

Management Support

Exposure Control Plan Procedures

Immunization

Staff members, including substitutes, student teachers and volunteers, are encouraged to complete an Immunization History form to be placed on file at the district office. The following immunizations are recommended for school staff: measles, mumps, and rubella (MMR); varicella (chickenpox); hepatitis B; diphtheria, tetanus, and pertussis (Tdap and Td); and influenza (flu).

In the event of an outbreak of a contagious disease, including vaccine-preventable diseases, in school, the local health officer has the authority to exclude from schools, any school staff who are infectious, or exposed and susceptible to the disease. Susceptible means a person who has no immunity to an infectious agent.

A staff member who is excluded is not eligible to receive sick leave benefits unless he/she is ill or physically disabled or is otherwise provided for in the collective bargaining agreement.

If a staff member needs to be vaccinated, he/she should contact a personal physician or clinic. Some vaccines may also be available at a nominal cost from the County Health Department.

Exposure Control Plan

The District's exposure control plan will be consistent with WAC 296-823. Occupation exposure to Bloodborne Pathogens and the Guidelines for Implementation of School Employee Training on HIV/AIDS and Other Bloodborne Pathogens published by the Superintendent of Public Instruction.

All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material will be identified. Potentially infectious human body fluids are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids. Examples of employees with reasonable anticipated risk of exposure include, but are not limited to:

- Teachers of physical education;
- Teachers and aides providing care to students with potential exposure to blood (e.g. preschool students, students with development delays, or students with significant behavior issues);

- Staff who work with students who behave aggressively (biting, scratching) or have special medical problems that increase the risk of exposure to his/her blood or serious secretions;
- Speech Language Pathologists or therapists providing therapy to students who have potential exposure to blood, aggressive behavior, or special medical problems.
- Secretaries I & II (with health room responsibilities);
- Nurses who provide physical care in which blood or blood-tinged body fluids are present (suctioning, first aid, injections, etc.);
- Para-educators with health room responsibilities;
- Bus drivers who transport students with potential exposure to blood and/or staff who provide first aid to students;
- Custodians who clean and dispose of bodily wastes from classrooms or first aid rooms, or who police areas with contaminated wastes (broken glass, discarded drug paraphernalia, etc.);
- Coaches, assistants, and athletic trainers who provide first aid;
- Other persons deemed appropriate by the Superintendent.

However, individual job duties must be evaluated when determining those employees with risk of exposure to blood or potential infectious material. The district will maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

All employees whose jobs involve a reasonably anticipated exposure to blood or other potentially infectious material will be offered the hepatitis B vaccine at the district's expense.

If an employee has a specific exposure to blood or other potentially infectious material and reports the exposure incident, the district will provide a free and confidential post-exposure medical evaluation and follow-up administered by or under the supervision of licensed health care professional. Any necessary post-exposure treatment, as recommended by the United States Public Health Service, will be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material in the performance of their job duties will participate in district-provided training annually. The training will include:

- An accessible copy of WAC 296-823 and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of modes of transmission of blood borne pathogens;
- An explanation of the use and limitations of methods that will prevent reduced exposure, including equipment and safer medical devices, work practices, and personal protective equipment;
- Information about personal protective equipment, including the types, proper use and limitations, location, putting it on and taking it off, handling, decontamination, and

- disposal;
- Information on the hepatitis B vaccine, including its effectiveness, safety, method of administration, and benefits of being vaccinated;
- Information about what actions to take and persons to contact when exposure to blood or other potentially infectious materials occur outside the normal scope of work;
- A description of procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical evaluation and follow-up that will be available;
- An explanation of signs, labels, tags and color coding used to designate biohazards;
- An explanation of the district's exposure control plan and how to obtain a copy; and
- How to identify tasks and activities that may involve exposure to blood or other potentially infectious material;

The training will be provided by a qualified person and will include opportunities for questions.

The district will provide training to all employees regarding HIV/AIDS. The training will be provided within six months of initial employment. The training will include:

- History and epidemiology of HIV/AIDS;
- Methods of transmission of HIV;
- Methods of prevention of HIV infection including universal precautions for handling body fluids;
- Current treatment for symptoms of HIV and prognosis of disease progression;
- State and federal laws governing discrimination against persons with HIV/AIDS; and
- State and federal laws regulating the confidentiality of a person's HIV antibody status.

Significant new discoveries or changes in accepted knowledge of transmission, prevention, and treatment for HIV/AIDS will be provided to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the district that the information is of such and emergent nature that a prompter dissemination of the information is required.

The District will maintain medical records for each employee who has experienced an occupational exposure that includes:

- The employee's name and social security number;
- A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations;
- Any medical records related to the employee's ability to receive vaccinations;
- The hepatitis B declination statement;
- Examination results, medical testing and follow-up procedures related to post-exposure evaluations;
- The health care professional's written opinion following exposure; and

- A copy of information provided to the health care professional as required.

Employee medical records will be kept confidential and will not be disclosed or reported to any person without the employee's written consent, except as required by regulation or law. The District will maintain the required records for at least the duration of the employment plus thirty years.

The district will also keep records of training sessions including the dates, the contents of a summary of the training sessions, names and qualifications of the trainers, and names and job titles of employees attending the training. These records will be kept for three years from the date of the training.

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