

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT ADMINISTRATIVE PROCEDURE

No. 5540-P1

COMMUNICABLE DISEASE AND BLOODBORNE PATHOGEN CONTROL PROCEDURES

Immunizations

The following immunizations are recommended for North Central ESD (NCESD) employees: measles, mumps, rubella (MMR); varicella (chickenpox); diphtheria, tetanus, and pertussis (Tdap and Td); and influenza (flu). Employees born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune. If an employee needs to be immunized, he/she should contact a personal physician or clinic.

Employees may provide an immunization record to be placed in the employee's confidential medical file in the NCESD Human Resources office. In the event of an outbreak of a vaccine-preventable disease in a school served by NCESD, the local health officer has the authority to exclude all susceptible persons, including NCESD employees.

If an employee is excluded from his/her worksite by the local health jurisdiction, the employee's supervisor will determine if the employee can perform his/her work assignment at an alternative worksite. If not, the employee will not be eligible to receive sick leave benefits because of the exclusion. To qualify for benefits, he/she must be ill or temporarily physically-disabled.

Communicable Disease Prevention Program – Bloodborne Pathogens

NCESD's communicable disease prevention program shall be consistent with WAC 392-198, Training – School Employees – HIV/AIDS and, *Guidelines for Implementation of School Employee Training on HIV/AIDS and Other Bloodborne Pathogens* published by the Superintendent of Public Instruction and the Washington Industrial Safety and Health Act (WISHA) *Occupational Exposure to Bloodborne Pathogens* standard (WAC 296-823).

NCESD will identify job classifications with reasonably anticipated exposure to blood or other potentially infectious material. Refer to the written Exposure Control Plan in Appendix E of the NCESD Accident Prevention Plan (located in the staff lounge) for a detailed list of job classifications identified as being at risk for and occupational exposure.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material will be offered the Hepatitis B vaccine at NCESD's expense.

The personnel file of each employee at risk of occupational exposure should contain documentation of the employee's hepatitis B immunization status. Every employee determined to be at risk who chooses not to receive a Hepatitis B vaccine is required to provide a written refusal to be maintained in his/her personnel file.

Post Exposure Requirements –To ensure that employees who have been exposed to blood or other potentially infectious materials (OPIM) have appropriate post-exposure evaluation and follow-up available, NCESD will complete the following steps:

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No. 5540-P1

- a. Provide initial first aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes.
- b. Document the routes of exposure and how the exposure occurred.
- c. Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
- d. Obtain consent and arrange testing of the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
 1. If the source individual is already known to be HIV, HCV, and/or H positive, new testing is not needed.
- e. Document that the source individual's test results were conveyed to the employee's health care provider.
- f. Provide the exposed employee with the source individual's test results.
- g. Provide the exposed employee with information about laws on confidentiality for the source individual.
- h. Obtain consent and provide for collecting and testing the blood of the exposed employee as soon as possible for HBV, HCV, and HIV.
- i. Obtain and provide a copy of the health care professional's written opinion on post-exposure evaluation to the employee.

If an employee has a specific exposure to blood or other potentially infectious material, NCESD will provide coverage through workers' compensation. Any necessary post-exposure treatment will be provided as allowed through workers compensation.

Training

Employees whose job responsibilities may result in exposure to blood and other potentially infectious material will be provided training by NCESD upon initial employment and annually.

Recordkeeping

NCESD shall keep records of training sessions including the dates, a summary of the material, names, and qualifications of the trainers and names of employees attending the training.

Records regarding occupational exposure, if any, shall be kept in strict confidence for any employee with reasonably anticipated exposure to blood or other potentially infectious material in accordance with State of Washington records retention requirements.

Reference: WAC 296-823-160

Adopted: October 24, 2018