

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Exposure to Bloodborne Pathogens

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. This includes but is not limited to Hepatitis B virus (HBV) and human immunodeficiency virus (HIV/AIDS). Our agency has an exposure control plan to minimize or eliminate employee and resident exposure. There are some positions in which employees have occupational exposure. Occupational exposure is reasonably anticipated contact with blood or other infectious materials that may result from the performance of your duties. Universal precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for HIV/AIDS, HBV and other blood pathogens. Universal Precautions are taught to all employees upon hire and annually thereafter for positions with occupational exposure.

1. Exposure Control Plan

1. Positions in which all employees in those positions have occupational exposure:
 - Nurse
 - Direct Service
 - Housekeeping
2. Positions in which some employees have occupational exposure:
 - Maintenance
3. Tasks and procedures in which occupational exposure occurs:
 - First Aid

- Health care and health screening
- Laundry and garbage disposal
- Cleaning of the nursing offices and residential living areas.

2. Schedule and method of implementation

1. Methods of compliance:

- Universal precautions will be taught to all employees upon hire with an opportunity for staff to ask questions.
- Universal precautions will be taught upon hire and annually thereafter to all employees with occupational exposure with an opportunity for staff to ask questions.
- Universal precautions will be observed to prevent contact with blood or other potentially infected materials.
- Work practice controls.
 1. The nurse is the designated health care giver at the central city and Gouldsboro facilities. Staff and residents in those facilities are expected to contact the nurse for all first aid. If a nurse is not immediately available or if a person must be transported to another area for care, the staff will wear gloves to transfer or render emergency first aid until the nurse is available.
 2. In community homes the direct service staff is responsible for providing health care including first aid.
 3. Policies will be reviewed by the nursing staff at monthly meetings to answer questions and ensure compliance with policies.
 4. Hand washing facilities are available in every building.
 5. Antiseptic towelettes will be provided by the Residential Manager for outings and locations where hand washing facilities are not immediately available.
 6. Staff will be taught to wash their hands immediately after removing gloves.
 7. Staff will be taught to wash with soap and water if they do have any skin contact with body fluids from a staff or resident.
 8. Food and drinks will be kept refrigerated until needed by residents or staff.

9. Blood specimens will be obtained and any first aid procedures will be done to minimize spreading blood or body fluid in any way.
10. Labels and signs will be attached to containers of regulated wastes, such as sharps containers.

4. **Personal protective equipment**

1. Provision

- Gloves are available to all staff and readily available in the nursing offices, and with the First Aid kit in every facility and in all vehicles used to transport staff and residents.
- Resuscitation masks will be available in the nursing offices with the first aid kit in every residence and in all vehicles used to transport staff and residents.

2. Use

- All staff will be trained in the use of gloves and resuscitation masks during their orientation training.
- All staff will sign a statement acknowledging this training and their intention to use Universal Precautions.

3. Accessibility

- The area nurse will review and maintain accessibility of gloves and resuscitation masks to employees as described above.

4. Cleaning and Replacement

- All gloves will be the single use type and will be disposed of once worn.
- Resuscitation masks will be disposed of if used.
- Gloves and resuscitation masks will be replaced by the area nurse.

5. Disposal

- Gloves and resuscitation masks will be disposed of in designated containers in each facility.
- If a glove or mask is used outside of the facility it will be placed in a sealable plastic bag and returned to the facility for disposal.

6. Other protective gear

- If a person requires first aid or a procedure which might cause a blood spatter the nurse or person attending to the person will use Universal Precautions until EMS arrives with protective gear **or**
- The person will be transported to the hospital or local physician for the procedure.

5. **Housekeeping**

1. Nursing offices will be cleaned daily.
2. All equipment and surfaces will be cleaned with disinfectant immediately after contact with blood.
 - All wastebaskets and laundry receptacles will be cleaned daily
 - Broken glass will be picked up with tongs or broom and dustpan.
 - Re-useable sharps will not be used.
3. Regulated wastes
 - Contaminated sharps will be kept in the designated container in a locked medication area and discarded periodically.
4. Contaminated laundry will be collected, handled with gloves and washed by the designated person for each facility.

6. **Hepatitis B**

1. The hepatitis B vaccine series will be available to all positions identified with occupational exposure or documentation of their refusal to accept the vaccination will be on file.
2. Post-exposure evaluation and follow-up will be made available to all employees through a local physician as arranged by Keystone, and at Keystone expense.

DISCUSSION: