

VILLAGE OF COBDEN
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Approved: March 1, 1999
Revised: March 16, 2020

In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

I. POLICY

It shall be the policy of the Village of Cobden to comply with regulations of the Federal Occupational Safety and Health Act relating to occupational exposure to blood or other potentially infectious materials, and to inform employees of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials.

II. DEFINITIONS

All definitions found in Section 29 CFR 1910.1030 (b) of the Occupational Safety and Health Act entitled Bloodborne Pathogens, a copy of which is attached as Appendix A of this procedure, and is hereinafter made a part of this document shall apply when referred to herein.

III. EXPOSURE CONTROL PLAN

A. The following employees of the Village of Cobden can be reasonably anticipated to be exposed to blood or other infectious materials:

1. All sworn police personnel.
2. All employees other than office personnel.
3. All members of Cobden Fire Department

B. Precautions

1. Universal precautions as defined under 1910.1030(b) shall be taken by all of the above-mentioned employees to prevent contact with blood or other potentially infectious materials.
2. Employees shall treat all blood and other potentially infectious materials as defined in O.S.H.A. regulations as potentially infectious, and follow all precautionary measures outlined in this document at all times.
3. Whenever any member's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.

4. Whenever an employee while at a Village facility is exposed to any blood or potentially infectious materials, the employee, as soon as possible, shall be required to wash their hands in running warm water with a non-abrasive soap, and then dry their hands with a clean cloth, paper towel or hand blower device.
5. Employees exposed to blood or other potentially infectious materials, who are in the field and not at a Village facility, shall use antiseptic hand cleaners or towelettes, when handwashing facilities are not available.
 - a. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm running water as soon as possible.
6. Employees wearing protective gloves or other personal equipment, after removal of same, shall wash their hands immediately or as soon as possible, using soap and warm water.
7. Whenever any employee's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.

C. Personal Protective Equipment

1. The Village shall provide personal protective equipment to employees. This equipment shall not permit blood or other potentially infectious materials to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes under normal conditions when the personal protective equipment is worn.
2. Personal protective equipment shall be available at the following locations:
 - a. all marked and unmarked police vehicles;
 - b. all workstations of employees who may be exposed to blood or other potentially infectious materials.
3. Personal protective equipment shall consist of the following:
 - a. Disposable single-use gloves;
 - b. Face shields and masks;
 - c. C.P.R. pocket mask.

4. Personal protective equipment shall be worn by employees as follows:
 - a. Disposable gloves shall be worn whenever an employee can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and also, whenever a member handles or touches contaminated items or surfaces.
 - b. Face shields and masks shall be worn by employees whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably expected.
 - c. CPR pocket masks shall be worn by employees whenever they perform cardio-pulmonary resuscitation (CPR) to provide a physical barrier between the victim and the employee performing mouth to mouth resuscitation.
5. Supervisory personnel shall ensure that subordinates use appropriate personal protective equipment as required in this document.
6. In those cases where an employee temporarily and briefly declined to use personal protective equipment, when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance the use of such protective equipment would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the employee or another employee, the circumstances shall be investigated and documented by the employee's immediate supervisor to determine whether changes can be instituted to prevent such occurrences in the future.
7. Personal protective equipment provided by the Village shall be of a disposable type, and not laundered or re-used.
8. Personal protective equipment shall be removed by employees prior to leaving the location of the incident where protective equipment use was required.
9. All personal protective equipment once used, shall be disposed of by the employee who used the equipment as follows:
 - a. The personal protective items shall be placed in the biohazard material labeled bag provided with each personal protective kit;

- b. Biohazard labels shall conform to the requirements of the Occupational Safety and Health Act and be either fluorescent orange or orange-red in color.
- c. The Village shall dispose of all biohazard labeled materials in accordance with current legal requirements and regulations governing same.

D. Housekeeping – (General)

- 1. Employees shall ensure that all worksite areas where they are assigned are maintained in clean and sanitary conditions.
- 2. All working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as possible after coming into contact with blood or other potentially infectious materials. Disinfectants shall be of a tuberculocidal type.
- 3. Surfaces, where blood or other potentially infectious materials are overtly contaminated, or after any spill of blood or other potentially infectious materials has occurred, shall, whenever possible, be cleaned and decontaminated immediately after the spill or overt contamination incident.
- 4. Surfaces which may have been contaminated since the last cleaning shall be cleaned and disinfected at the end of the employee's shift, if the surface may have been contaminated since the last cleaning.
- 5. Receptacles used for disposing of blood or other potentially infectious materials shall be inspected for contamination on a daily basis, and cleaned and decontaminated immediately or as soon as possible once visibly contaminated. These containers, in addition to bearing the required biohazard labels shall:
 - a. Be closable;
 - b. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - c. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping;
 - d. If the containers themselves are contaminated on the outside, they shall be placed in a second container. The second container shall be:

- (1) Closable:
 - (2) Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;
 - (3) Handled in accordance with section III.C.9 a-d of this document as a biohazard.
 - (4) Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping;
6. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois and any other county or local regulations.

E. Laundry

1. Contaminated laundry shall include, but not necessarily be limited to the following:
 - a. Employee uniforms and clothing items worn on duty, including undergarments, socks, shoes and outerwear, whether supplied by the Village or personally owned, which have been exposed to blood or other potentially infectious material while a member was performing his/her official duties.
2. Contaminated laundry shall be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used, and not sorted or rinsed in the location of use.
3. Containers and bags used for storing contaminated laundry shall be constructed of materials which prevent soaking through or leakage of fluids to the exterior.
4. Any employee handling contaminated laundry shall wear disposable protective gloves. When circumstances indicate the possibility of splashing or spillage of blood or other potentially infectious materials from laundry, whether contained or not, the appropriate additional personal protective equipment shall be worn by any member when handling same.
 - a. In the case of an employee's uniforms or clothing items being exposed to blood or other potentially infectious materials, the employee shall change clothes at a Village facility as soon as possible after the exposure and bag the uniform items with a biohazard label.

- b. In no case shall an employee launder any clothing items, including uniform items, at their home, a commercial laundromat or cleaners, which have been exposed to blood or other potentially infectious materials.
- c. All contaminated laundry shall be cleaned and decontaminated by the Village at Village expense, at a Village approved cleaners.

IV. TRAINING

- A. All employees of the Village of Cobden performing the duties likely to involve occupational exposure to blood or other potentially infectious materials shall receive training within ninety (90) days of the issuance of this procedure.
- B. The training shall be provided by the Village and shall consist of the following:
 - 1. A copy of the OSHA standards on bloodborne pathogens shall be provided to each employee before or during the training.
 - 2. A general explanation of the epidemiology and symptoms of blood-borne diseases.
 - 3. An explanation of the modes of transmission of bloodborne pathogens.
 - 4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 - 5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
 - 6. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
 - 7. An explanation of the basis for the selection of personal protective equipment.
 - 8. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
 - 9. 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.

10. Information on the post-exposure evaluation and follow-up that the Village is required to provide for the employee following an exposure incident.
 11. An explanation of the biohazard signs and color-coding methods used to mark blood or other potentially infectious materials.
 12. An opportunity for interactive questions and answers with the person conducting the training session.
- C. Training shall be conducted by a person knowledgeable in the subject matter covered as it relates to the duties of those employees who could be occupationally exposed to blood or other potentially infectious materials.
- D. Newly hired employees shall receive mandatory training on OSHA blood-borne pathogen standards and this document during their initial orientation.
- E. Additional training shall be provided to Village employees when changes such as modification of tasks or procedures or the institution of new tasks or procedures affects the employee's occupational exposure. The training may be limited solely to addressing the new exposures created.

V. RECORDKEEPING

- A. The Village Clerk shall establish and maintain an accurate record for each employee with occupational exposure to include the following:
1. The name and social security number of each employee.
 2. A copy of all hepatitis B vaccination records of employees, including the dates of vaccinations and any medical records relative to the member's ability to receive hepatitis B vaccinations.
 3. Healthcare professional written opinions on whether a member has received hepatitis B vaccinations or any medical records relative to a member's ability to receive vaccinations.
 4. Declination forms from employees who do not wish to be vaccinated.
 5. A copy of the information provided to the healthcare professional as specified in Section VII G of this document.
 6. A copy of post-exposure information supplied to the Village by the healthcare professional as specified in Section VII J of this document.

- B. All medical records as specified in this document shall be kept confidential, and are not disclosed or reported without the employee's express written consent to any person within or outside of the Village personnel except as required by this document or as may be required by law.
- C. Training Records
 - 1. The following information shall be maintained by the Village Clerk on the required training outlined in this procedure:
 - a. The dates of the training sessions
 - b. Contents or a summary of the sessions
 - c. The names and job titles of all persons attending the sessions.
 - d. The names and qualifications of the person(s) conducting the training.
 - 2. The aforementioned records shall be maintained at least three (3) years after the training was attended/provided.

VI VACCINATIONS

- A. Hepatitis B vaccinations shall be made available to all employees, free of charge, after the employee receives the initial training as specified in Section IV of this document.
- B. Southern 7 Health Department shall be the Village's approved vendor for vaccinating employees unless otherwise provided.
- C. Employees may receive the vaccination, or decline them.
- D. Any employee who declines to be vaccinated shall do so in writing in the manner prescribed by OSHA. (See Appendix B of this document.)
- E. If an employee initially declines the hepatitis B vaccination but at a later date decides to accept the vaccination, the Village shall make available hepatitis B vaccination at that time.
- F. If a booster dose of hepatitis B vaccine is recommended at a later date, the Village shall make the vaccination opportunity available to all members requiring booster doses.

VII POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A. If an employee of the Village has an exposure incident, the Village shall make immediately available to the employee a confidential medical evaluation and follow-up to include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
 2. Identification and documentation of the source individual, unless the Village can establish that identification is infeasible or prohibited by state or local law.
- B. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Village shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- C. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- D. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- E. Collection of blood from employees who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.
- F. Post-exposure prophylaxis, counseling and an evaluation of reported illnesses may also be recommended by the treating healthcare professional for any employee.
- G. The Village shall ensure that the treating healthcare professional is given a copy of the OSHA standard on bloodborne pathogens, (Appendix A of this document), in all cases where the healthcare professional is evaluating an employee after an exposure incident. In addition, the healthcare professional shall receive the following:
1. A description of the exposed employee's duties as they relate to the exposure incident.
 2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 3. Results of the source individual's blood testing, if available.
 4. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which the Village is responsible for maintaining.

- H. The Village shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within (fifteen) 15 days of the completion of the evaluation.
- I. The healthcare professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. This section only applies in those cases where an employee, by himself/herself was vaccinated for hepatitis B prior to the implementation of this procedure, or in the event any member at any time elects to be vaccinated other than as provided by the Village.
- J. In the case of a post-exposure incident, the following information shall be provided by the healthcare professional to the Village:
 - 1. That the employee has been informed of the results of the evaluation; and
 - 2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- K. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
- L. Employees who have an exposure incident shall immediately notify their supervisor. The employee shall immediately seek treatment at a Village approved healthcare facility.
- M. Any employee involved in an exposure incident shall fully document, in memorandum form, an incident evaluation that explains the routes of exposure, circumstances surrounding the exposure and the description of the protective gear used. The memorandum shall be forwarded to the employee's immediate supervisor, who shall review it and forward the memorandum to the Village Clerk who shall forward it to the Village President for final evaluation and review.