

| | | |
|---|---|---|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: CONCURRED: | POLICY NO: WCI-S-602 EFFECTIVE DATE: 02/2003 REVISION DATE: 12/2008 Page: 1 of 7 |
|---|---|---|

- I. **SUBJECT:** Infection Control Plan
- II. **APPLICABILITY:** All employees, trainees, and students are responsible for compliance with this policy. The Safety Officer has primary responsibility for the implementation and monitoring of this policy.
- III. **PURPOSE:** To ensure the safety and health of staff, clients and visitors in the event of the occurrence of infectious disease at any WCI facility.
- IV. **POLICY STATEMENT:** It is the policy of Woodland Centers, Inc. to establish and maintain an Infection Control Plan, in compliance with all applicable laws, standards, and regulations that includes training regarding the prevention and control of infections and communicable diseases for both staff and clients, when appropriate.
- V. **PROCEDURES:**

- A. Bloodborne Pathogens

- 1. Certain pathogenic microorganisms can be found in the blood of infected individuals. OSHA refers to these as microorganisms as "bloodborne pathogens." These bloodborne pathogens may be transmitted from the infected individual to others by blood, body fluids, secretions, excretions, mucous membranes and non-intact skin.

Because it is the exposure to the blood or others body fluids that carries the risk of infection, individuals whose occupational duties place them at risk of exposure to blood or other potentially infectious materials that are at risk of becoming infected with bloodborne pathogens and developing disease.

- 2. Some of the most common diseases which are categorized as bloodborne pathogens include:
 - a. Hepatitis A, B, and C: viral infections which attack the liver and can lead to serious illness and death.
 - b. Human Immunodeficiency Virus (AIDS): virus that causes Acquired Immunodeficiency Syndrome, the fatal disorder that is caused when HIV attacks the immune system.
 - c. Syphilis: a complex sexually transmitted disease. Symptoms include a rash which resembles sores on the skin and damage to the body which can lead to death.
 - d. Tuberculosis: a communicable disease caused by a

| | | |
|---|------------|-------------------------|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: | POLICY NO: WCI-S-602 |
| | CONCURRED: | EFFECTIVE DATE: 02/2003 |
| | | REVISION DATE: 12/2008 |
| | | Page: 2 of 7 |

microorganism that manifests itself in lesions of the lung.

- B. Exposure Control
 - 1. Purpose of the Control Plan is to:
 - a. Minimize employee exposure to bloodborne pathogens.
 - b. Classify jobs and titles
 - c. Identify employees at risk
 - d. Define how employees are complying with the standards
 - 2. Method of Minimizing Exposure
Woodland Centers, Inc. shall provide knowledge, services, and supplies to its employees without charge to ensure a more safety oriented workplace by:
 - a. Identifying and informing employees of their exposure status
 - b. Approaching all persons using universal precautions
 - c. Providing PPE for all employees
 - d. Developing environmental guidelines for the following:
 - 1) Contaminated sharps
 - 2) Linens
 - 3) Regulated waste
 - e. Strategies for compliance monitoring
 - f. Hepatitis B vaccination program
 - g. Hazard communication - labels and signs
 - h. Employee training
 - i. Medical records
 - j. Post-exposure evaluation and follow-up procedures
- C. Method of Compliance
 - 1. Exposure Determination
There are three categories for exposure at Woodland Centers, Inc. based on the rating or risk of occupational exposure.
 - a. Category I, Exposure anticipated (no employees listed)
 - b. Category II, Only occasional exposure anticipated (employees listed are the Medical Director, Psychiatrists, Maintenance Department, nurses, Crisisline and CSU staff, Housekeeping, and on-call therapists)
 - c. Category III, No exposure anticipated (all employees not listed in category I or II).
 - 2. Universal and Standard Precautions
To prevent or minimize exposure to bloodborne pathogens the following guidelines have been adopted:
 - a. Approach all clients as if they are HIV or HBV infectious.
 - b. Standard precautions apply to all body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact

| | | |
|---|---|---|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: CONCURRED: | POLICY NO: WCI-S-602 EFFECTIVE DATE: 02/2003 REVISION DATE: 12/2008 Page: 3 of 7 |
|---|---|---|

skin.

- c. Approach all blood, body fluids and tissues as if they are HIV or HBV contaminated.
- d. Approach all needles/sharps as if they have been contaminated with HIV or HBV.
- e. Blood is the single most important source of HIV, HBV and other bloodborne pathogens in the workplace, so look prior to engaging in any task.
- f. Anticipate the kind of client contact and use appropriate personal protective equipment.
- g. Know the limitations of the personal protective equipment you are using, when the equipment can protect you and when it cannot.
- h. Do not recap needles.
- i. Do not break or otherwise manipulate needles.
- j. Place contaminated sharps in puncture resistant containers.
- k. If necessary, change gloves multiple times during the care of each client.
- l. Handwashing is recommended immediately after gloves are removed. It may be necessary to wash hands between tasks and procedures on the same client to avoid cross contamination of different body sites.
- m. Gloves are to be changed if they become torn, or if they contact infectious materials.
- n. If you are working on multiple sites on a client's body, gloves must be changed immediately before contact with mucous membranes or non-intact skin to avoid cross contamination.

3. Compliance Monitoring:

All employees must adhere to universal precautions through recommended practices to aid in the prevention of bloodborne pathogens.

Compliance with universal precautions is considered to be a standard of performance in which the Safety Officer and/or Executive Director shall:

- a. Recommend practices
- b. Follow-up reports of employees failing to comply
- c. Follow-up on problems identified through informal reports, complaints, Quality Improvement, etc.
- d. Document non-compliance according to the infection program.

| | | |
|---|---|---|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: CONCURRED: | POLICY NO: WCI-S-602 EFFECTIVE DATE: 02/2003 REVISION DATE: 12/2008 Page: 4 of 7 |
|---|---|---|

4. **Engineering and Work Practice Controls**
 Strict engineering and work practice controls shall be exercised to eliminate or minimize employee exposure to bloodborne pathogens. Where occupational exposure is still a possibility after these controls are in place, personal protective equipment must be worn.
 - a. Inspections
 - b. Handwashing
 - c. Handling and discarding of sharps
 - d. Work area controls
 - e. Equipment
5. **Personal Protective Equipment**
 When there is a potential for exposure staff shall wear appropriate protective clothing to protect employees work or street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use. The following are examples of instances:
 - a. Gloves: when touching blood, body fluids and contaminated items
 - b. Masks, Eye Protection, Face Shields: during client care that is likely to generate splashes or sprays of blood, body fluids, etc.
 - c. Gowns: during activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.
6. **Environmental Guidelines**
 Work areas will be maintained in a clean, sanitary condition. Gloves are to be worn when the following areas are cleaned:
 - a. Restroom
 - b. Kitchen/Pantry
 - c. Dining area
 - d. Bedrooms
 - e. Offices and public areas
 - f. Plumbing repairs
 These areas shall be cleaned with a quaternary disinfectant solution daily. If gross contamination is present follow appropriate procedures.
7. **Contaminated Sharps**
 In the event of contaminated sharp accident the following must be completed to minimize the incidence of accidental puncture:
 - a. If contents are out of container, all items must be picked up by using tongs, or dustpan and broom
 - b. Sharps container shall be in the upright position and placed into a red bag.

| | | |
|---|---|---|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: CONCURRED: | POLICY NO: WCI-S-602 EFFECTIVE DATE: 02/2003 REVISION DATE: 12/2008 Page: 5 of 7 |
|---|---|---|

- c. Item must be placed into a leak-proof container for transportation.
- 8. **Cleaning Linens**
Linens will be cleaned in order to prevent the spread of infectious diseases caused by certain microorganisms. Soiled linens shall be washed on a daily basis and beds are to be sanitized prior to clean linens being placed on bed.
- 9. **Regulated Waste**
Regulated waste must be removed from areas daily to prevent unnecessary exposure to blood and other potentially infectious materials. These procedures are to be followed:
 - a. Place into red bag
 - b. Place bag into leak proof container
 - c. Store in locked area until removed by the vendor with whom the agency has a contract for this purpose.
 - d. All signatures must be completed by all persons involved.
 - e. Containers must be sanitized and sprayed with HIV/HBV solution.
 - f. Outdated medication, etc. shall be placed into contamination box also for destruction.
- 10. **Hepatitis B Vaccination Program**
All staff listed in Category II are not required to have the series of Hepatitis B vaccine. In the event of an accident or incident where a staff member encounters exposure to blood or body fluid, the employee can be offered the series of shots at Woodland Centers, Inc.'s expense. Exposure records, shot records (HBV) are secured in the Environmental Services Supervisor's Office.
- D. **Hazard Communication Program**
 - 1. At Woodland Centers, Inc. this program is in the best interest of the employees, their health, safety and well-being. Under OSHA standards, the employee has the right to the following:
 - a. Work in a safe place free from recognized hazards that may cause death or serious harm and to know about any hazardous chemicals in the workplace, potential health hazards, possible health effects and protective measures.
 - b. Examine any records kept by the employer regarding their exposure to hazardous materials or the results of medical surveillance.
 - c. OSHA standards also provide that all employees shall comply with occupational safety and health standards and all rules, regulations and orders that are applicable to them.

| | | |
|---|------------|-------------------------|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: | POLICY NO: WCI-S-602 |
| | CONCURRED: | EFFECTIVE DATE: 02/2003 |
| | | REVISION DATE: 12/2008 |
| | | Page: 6 of 7 |

- d. MSDS log books are located at each clinic, maintenance and CSU for employees to read. These records show the chemical name, hazard levels, control measures, health levels, precautions and emergency first aid.
 - e. Labeling on containers will be marked informing employees of dangers.
 - f. Training will be issued to staff using chemicals.
- E. Training
- 1. The Safety Officer will train all staff on procedures for the following:
 - a. Transmission of bloodborne pathogens
 - b. Methods of minimizing exposure
 - c. Methods of compliance for the following:
 - 1) exposure determination
 - 2) universal precautions
 - 3) contaminated sharps
 - 4) personal protective equipment
 - 5) linens
 - 6) hepatitis B program
 - 7) regulated waste
 - 8) engineering and work practice controls
 - 9) environmental guidelines
 - 10) hazard communication
 - 11) compliance monitoring
 - 2. New employees will receive infection control training as part of their orientation within 10 days of their date of hire and annually thereafter.
 - 3. Staff assigned to Category II positions will receive intensive training on the above procedures. Employees in Category III positions will receive basic training on these topics.
 - 4. Information and/or education on communicable diseases is provided to clients as appropriate:
 - a. as part of the individual's treatment plan
 - b. through referral to another health care professional
 - c. through pamphlets, posters and other educational media
- F. Actions to be taken in the event of an exposure:
- 1. Employee:
 - a. Reports incident to employer
 - b. Completes forms

Consent Form to release information following post-exposure evaluation, testing.

 - 1) Occupational exposure incident report

| | | |
|---|---|---|
| WOODLAND CENTERS, INC. Policy Manual | APPROVED: CONCURRED: | POLICY NO: WCI-S-602 EFFECTIVE DATE: 02/2003 REVISION DATE: 12/2008 Page: 7 of 7 |
|---|---|---|

- 2) Consent form to draw blood post-exposure
- 3) Consent form to HIV and HBV testing post-exposure
- c. Exposure report (employee)
- d. Receives copy of Healthcare provider's written opinion.
- 2. Employer:
 - a. Will route employee to Healthcare provider
 - b. Give employee copies of each form signed with a copy of OSHA standards
 - c. Obtain signature of source individual (if applicable)
 - d. Document events on OSHA 200 and 101 (if applicable)
 - e. Receives Healthcare provider's written opinion
 - f. Sends previous copy of Healthcare provider's written opinion to employee (within 15 days if completed evaluation)
 - g. Give employee copy of Hepatitis status
- 3. Healthcare Provider:
 - a. Has employee completed required Bureau of Worker's Compensation documentation (FROI-1 First Report of Injury Form)
 - b. Evaluates exposure incident
 - c. Arranges for testing of employee and source individual
 - d. Notifies employer of results of all testing
 - e. Provides counseling
 - f. Provides post-exposure prophylaxis
 - g. Evaluates reported illnesses
 - h. Sends written opinion to employer
 - i. Documents that the employee was informed of evaluation results and the need for any further follow-up
 - j. Determines whether Hepatitis B vaccine is indicated and if vaccine was received

For questions regarding this policy, contact the Safety Officer.