

Belvidere Park District  
Bloodborne Pathogens Exposure Control Plan

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

**1. Exposure Determination**

All employees of the Belvidere Park District are considered low risk in occupational exposure to Bloodborne pathogens. An employee may be called upon to offer first aid to any Park District participant but rarely comes in contact with body fluids; their risk of contracting a Bloodborne disease is low.

<u>Job Classification</u>	<u>Task/Procedure</u>
Administration	Administrative Functions
Program Leader/Volunteer	Lead and plan program activities
3 <sup>rd</sup> Base	Lead and plan program activities
Concession Worker	Prepare and serve food
Cashier	Greet public
Program Coordinator	Lead and plan program activities
Maintenance	Perform maintenance tasks-lawn care

**2. Implementation Schedule and Methodology**

Universal precautions will be observed by the Belvidere Park District to prevent contact with blood or other potentially infectious materials. Universal Precaution—all blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Work practice controls will be utilized to eliminate or minimize exposure to employees of the Belvidere Park District. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following controls and personal protection equipment will be made available to employees at no cost:

- Sharps containers
- Mechanical means of picking up contaminated sharps
- Latex gloves
- Protective airway masks
- Protective eye wear
- Bleach/water solution (1:10)

The above controls will be examined and maintained daily by department heads, or those assigned by department heads.

Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. These facilities are available in each restroom, concession stand, Rivers Edge, Maintenance Center, Doty Maintenance Center, Administration Office, Glen Green, Prairie Fields, Satellite Program Sites, Baltic Mill, and Special Recreation Facility.

Additionally antiseptic cleaner and/or towelettes are available in each first aid kit. If this alternative is used, then potentially contaminated skin is to be washed with soap and running hot water as soon as possible. After removal of personal protective equipment, employee shall wash all potentially contaminated skin area immediately with soap and hot water or flushed with water as appropriate.

### 3. Handling of Sharps

The Belvidere Park District has no history, current usage or plans for the utilization of needles or sharps, in any of its programs or services offered to its constituency. Staff members will be informed of the proper handling and disposal procedure for sharps, which will be broken glass in most instances.

### 4. Controls and Personal Protection

Disposable gloves used by Belvidere Park District employees are not to be washed or decontaminated for re-use. Gloves will be replaced when they become cracked, are torn, are punctured, exhibit other signs of deterioration or when their ability to function as a protective barrier is compromised. Gloves are to be worn when cleaning potentially infectious materials, handling soiled laundry, and rendering first aid. Protective airway masks and protective eyewear are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and can be expected to occur.

These items (gloves, protective airway masks, and protective eye wear) can be found at the following locations:

- First aid kits—Supplied to staff
- Administrative Office
- SR Staff Office
- Rivers Edge Recreation Center
- Maintenance Shop(s)

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics, or lip balm, smoke or handle contact lenses. Food and drink are not to be kept in refrigerator, freezer, shelves, cabinets, or counter tops or bench tops where blood or other potentially infectious materials may be present.

Park District employees will clean and decontaminate affected areas after any spill of blood or other potentially infectious material. The procedure will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious material. The following procedure will be followed and equipment used:

With gloved hands, place paper towel over the spill and spray top of paper towel with bleach/water solution. Do not pat down but wait for the blood solution to be absorbed. Pick up and dispose of as regulated trash.

Spray down directly and wipe up after the “pooled” blood or other potentially infectious material has been removed by above procedure. Dispose of gloves and wash potentially affected areas with soap and hot water as appropriate. Any personal items of a participant or staff which has blood or other potentially infectious material on it shall be bagged and sent home with that individual. Universal precautions shall be followed when handling any personal item.

## 5. Disposal of Waste Materials

The Belvidere Park District does not have a history of handling potentially contaminated materials but insure staff's safety; the following work practice shall be put into place:

All potentially contaminated sharps shall be discarded as soon as possible in sharps containers. Regulated waste other than sharps shall be placed in appropriately marked bags/containers. These containers are located in the Administrative office, Special Recreation bathroom(s), Maintenance Shop, Rivers Edge, and the Baltic Mill.

Potentially infected materials will be disposed of by contacting Northern Illinois Hospital Services at 1-800-373-9520.

## 6. Hepatitis B Vaccine

All employees who have been identified as having moderate risk exposure to blood or potentially infectious materials will be offered the Hepatitis B Vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B Vaccine will sign a waiver which used the wording in Appendix A of the OSHA standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. **Arrangements should be made with the employee's personal physician.**

All Belvidere Park District employees are considered low risk.

## 7. Post Exposure and Follow-Up

When an employee incurs an exposure incident, it should be reported to the respective Department Head, who will report it to the Executive Director.

All employees who incur an exposure incident will be offered post—exposure evaluation and follow-up in accordance with the OSHA standard.

The follow-up will include the following:

- a. Documentation of the route of exposure and the circumstances related to the incident.
- b. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- c. Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual. **This information will be made available through the Belvidere Park District Attorney—Michael Scheurich 815-636-9600.**

- d. The employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken and the blood sample discarded.
- e. The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. **See Appendix "A" of Centers for Disease Control MMWR located at the Administrative Office.**
- f. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be altered for and to report any related experiences to appropriate personnel.
- g. The following persons have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy: Safety Committee, ARC Committee, and Office Manager/Human Resource.

#### 8. Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professionals who evaluate employees of the Belvidere Park District. Written opinions will be obtained in the following instances:

- 1. When the employee is sent to obtain the Hepatitis B Vaccine.
- 2. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

- 1. Whether the Hepatitis B Vaccine is indicated and if the employee has received the vaccine, or for evaluations following an incident.
- 2. That the employee has been informed of the results of the evaluation; and
- 3. That the employee has been told about any medical conditions resulting from the exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

#### 9. Training

Training for all employees will be conducted on an annual basis and include an explanation in the following manner:

- 1. The OSHA standard for Bloodborne Pathogens.
- 2. Epidemiology and symptomatology of Bloodborne diseases.
- 3. Modes of transmission of Bloodborne pathogens.
- 4. This Exposure Control Plan, i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc
- 5. Procedures which might cause exposure to blood or other potentially infectious materials while performing their duties.
- 6. Control methods which will be used at the Belvidere Park District to control exposure to blood or other potentially infectious materials.

7. Personal protective equipment available and who should be contacted concerning its use and replacement.
8. Post exposure evaluation and follow-up.
9. Signs and labels used at the Belvidere Park District
10. Hepatitis B Vaccine program.

All employees will receive annual training.

#### **10. Record Keeping**

All records required by OSHA standard will be maintained by the Human Resource/Office Manager.

All provisions required by the standard will be implemented by July 1, 1993.

#### **11. Plan Availability**

This plan and policy will be issued to each employee of the Belvidere Park District. Additionally, this plan and policy will be available at: Rivers Edge, Maintenance Center, Doty Maintenance Center, Rivers Edge, Meehan, Administration Office, Glen Green, Prairie Fields, Satellite Program Sites, Baltic Mill, and the Special Recreation Facility Office.