitis B), HCV (Hepatitis C) or other blood-borne pathogens.
3. Students/staff coming in direct contact with blood and body fluids, mucous membranes, or non-intact skin must wear disposable, single-use gloves (e.g. latex) which must be changed after contact with each client. Maintenance personnel must wear disposable, single-use gloves (e.g. latex) when handling blood or body fluid-soaked items and performing related cleaning duties.
4. Thorough hand washing with soap and warm water must be done after handling body fluids, after maintenance of bathrooms, and after the removal of gloves. This is a very important procedure to prevent infection.
5. Any wounds caused by aggressive behavior such as biting and scratching may safely be cleaned with betadine solution or warm water and soap.
6. Handle all needles, scalpels and all sharp instruments carefully to prevent injuries.
7. Mouthpieces, resuscitation bags or other ventilation devices should be available in the event of a need for resuscitation. Mouth-to-mouth contact should be avoided.
8. Open skin lesions on children and staff should be covered. Staff members with exudative lesions or weeping dermatitis should refrain from direct personal skin contact until the condition is resolved.
9. If pregnant, be especially familiar with procedures to minimize disease transmission and follow precautions at all times.
10. Discourage children from sharing food and personal items such as combs, toothbrushes or earrings.

B. ENGINEERING CONTROLS / HOUSEKEEPING

1. Cleaning shall be done in student areas with an approved disinfectant solution i.e. Quaternary Detergent-Disinfectant. Any spilled body fluids may be safely cleaned using the same solution and mops must be rinsed in the same disinfectant. Soiled surfaces must be promptly cleaned with an approved disinfectant solution.
2. Place infectious waste destined for disposal in closable, leak proof, labeled containers or bags.
3. Garbage containers in bathrooms must be lined with disposable leak proof plastic bags. The bags must be securely closed before disposing, avoiding hand contact with contents of the bag. Used disposable gloves must be disposed of in the bags.
4. Sharps shall be disposed of in approved containers located in each nurse's office and the containers disposed of as required.
5. Blood or body fluid-soaked items must be placed in leak proof plastic bags, shall be tagged as required and handles as potentially infectious material.

6. Contaminated laundry shall be transported in appropriately labeled bags or containers and all personnel who handle such laundry shall wear appropriate gloves and be trained in Universal Precautions.
7. Safety committees shall include as a routine part of their function the review of the implementation of universal precautions and proper equipment and facilities maintenance to ensure the maximum reduction of the risk of exposure.

VIII. HEPATITIS B VACCINATION

- A. Hepatitis B virus (HBV) vaccination shall be made available, at no cost, to all employees designated as at risk.
- B. Upon employment and prior to vaccination, the at-risk employee will be provided proper training, and encouraged to ask questions. Training shall thereafter be provided at least annually and the offer of vaccination made after each training session.
- C. Completion of consent or declination form is required.

IX. EXPOSURE INCIDENT REPORTING AND POST-EXPOSURE FOLLOW-UP

- A. Any occupational exposures are to be reported as soon as possible to the nurse and post-exposure follow-up be provided by the physician of choice at District expense.
- B. Upon report of an exposure incident, a confidential medical evaluation and follow-up shall be made available immediately to the affected employee. This includes blood testing of the consenting exposed employee. The nurse is empowered to make referrals for medical evaluation and follow up procedures.
- C. Evaluating physician shall be provided with a copy of the OSHA Blood-borne Pathogens Standard and its appendices as well as a description of the exposed employee's duties as they relate to the exposure incident, documentation of the route(s) of exposure and circumstances under which exposure occurred, results of the source individual's blood testing if available, and all medical records relevant to the appropriate treatment of the employee including vaccination status.
- D. Evaluating physician's written opinion will be obtained by the school nurse within 15 days of the completion of the evaluation and shall be limited to the following:
 1. Physician's recommendation as to whether or not the hepatitis-B vaccine is indicated, and if the employee has received such vaccination.
 2. A statement that employee has been informed of the results of the medical evaluation and has been told about any medical conditions resulting from exposure which require further evaluation or treatment.
 3. All non-related findings or diagnoses shall remain confidential, and not included in any written report.

X. EMPLOYEE TRAINING/EDUCATION

- A. All employees determined to be at risk are required to participate in a training program. Training shall be provided at the time of initial employment and at least annually thereafter.
- B. The training program shall be conducted by the school nurses who are knowledgeable in the subject matter and have received additional training specifically for this program.
- C. The training program shall include, but not be limited to the following topics based upon the anticipated potential for exposure:
 1. An accessible copy of the regulatory text.
 2. The school's "Exposure Control Plan" and the means to obtain a copy.

3. The epidemiology and symptoms of blood-borne diseases (e.g., HBV, HCV and HIV.)
4. The modes of transmission of blood-borne diseases (e.g. HBV, HCV and HIV).
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. The use and limitations of universal precautions, engineering controls, work practices and personal protective equipment.
7. Selection and use of personal protective equipment.
8. HBV vaccination including efficacy, safety, benefits of being vaccinated and method of administration.
9. Information on appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
10. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, and the medical follow-up that will be made available.
11. Information on the post- exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
12. Signs, labels, tags and bags (red) required that identify potentially infectious materials.
13. An opportunity for interactive questions and answers with the person conducting the training session.

XI. RECORD KEEPING

- A. Medical records shall be maintained for each employee covered under this Exposure Control Plan and include:
 1. Name and social security number of employee.
 2. Copy of employee's hepatitis B vaccination status including dates of all hepatitis B vaccinations and any medical records relative to employee's ability to receive vaccination.
 3. Copy of all results of examinations, medical testing and follow-up procedures as they relate to employee's post-exposure evaluation following an exposure incident.
 4. Employer's copy of the health care professional's written opinion.
 5. Copy of the information provided to the health care professional. Required information includes:
 - a. Copy of the regulation.
 - b. A description of the exposed employee's duties as they relate to the exposure incident.
 - c. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - d. Results of the source individual's blood testing, if available.
 - e. All medical records relevant to the appropriate treatment of the employee including vaccination status.
- B. Medical records shall be kept confidential and shall not be disclosed or reported without the employee's express written consent to any person within or outside the work place except as required by this section or as may be required by law.
- C. Medical records shall be maintained for at least the duration of employment plus 30 years.
- D. Training records shall be maintained for 3 years and shall include:
 1. dates of training sessions
 2. contents or a summary of training sessions

3. names and qualifications of persons conducting training
 4. names and job titles of all persons attending training
- E. Records required under this plan shall be made available upon request to the Superintendent of Schools.
- F. Employee medical and training records shall be provided upon written request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and the Department of Labor.

IV. OFFER OF HBV VACCINE TO EMPLOYEES



NEWARK CENTRAL SCHOOL DISTRICT
100 EAST MILLER STREET
NEWARK, NEW YORK 14513
(315) 332-3230 FAX (315) 332-3517

MATTHEW L. COOK
Superintendent of Schools
KRISTA LEWIS
Assistant Superintendent
for Curriculum &
Instruction
EDWARD K. GNAU
Assistant Superintendent
Business
MONICA STADLER
Director of Pupil Services

TO: New Employee
FROM: Edward K. Gnau
RE: Hep B Vaccination

You have been identified as an employee who may be at risk for potential exposure to infectious diseases during the course of carrying out their normal work-related duties. Training regarding exposure to blood borne pathogens is included as part of our annual Right to Know training seminars given online at <http://accelerateu.org/courses/healthSafetyOnline/index.cfm>. After you have participated in this course, the District has arranged for Hepatitis B vaccinations to be administered through the Wayne County Public Health Department at no charge to our employees.

You will need to contact the Public Health Department at 946-5749 to make an appointment for your hepatitis B vaccinations. Vaccinations are given on the 2nd and 4th Wednesdays of every month. The Hep B series involves three vaccinations over the period of 6 months. The Wayne County Public Health Department is located at 1519 Nye Road in Lyons, off Route 31 East just past the Wayne County Jail.

If you choose to go to your own physician for the series of hepatitis B injections, the District will reimburse out of pocket costs up to \$16.50 per vaccination.

Please complete the enclosed Consent/Refusal form for our records, and return it to my office as soon as possible.

If you have any questions, please contact my office. Thank you.

EKG/ch
cc: Head Nurse

