



Blood Borne Pathogens and Ridgely Police Exposure Control Plan

I. COORDINATION WITH MEMORIAL HOSPITAL AT EASTON FOR POSSIBLE EXPOSURES TO COMMUNICABLE DISEASES/BLOOD-BODY FLUID EXPOSURES

A. If, during treatment or transport of a person to Memorial Hospital at Easton (MHE), or while acting in the performance of duty, a law enforcement Officer comes into contact with a patient who is subsequently diagnosed, as a result of information obtained in conjunction with the services provided during the visit to MHE or Medical Examiner, as having a contagious disease or virus, the attending physician or a designee of MHE shall notify the employee and the designated Ridgely Police Department contact of the employee's possible exposure to the contagious disease or virus.

1. The types of diseases and viruses referenced in "A" above include:

- a. Human immunodeficiency virus (HIV)
- b. Hepatitis A, B, and C
- c. Meningococcal meningitis
- d. Bacterial meningitis
- e. Tuberculosis
- f. Malaria
- g. Rabies
- h. Mononucleosis

2. This notification will be:

- a. Made by phone to the appropriate contact person within 48 hours of confirmation of diagnosis or as soon as practicable by the Medical Examiner or medical staff.
- b. And/or verified by written confirmation to the involved individual(s)

3. The designated contact persons shall be:

- a. For the Ridgely Police Department - The Chief of Police

B. A concerned employee may request that the appropriate contact person make inquiry to MHE.

C. Ridgely Police Department contacts that are notified by MHE or Medical Examiner of a potential exposure shall provide the affected employee with the MHE or Medical Examiner notification.

General Order No. 3-2 (Cont.)

D. Notified employees shall

1. File a " Form 204A - *IWIF Employee's Report of Injury*" with the Town of Ridgely Human Resources Office **ONLY** if an actual exposure occurred with blood, fluid or airborne exposure.
2. Go to the MHE for testing and medical evaluation as soon as practicable

E. The MHE will notify affected employees of the results.

II. AIDS

A. This order has been established to define the AIDS virus and provide guidelines for members of the Ridgely Police Department for the safe handling of persons known or suspected to have infectious diseases. The Ridgely Police Department will provide its members with AIDS awareness information and safety guidelines for all suspected or known infectious disease carriers.

B. Definitions

1. AIDS is a serious disease, caused by a virus, which changes the body's immune system. AIDS patients are unable to fight off infections and so become repeatedly ill with many common infections.
2. The virus which causes AIDS is called HIV. This virus can be found in the blood, semen and other body fluids of infected persons. The virus can be passed by a pregnant woman to her unborn child, by sharing hypodermic needles or by unprotected sexual contact. At present, it appears that the virus is **NOT** passed to another person through other body fluids.
3. The virus can be destroyed by heat, by soap, by bleach, and by any of the usual cleaning methods and products.
4. In the U.S., AIDS has been found mostly in homosexual men, intravenous drug abusers, and persons who have received blood transfusions of infected blood or blood products. A number of
5. AIDS cannot be contracted by casual contact. You cannot contract AIDS by being in the same room, sitting at the same table, touching, or talking with a person with the AIDS virus. Studies done in families where one person had AIDS show that the only other people who have contracted the virus are those who had sexual contact with the AIDS infected person.

C. Confidentiality

1. It is extremely important from a legal standpoint that all information concerning AIDS is kept **strictly confidential** and not disclosed to anyone outside the Agency or via radio/open communications.
2. No other persons will be authorized to disclose any information.

General Order No. 3-2 (Cont.)

D. Officer Safety

1. Exercise care in searching all prisoners and their belongings in the event that a needle, razor, knife, or other sharp instrument may be concealed in their clothing or on their person.
2. Exercise care in the use of restraints so that skin breakage does not occur.
3. Take personal care to properly bandage any open cuts on your own person before reporting for duty.
4. Be careful when wearing gloves not to puncture the gloves with fingernails, rings, etc.
5. Wear protective (preferably non-latex) rubber gloves when conducting routine duties such as, but not limited to, searches, pat downs, etc.
6. Always wear protective gloves when handling prisoners who have visible unhealed wounds, rashes, or other skin lesions. If the officer has open wounds, the officer should wear protective rubber gloves while performing duties.
7. Always dispose of each pair of gloves after each use. Always use a new pair of protective gloves for each prisoner.
8. **ALWAYS WASH HANDS WITH SOAP AND HOT WATER AFTER REMOVING GLOVES.**

E. Suspected Contamination

1. Any member of this Agency who suspects that he/she has been exposed to possible infectious contamination shall immediately notify his/her immediate supervisor of the incident.
2. The affected member shall be authorized to proceed to the MHE for screening and **WILL** respond to MHE within two (2) hours of suspected exposure.
3. A " Form 204A - *IWIF Employee's Report of Injury*" shall be filled out and submitted to the Human Resources Office by the end of the officer's shift regarding any actual or suspected occurrence. This can be done by the shift supervisor if the affected Officer is not available prior to the end of his/her shift.
4. This information shall be maintained strictly confidential.
5. This screening process will be conducted at **no cost** to the Agency member.
6. Results of the screening shall remain strictly confidential between the affected member and the MHE.

General Order No 3-2 (Cont)

F. Training

1. Information, updates and materials will be made available to all staff as it is received by the Ridgely Police Department.
2. In-service training regarding bloodborne pathogens will be made available to employees as it is announced.

III. BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

A. The Ridgely Police Department shall provide exposure controls, protective equipment, and training for utilization by personnel to isolate or remove bloodborne pathogens and potentially infectious materials hazard from the workplace and to educate employees in how to minimize and/or eliminate exposure.

B. Definitions

1. **Waste Container** - A red container which is pre-printed with "Biohazard (Symbol)"
2. **Bloodborne Pathogens** - Micro-organisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
3. **Category I Employees** - Staff members routinely exposed to bloodborne pathogens or potentially infectious materials on a regular basis i.e. sworn Officers.
4. **Category II Employees** - Staff members exposed to bloodborne pathogens or potentially infectious materials under certain conditions, including those seldom at injury scenes or involving individuals where blood or body fluid exposures are less likely to occur.
5. **Contaminated** - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
6. **Contaminated Laundry** - Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
7. **Contaminated Sharps** - Any contaminated object that can penetrate skin including, but not limited to needles, sharp metal scalpels, broken glass, exposed ends of dental wires, etc.
8. **Decontamination** - The use of physical or chemical means to remove or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
9. **Exposure Incident** - A specific eye, mouth or other mucous membrane, or non-intact skin contact or parenteral contact with blood or other potentially infectious materials that results from the performance of a Staff member's job related duties.

General Order No. 3-2 (Cont.)

10. **Occupational Exposure** - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of a member's duties.

11. **Parenteral Contact** - Piercing skin or mucous membrane through such events as needle sticks, human bites, cuts and abrasions.

12. **Potentially Infectious Material** - Human body fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid visibly contaminated with blood, all body fluids in situations where it is difficult to differentiate between body fluids, and any unfixed tissue on organ from a living or dead human.

13. **Standard Precautions** - Approach to infection control by which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV (Hepatitis-B) and other bloodborne pathogens.

C. Procedures/Guidelines

1. Policy Availability and Training

a. Availability

1) The Ridgely Police Department shall ensure that the Bloodborne Pathogens Exposure Control Policy is distributed to all employees as part of the Ridgely Police Department General Order Manual.

2) The Ridgely Police Department shall make the plan available to the Assistant Secretary of Labor for Occupational Safety and Health and Director of the National Institute for Occupational Safety and Health, upon request for examination and/or copying.

b. Training

1) All Category I and II Employees shall participate in a training program which is provided at no cost to the employees. All employees shall receive training through the Ridgely Police Department academy training process/curriculum and/or through in-service training on an annual basis.

2) The training shall include, but not limited to, general information regarding Hepatitis B (HBV), Human Immunodeficiency Virus (HIV), and other life threatening diseases.

3) Additional training may be provided when modifications of the policy and procedures may affect the employee's occupational exposure. This additional training may be limited to addressing the new exposures created and policy modification only.

4) The instructor(s) conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the policy.

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5) The training program shall minimally contain the following information:

- A copy of Occupational Safety and Health Administration, 29 CFR - Part 1910.1030, Occupational Exposure to Bloodborne Pathogens.
- A copy of the General Order 3-2 - Bloodborne Pathogens Exposure Control Plan.
- Training will cover an explanation of the modes of transmission of bloodborne pathogens.
- Training will cover an explanation of the appropriate methods for recognizing duties and other activities that may involve exposure to blood and other potentially infectious materials.
- Training will cover an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate work practices and protective available.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of protective equipment available.
- Training will cover an explanation of the basis for selection of protective equipment available.
- Information on the Hepatitis B Vaccine, including information on its effect, safety, method of administration, benefits of being vaccinated and that the vaccine and vaccination will be offered at no charge/cost to the employee.
- Information will be given on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the Ridgely Police Department is required to provide for the member following an exposure incident.

c. Training Records

- 1) All training records shall be maintained by the Ridgely Police Department.
- 2) Training Lesson Plans and Summary shall be prepared and maintained on file for review for the duration of employment plus 30 years.
- 3) Training records must adhere to the following:
 - a. be maintained for three years and must include dates,
 - b. document the contents of the training program or a summary,
 - c. document the trainer's name and qualifications,
 - d. document names and job titles of all persons attending the sessions.
- 4) Training records shall be made available upon request to employees and/or their representative
- 5) Disposal of records must be in accord with OSHA's standard covering access to records.

General Order No. 3-2 (Cont.)

2. Exposure Determination

a. Category I Occupational Exposure Level

Category I Occupational Exposure Level personnel are those routinely exposed to bloodborne pathogens or potentially infectious materials on a regular basis (i.e., arresting Officers, first responders in medical emergencies, Nursing Staff, etc.).

b. Category II Occupational Exposure Level

1) *Category II Occupational Exposure Level* employees are those exposed to bloodborne pathogens or potentially infectious materials under certain conditions, those seldom at injury scenes or involving individuals where blood or body fluid are less likely to occur.

2) Those employees who do not normally confront front-line exposures, but could be called upon in an emergency situation.

3. Work Practices

a. Standard Precautions

1) All employees shall utilize standard precautions to prevent contact with blood or other potentially infectious materials in the performance of job related duties.

2) All employees shall consider body fluids to be potentially infectious materials under circumstances in which differentiation between body fluid types is difficult or impossible to identify.

b. Controls

1) Employees are prohibited from eating, drinking, applying cosmetics or lip balm and handling contact lenses in work areas where there is a reasonable likelihood of occupational exposure.

2) Employees are prohibited from keeping food and drink in refrigerators, freezers, shelves, cabinets or on counter tops where blood or other potentially infectious materials are present. Potential areas of concern would be the "*Prisoner Processing*" areas.

3) Employees shall perform all procedures carefully when involving blood or potentially infectious materials in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.

4) Supervisors will monitor employees to insure compliance with this Bloodborne Pathogens Exposure Control Policy.

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c. Storage Containers

1) Blood or other potentially infectious materials shall be placed in the Evidence Locker (if evidence ref to property general order) and **secured in a bio-hazard container** (ie. Bio hazard bag or marked "biohazard" which prevents leakage during collection, handling, processing, storage, transport or shipping.

2) Labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials and other containers used to store, transport or ship blood or other potentially infectious materials. The container for storage, transport or shipping shall be labeled and secured prior to being stored, transported or shipped.

d. Hand Washing

1) Hand washing facilities shall be readily accessible to all employees.

2) Employees shall wash hands immediately or as soon as feasible after removal of disposable (non-latex) gloves or other protective equipment.

3) Employees shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious materials.

e. Contaminated Equipment

1) Equipment which may become contaminated with blood or other potentially infectious materials shall be decontaminated as necessary with disinfectant wipes or spray ie: lysol

f. Any known or suspected exposure should be reported consistent with Workers Compensation policies.

4. Syringe Recovery During Duty

a. *Recovery In General*

1) All employees should use the utmost caution when conducting searches of arrested individuals, new intakes and property. When conducting a search, the employee should proceed as if a syringe were present.

2) Any syringe discovered during the course of duty shall be properly handled and safely disposed of by the discovering Officer.

3) The discovering Officer shall handle the syringe as carefully as possible.

4) The Officer shall secure the contraband (syringe) and take appropriate action concerning the handling of evidence.

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5) All used syringes shall be disposed of properly by the Officers per standard protocol.

6) All medical waste material will be disposed of according to the Caroline County Department of Emergency Medical Services protocol. If the Ridgely Police Department has any medical waste that needs to be disposed of, the supervising Officer will contact the on duty supervisor for the Caroline County EMS and make arrangements for its destruction accordingly. **Ensure no general "Trash" is in containers/bags. EMS will not take containers in this condition.**

b. *Disposition of Syringes*

1) All contaminated "sharps (needles)" shall be discarded immediately or as soon as feasible in the "Sharps" container that is closeable, puncture resistant and leak proof.

2) During use the medical waste container at the Ridgely Police Department shall be easily accessible to Officers, Medical and EMS Staff and located in the prisoner processing room.

3) The Chief of Police or designee shall ensure the medical waste container and "Sharps" container is replaced as scheduled/needed and not be permitted to be over filled.

5. Personal Protective Equipment

a. *Provision of Personal Protective Equipment*

1) The Ridgely Police Department shall make available the following protective equipment for use by Category I and II Occupational Exposure Level Members:

- (non-latex) gloves
- Red plastic bags with twist ties
- Disposable face mask
- (Additional protective equipment shall be provided by the Ridgely Police Department if necessary.)

2) All employees shall use protective equipment when blood or potentially infectious materials are present except under the following circumstances:

- In the employee's professional judgment that in the specific instance, the use of the protective equipment would prevent delivery of health care or public safety measures.
- In the employee's professional judgment that in the specific instance, the use of protective equipment would pose an increased hazard to the safety of the employee or others.

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b. Hand Protection

1) Employees shall wear gloves in one (1) or more of the following instances:

- When it is reasonably anticipated that the employee may have contact with blood or other potentially infectious materials.
- When handling or touching contaminated items or surfaces, or items or surfaces suspected of being contaminated.

2) Disposable gloves shall be replaced as soon as practical, or as soon as feasible if torn, punctured or when the gloves ability to function as a barrier is compromised.

3) Disposable gloves shall not be washed or decontaminated for multiple use.

4) Sharps which may be contaminated shall not be removed directly with the bare hands of the employee.

c. Eye Protection

1) Employees where applicable shall wear goggles when splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye contamination is reasonably anticipated. Goggles are not normally provided to individual Officers but are authorized for use.

2) If the employee does not use disposable goggles, and chooses to wear glasses, then the glasses shall be washed and disinfected as soon as practical when contaminated.

d. Ventilation Protection

1) Employees shall wear a disposable face mask when splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and nose or mouth contamination is reasonably anticipated.

2) The disposable face mask shall be replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the masks ability to function as a barrier is compromised.

3) Disposable face masks shall not be washed or decontaminated for multiple use.

6. Protective Equipment and Cleaning Guidelines

a. Provision for Protective Equipment

1) The Ridgely Police Department shall provide and maintain all protective equipment for personnel use.

General Order No. 3-2 (Cont.)

2) Request for protective equipment shall be made on a regular basis, if supplies are being exhausted, it will be all Officers responsibility to ensure that they requisition supplies through the proper notification.

b. Cleaning and Disposal of Protective Equipment

1) If a garment is contaminated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible.

2) The employee shall remove all protective equipment prior to leaving an injury scene or work area.

3) After removal of the protective equipment all disposable items shall be placed in a medical waste container/bio-hazard bag for storage and disposal.

4) The employee will notify his/her Supervisor if any uniforms/issued garments have been contaminated and if they need to be disposed of.

5) The Supervisor will arrange for the disposal of the contaminated garment/uniform through EMS.

6) Employees who have had their uniforms/garments contaminated with small amounts of blood/fluids (i.e.: small droplets etc.) or other potentially infectious contaminants **SHALL** not take their uniform/garment home to be washed. The employee will need to make contact with EMS to have the items washed at their designated station. The decision to have the uniform/garment destroyed can be made by the employees supervisor if he/she deems it necessary. The destruction of said uniform/garment will conform as instructed in this policy.

c. Housekeeping/Sanitation

1) Employees shall ensure that the work site is maintained in a clean and sanitary condition at all times.

2) All equipment and work surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials. Procedures in this case shall be followed concerning the use of bleach solution, Lysol, or disinfectant wipes.

General Order No. 3-2 (Cont.)

d. Work Surfaces/Protective Coverings

- 1) Contaminated work surfaces shall be decontaminated with disinfectant and/or bleach solution at the following times:
 - After completion of procedures where exposure to blood or infectious materials is found.
 - Immediately or as soon as feasible when surfaces are overtly contaminated or after any spillage of blood or other potentially infectious materials.
 - At the end of the shift if the surface has become contaminated since the last cleaning.
- 2) All bins, cans, and similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a weekly basis and cleaned and decontaminated immediately upon visible contamination by the responsible member.

7. Hepatitis B

a. Hepatitis B Vaccination

- 1) The Ridgely Police Department shall provide the Hepatitis B Vaccine and vaccination series to all Category I and Category II employees. This test shall be coordinated by the Ridgely Police Department in cases of exposure as well as the vaccinations.
- 2) The Hepatitis B Vaccination process shall be provided to Category I and II employees within ten (10) days of initial employment/re-assignment unless the employee has previously received the complete Hepatitis B Vaccination Series, anti-body testing (pre screening) has revealed the employee is immune or the vaccine is contraindicated for medical reasons.
- 3) The Ridgely Police Department shall ensure the Hepatitis B Vaccine and Vaccination Series are:
 - Made available at no cost to the employee.
 - Made available to the employee at a reasonable time and place.
 - Performed by or under the supervision of a Licensed Physician or by or under the supervision of Licensed Medical Personnel.

General Order No. 3-2 (Cont.)

b. Hepatitis B Vaccination Declination

- 1) The Ridgely Police Department shall request any member who declines the vaccination to complete a Ridgely Police Department memo.
- 2) The completed Ridgely Police Department memo, shall be maintained in the employee's permanent Employee File.
- 3) The Ridgely Police Department shall make the vaccination available to an employee **at no charge**, who initially declines the Hepatitis B Vaccination but at a later date, while still covered by the standard, decides to accept the vaccination.

c. Post-Exposure Evaluation

The Ridgely Police Department shall ensure all medical evaluations and procedures, including post-exposure evaluation and follow-up are:

- 1) Made available at no cost to the employee.
- 2) Made available to the employee at a reasonable time and place.
- 3) Performed by or under the supervision of a Licensed Physician or by or under the supervision of another Licensed Health Care Professional.

d. Medical Evaluation and Follow-Up (Exposure Incident)

- 1) Following a report of an exposure incident the Supervisor of the employee shall cause the affected employee to immediately be seen by a medical professional to have a confidential medical evaluation and ensure that a follow-up is conducted at the designated time.
- 2) The employee's Supervisor shall ensure that the Health Care Professional evaluating the employee after an exposure incident is provided with the necessary information and documentation when necessary.
- 3) The employee's Supervisor shall coordinate the need for a blood test for the employee in this case.
- 4) The MHE will be contacted by the Chief of Police to schedule the employee for the blood test based on the exposure. The blood sample may be taken as a result of voluntary consent.
- 5) The result of the employee's blood test shall be made available to the exposed employee.
- 6) The blood sample may be drawn as soon as feasible. Consultation shall be made with the Caroline County Health Department by the Chief of Police in this instance.
- 7) Consent must be obtained from the employee as soon as possible for a blood sample.

General Order No. 3-2 (Cont.)

e. *Medical Records*

1) The employee's medical records regarding the exposure incident shall be provided to the following upon request for examination and copying:

- Affected employee
- Anyone having written consent of the affected employee.

2) The Chief of Police shall coordinate the results of all tests with the employee.

8. Tuberculin (TB)

a. Transporting persons with confirmed or suspected Active Pulmonary Tuberculosis (TB)

1) All employees using a Ridgely Police Department vehicle for transporting persons with confirmed or suspected Active Pulmonary Tuberculosis (TB) WILL do the following precautionary measures:

- i. A disposable mask (without an exhalation valve) shall be placed over the patients' nose and mouth.
- ii. The employee shall wear a disposable mask (without an exhalation valve) over his/her nose and mouth.
- iii. If possible the windows of the vehicle should be kept open.
- iv. The heating and air conditioning system should be set on a non-recirculation cycle if in use.
- v. As soon as practicable the employee shall decontaminate his/her vehicle utilizing "Lysol" and/or some other type of disinfectant.

b. Tuberculin (TB) Skin Testing

1) Annual TB testing will be conducted on a voluntary basis for all Category I and II employees.

2) All TB testing will be done at no cost to the employee.

3) All TB testing will be performed by staff from the Caroline County Health Department.

4) The purpose of annual Tuberculin skin testing is to identify infected persons at high risk of developing TB disease who would benefit from preventative therapy; and to identify persons with TB disease who need treatment.

5) All cases of identified exposure resulting from TB testing will follow normal protocol regarding the reporting and treatment of employees.