

	<b>NEPN Code: GBGA-R/STI</b>
<b>Policies and Regulations</b>	

## Personnel

### Communicable Diseases/Staff Welfare/Protection

To provide a healthy environment for both students and employees, the following shall be observed:

#### EXPOSURE CONTROL

Universal precautions, routine hand washing, and preventative measures shall be practiced to eliminate or minimize exposure of employees. Where potential occupational exposure remains after instituting these controls, personal protective equipment will be used. Employees found not in compliance shall be subject to disciplinary action. The following methods of compliance shall be observed:

1. **Universal Precautions** - Universal precautions shall be observed by all employees. This means all human blood and other potentially infectious materials shall be treated as if known to be infectious, regardless of the perceived status of the source individual.
2. **Hand Washing** - Readily accessible hand washing facilities with soap, warm water, paper towels or hand dryers shall be located in each Southeast Technical Institute building in rest rooms and designated health care areas. Each employee assigned student oversight duties where hand washing facilities are not accessible shall be provided with antiseptic hand cleansers. Routine hand washing shall be practiced whenever exposed to contaminated materials and after glove removal.
3. **Containers for Sharps** - All contaminated sharps (including needles and syringe lancets, etc.) used by employees shall be discarded as soon as feasible in puncture resistant, leak proof containers which are labeled with the biohazard warning, color coded red and sealed prior to disposal. Filled containers shall be disposed of in an acceptable manner.
4. **Contaminated Supplies** - Contaminated supplies shall be placed in plastic lined containers, closed, and disposed in the daily trash in a larger plastic bag of sufficient strength to preclude bursting and tearing during handling, storage or transport.
5. **Work Area Restrictions** - In areas where there is reasonable likelihood of exposure to blood or other potentially infectious materials, employees shall not eat, drink, apply cosmetics or lip balm, or handle contact lenses. Food and beverages may

not be kept in the same refrigerators, freezers, shelves, cabinets or on counter tops where blood or other potentially infectious materials are present.

6. Specimens - Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during the collection, handling, processing, storage and transport. Specimens taken for health evaluation or monitoring purposes shall be labeled and disposed of as soon as possible.
7. Contaminated Equipment and Areas - Cleaning with an EPA approved disinfectant product shall be done on a regular basis. All work surfaces shall be decontaminated after completion of procedure(s) and as soon as feasible following the occurrence of any blood or other potentially infectious material spill. Materials used for decontamination include the following:
  - A) Chlorine bleach in properly labeled containers noting 1 to 10 solution. Diluted solutions must be prepared fresh daily.
  - B) EPA approved disinfectant cleaner.
8. Personal Protective Equipment - Protective equipment may include gloves, masks, mouthpieces, resuscitation bags and/or disposable one-way ventilation devices. Appropriate equipment shall be selected and purchased with Institute funds in quantity sufficient to supply anticipated need. The President shall be responsible to ensure that protection equipment is appropriately supplied and used.
9. Laundry Procedures - All school laundry shall be considered as if contaminated with blood or other potentially infectious materials and shall be handled as little as possible, using universal precautions and protective gloves.

Student's personal clothing items replaced because they are soiled with urine, feces, vomit, etc., shall be handled with precautions. Soiled clothing shall be bagged and sent home with the student for home care or laundered at school using laundry procedures.
10. Employee Training - Information regarding this policy and regulation shall be provided to all school employees at the time of initial employment and annually thereafter.

## HEPATITIS B VACCINE AND POST-EXPOSURE PROCEDURE

Employees in casual contact with Hepatitis B carriers in settings such as schools are at minimal risk, and vaccine is not routinely recommended for them. The Institute shall offer the Hepatitis B testing and vaccine series at no cost to those designated employees who are considered to have occupational exposure and in conjunction with post-exposure follow-up for all other employees who have an exposure incident involving blood or other potentially infectious material.

1. Hepatitis B Vaccine - The following job classifications may be expected to incur occupational exposure, and qualify for Hepatitis B testing and vaccine series:
  - Custodians who are responsible for cleaning or disposing of blood or contaminated waste
  - Other employees who are authorized by special situations and/or exposure

Employees have the option to complete or refuse the Hepatitis B testing and vaccine series. Records shall be maintained by the Human Resources Office.

2. Post Exposure - Employees whose exposure to blood is infrequent shall receive post exposure prophylaxis if an exposure incident occurs. "Exposure incident" is defined as "specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

An employee exposure incident shall be reported to the President or his/her designee as soon as possible. The incident shall be referred to STI Human Resources - Worker's Compensation immediately. If Hepatitis B prophylaxis is not offered through Worker's Compensation, immediate referral shall be made to the Human Resources office. Documentation of STI funded post exposure prophylaxis or the employee's signed statement of refusal shall be maintained in Human Resources.

**Communicable Disease Reporting:**

A staff member who knowingly has contracted a communicable disease that may likely be transmitted in the working environment shall notify the President immediately. The President shall report the disease to Health Services.

**Exclusion Due to Illness:**

A staff member who has contracted a medically-diagnosed communicable disease may be excluded from STI. Any decision to exclude a staff member from the work place shall be made with the concurrence of the Human Resources administration and/or designee and the staff member's private physician. The decision shall be made on the basis that the staff member's admittance poses significant risk to the staff member, other staff members or student.

STI Policy		Board Action:
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