I. PURPOSE:

The purpose of this policy is to provide training and to eliminate or minimize employee exposure to bloodborne pathogens. The policy also delineates procedures to be followed in the event of an exposure.

II. POLICY

The Agency has implemented the Harford County Sheriff’s Office Exposure Control Plan for Bloodborne Pathogens, to meet the OSHA Bloodborne Pathogens Standards, Codified as 29 CFR 1910.1030. OSHA Bloodborne Pathogens Standards are available upon request from the Exposure Control Office.

III. DEFINITIONS

Universal Precautions: An approach to infection control. According to the concept of universal precautions, treat all persons as if they may be infected and all human blood and body fluids as if they are infectious for HIV, HBV, and other bloodborne pathogens.

Personal Protective Equipment: The Agency shall furnish, at no cost to the employee, appropriate personal protection equipment such as, but not limited to, gloves, hand towelettes, gowns, face shield or masks, eye protection, pocket masks, and mouthpieces for resuscitation. Such equipment is deemed “appropriate” only if the equipment does not permit blood or other potentially infectious material to pass through to reach the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal condition of use and for the duration of time which the protective equipment will be used.
**Hepatitis B Vaccination:** The Hepatitis B Vaccination is available to all Agency employees. The vaccination is highly recommended for all employees who have occupational exposure to blood. The vaccine shall be provided within ten (10) days of assignment to such position, at no cost to the employee. Employees shall sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost.

**HIV Infection:** Acquired Immunodeficiency Syndrome (AIDS) is caused by a virus known as Human Immunodeficiency Virus (HIV). The virus is an infectious disease that alters the body’s immune system. It infects and destroys certain white blood cells that fight infection and disease, and renders HIV infected persons vulnerable to a variety of serious ailments that thrive in this environment. The disease can be transmitted only through body fluids.

**HBV Infection:** Hepatitis B is a disease that is transmitted principally by contact with infected body fluids. Unlike HIV, there is a safe and effective vaccine to prevent this disease.

**Level I Personnel:** Sworn and civilian employees who are routinely exposed to bloodborne pathogens or potentially infectious materials on a regular basis. This includes all sworn law enforcement deputies unless noted elsewhere, all sworn correctional deputies, and Detention Center personnel.

**Level II Personnel:** Sworn and civilian employees who may become exposed to bloodborne pathogens or potentially infectious materials under certain circumstances. Such circumstances may include, but are not limited to, assisting with altercations, accidents and crime scenes. These employees are not normally subject to front line exposure, but could be called upon in emergency situations. This includes booth employees, court security deputies, Command Team, Victim Services Coordinator, and Advocate, Law Enforcement Property Manager, and Inmate Property Manager.

**Level III Personnel:** Civilian employees, unless noted elsewhere, who because of their job assignments will not become exposed to bloodborne pathogens or potentially infectious material.
Harford County Sheriff's Office
Policy # MAN3900: Communicable Diseases/Bloodborne Pathogens

4200.1 General Program Management
   4200.1.1 The Sheriff’s Office Safety Officer is designated as the Exposure Control Officer (ECO) for Sheriff’s Office Law Enforcement and Corrections.
   4200.1.2 The ECO’s shall be responsible for managing the Agency’s Exposure Control Plan for Bloodborne Pathogens, and shall be responsible for the distribution of all plan revisions.
   4200.1.3 The ECO’s shall meet annually with the Planning and Research Unit Lieutenant to review and update the Exposure Control Plan.
   4200.1.4 The HR Specialist shall monitor and ensure compliance with post exposure evaluation, follow-up, and record keeping.
   4200.1.5 An annual audit/inspection shall be conducted by the ECO’s to ensure compliance with the Agency’s policy.

4200.2 Division Commanders and Supervisors
   4200.2.1 Division Commanders and Supervisors shall be responsible for compliance with the Exposure Control Plan.
   4200.2.2 Division Commanders/Supervisors shall ensure all employees have access to the Exposure Control Plan at all times.
   4200.2.3 Supervisors shall ensure proper exposure procedures are followed and a copy of the plan is available for review and use.

4200.3 Employees
   4200.3.1 Both sworn and civilian employees must:
      4200.3.1.1 Know what task or group tasks they perform that may have an occupational exposure risk.
      4200.3.1.2 Attend mandatory bloodborne pathogens training at new hire orientation and subsequent in-service training.
      4200.3.1.3 Employ good personal hygiene habits and use universal precautions during operational tasks where bloodborne pathogens exposure may exist.
      4200.3.1.4 Plan and conduct all operations in accordance with work practice controls.

4200.4 Quartermaster
   4200.4.1. The Quartermaster shall provide the Agency with the required personal protective equipment.

4200.5 Training Responsibilities

   HR Specialist/Safety Officer
   4200.5.1 Shall be responsible for providing information and training to all Level I, Level II, and Level III employees through new hire orientation.
Training Manager
4200.5.2 Shall be responsible for providing entrance level, annual or additional training required, when modifications to tasks or procedures occur affecting an employee's occupational exposure.
4200.5.3 The training shall be provided within ten (10) days of assignment to tasks where occupational exposure may occur and at annual mandated in-service training.

Training Guidelines
4200.5.4 The new hire and annual training program shall consist of the following:
4200.5.4.1 A copy of the Agency’s policy/exposure control plan placed in the Operational Manual and Civilian Handbook.
4200.5.4.2 A general explanation of the epidemiology and symptoms of bloodborne diseases.
4200.5.4.3 An explanation of the modes of transmission of bloodborne diseases.
4200.5.4.4 An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
4200.5.4.5 An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment.
4200.5.4.6 Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
4200.5.4.7 Information on the Hepatitis B Vaccine, including information on its efficacy, safety, methods of administration, benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
4200.5.4.8 General information regarding HIV and other bloodborne pathogens.
4200.5.4.9 An explanation of the signs and labels and/or color-coding used to distinguish items contaminated.
4200.5.4.10 An opportunity for interactive questions and answers with the person(s) conducting the training session.
4200.5.4.11 An explanation of the basis for selection of personal protective equipment.
4200.5.4.12 Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
4200.5.4.13 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.
4200.5.4.14 Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

4200.6 Personal Protective Equipment
4200.6.1 The Agency shall provide to all Level I and Level II sworn law enforcement officers a personal protective kit (to be carried in their assigned vehicle) minimally consisting of the following items:
4200.6.1.1 One (1) impervious gown
4200.6.1.2 Two (2) pairs of heavy-duty disposable gloves
4200.6.1.3 One (1) fluid shield mask with splashguard visor
4200.6.1.4 One (1) CPR device
4200.6.1.5 One (1) antimicrobial towelette
4200.6.1.6 One (1) syringe safety container
4200.6.1.7 One (1) red biohazard bag
4200.6.2 The Agency shall provide to all Level I and Level II Correctional Officers accessibility to the same equipment, which shall be stored in the Medical Treatment Room at the Detention Center.
4200.6.3 Headquarters, the Detention Center, and each Precinct shall be provided with Body Fluid Spill Kits minimally containing the following items:
4200.6.3.1 One (1) disposable gown
4200.6.3.2 One (1) absorbent pad
4200.6.3.3 One (1) pair of goggles
4200.6.3.4 Two (2) pairs of disposable gloves
4200.6.3.5 One (1) scoop
4200.6.3.6 One (1) scraper
4200.6.3.7 Two (2) red bio-bags
4200.6.3.8 Three (3) fluid masks with wraparound splashguard
4200.6.3.9 Three (3) disposable towels
4200.6.3.10 Two (2) antimicrobial towelettes
4200.6.3.11 Bleach mix solution for decontamination
4200.6.4 Personal protective equipment, to include items contained in the Body Fluid Spill Kits, shall be properly disposed of following use.
4200.6.5 Disposable equipment shall not be washed or decontaminated for multiple uses.
4200.6.6 Disposable gloves shall be worn when it can be reasonably anticipated the employee may have hand contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces.
4200.6.7 Masks and eye protection shall be worn whenever splashes, spray, spatter, droplets of blood, or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
4200.6.8 Liquid germicidal cleaner or disposable towelettes shall be used when hand-washing facilities are not feasible.
4200.6.9 Hands shall be washed with soap and running water as soon as practical.
4200.6.10 Disposable uniforms shall be worn in instances when gross contamination can reasonably be anticipated.
4200.6.11 Syringe-safety containers shall be used to secure any sharps recovered.

4200.7 Equipment Replacement
4200.7.1 The Quartermaster shall be responsible for maintaining a sufficient stock of Body Fluid Disposal Kits and personal protective equipment for the agency.
4200.7.2 It shall be the responsibility of the respective ECO to coordinate the following:

4200.7.2.1 Ensure that Headquarters, the Detention Center and each Precinct, are equipped with a Body Fluid Disposal Kit.

4200.7.2.2 Ensure that a sufficient stock of personal protective equipment is maintained at the Northern Precinct, Southern Precinct, Headquarters, and the Detention Center.

4200.7.2.3 Ensure that a process is established for the immediate replacement of all contaminated equipment regardless of an employee’s work location or duty schedule.

4200.7.2.4 Ensure that all employees are aware of the process to follow, for replacement of contaminated personal protective equipment and Body Fluid Disposal Kits.

4200.7.3 It shall be the responsibility of the employee who depletes any item of protective equipment to initiate the replacement process.

4200.7.4 Contaminated protective equipment shall be replaced as soon as possible, but no later than the end of the employee’s tour of duty.

4200.8 Prevention Standards

4200.8.1 In order to minimize potential exposure to communicable diseases, employees should assume that all persons are potential carriers of a communicable disease.

4200.8.2 All employees shall utilize universal precautions to prevent contact with body fluids.

4200.8.3 Personal protective equipment shall be worn when handling any persons, clothing or equipment with body fluids on them, and/or at any time when the potential of being splashed with body fluids exists.

4200.8.4 Plastic mouthpieces or other authorized barrier resuscitation devices shall be used whenever CPR or mouth-to-mouth resuscitation is performed.

4200.8.5 An employee may elect not to use personal protective equipment based on his/her professional judgment if the use of the protective equipment would prevent the delivery of health care, public safety services, or would pose an increased hazard to the safety of the employee or others.

4200.8.6 If an employee does not use personal protective equipment due to his/her professional judgment, the circumstances shall be investigated by the employee’s on-duty supervisor.

4200.8.6.1 The completed investigation shall be forwarded, by memorandum, to the Sheriff via chain of command for action and disposition.

4200.8.7 All sharp instruments, such as knives, scalpels and needles, shall be handled with extraordinary care, and should be considered contaminated items.

4200.8.8 Protective gloves shall be worn when searching for or handling sharp instruments.

4200.8.9 Employees shall not place their hands in areas where sharp instruments might be hidden.

4200.8.9.1 An initial visual search of the area should be conducted, using a flashlight where necessary.
4200.8.10 Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
4200.8.11 Needles shall be placed in a puncture-resistant container.
4200.8.12 Eating, drinking, smoking, applying cosmetics, or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
4200.8.13 Blood and other potentially infectious materials shall be placed and stored in biohazard containers.
4200.8.14 Employees are prohibited from keeping food and drink in or on refrigerators, freezers, shelves, cabinets, etc. where blood or other potentially infectious materials are present.
4200.8.15 All procedures involving blood or other potentially infectious material shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
4200.8.16 If outside contamination of the primary container occurs or the specimen punctures the primary container, the primary container shall be placed in a second puncture-resistant container, which prevents leakage during handling, processing, storage, transport, or shipping.
4200.8.16.1 The second container shall be biohazard labeled.

4200.9 Sanitation Procedures
4200.9.1 Hand washing facilities are available at all Sheriff’s Office facilities.
4200.9.2 Employees shall wash hands and any other affected skin thoroughly with soap and water immediately, or as soon as feasible, following contact with blood or other potentially infectious materials.
4200.9.3 The Agency shall provide antiseptic towelettes or liquid germicidal cleaner for use where hand washing facilities are not feasible.
4200.9.4 When antiseptic towelettes or liquid germicidal cleaner is used, employees shall wash their hands with soap and running water as soon as possible.
4200.9.5 Employees shall wash their hands immediately or as soon as possible after removal of disposable gloves or other protective equipment.
4200.9.6 Equipment, which may become contaminated with blood or other potentially infectious materials, shall be decontaminated or properly disposed of as necessary.
4200.9.7 Surfaces contaminated with bloodborne pathogens and accessible to the public will be contained and cleaned up for disposal by the Harford County HAZMAT Team.
4200.9.7.1 The property owner shall have the responsibility and expense of cleaning any contaminated surface not accessible to the public.
4200.9.7.2 The deputy shall recommend that the property owner contact the biohazard contractor of his/her choice.
4200.9.8 Patrol vehicles, holding facilities, and equipment contaminated with human blood or other body fluids that obviously contain human blood shall be immediately decontaminated by the HAZMAT Team.
4200.9.9 Patrol vehicles, holding facilities, and equipment contaminated with bodily fluids containing no obvious signs of human blood shall be cleaned by deputies using issued equipment/chemicals, while observing universal precautions.  
4200.9.10 Any contaminated equipment or materials considered a biohazard and contained by a deputy shall be placed in appropriate biohazard containers located at the Sheriff’s Office, Precincts, Detention Center, Property Management Unit, or the Evidence Collection Unit.  
4200.9.11 Contaminated gloves and other equipment shall not be disposed of at the incident scene.

4200.10 Immunization  
4200.10.1 Hepatitis B Vaccine is safe and effective in the prevention of HBV infection.  
4200.10.2 Hepatitis B vaccinations shall be made available at no cost to:  
4200.10.2.1 All Level I and Level II employees after receiving the required training.  
4200.10.2.2 All level I and Level II employees within ten (10) working days of initial assignment where exposure to bloodborne pathogens or other potentially infectious materials may occur.  
4200.10.2.3 EXCEPTIONS:  
4200.10.2.3.1 The employee has previously received the complete Hepatitis B vaccination series.  
4200.10.2.3.2 Antibody testing has revealed that the employee is immune.  
4200.10.2.3.3 The vaccine should not be taken for medical reasons.  
4200.10.3 The Agency shall not make participation in a pre-screening program a prerequisite for receiving Hepatitis B vaccination.  
4200.10.4 Any employee who declines the Hepatitis B vaccination shall complete a Harford County Sheriff’s Office Hepatitis B Vaccine – Vaccine Refusal form which shall be kept in the employee’s personnel file.  
4200.10.5 If an Agency member initially declines the Hepatitis B vaccination, but at a later date, decides to accept the vaccination, the Agency shall make available the Hepatitis B vaccination at this time.  
4200.10.6 If the U.S. Public Health Service recommends a routine booster dose(s) of hepatitis B vaccine at a later date, such booster dose(s) shall be made available by the Agency.  
4200.10.7 A licensed physician or licensed health care professional shall administer the vaccine and vaccination.

4200.11 Biohazard Containers, Labels, and Signs  
4200.11.3 Warning 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.  
4200.11.4 The Agency shall post signs at the entrance to work areas where potentially infectious material may be present (i.e., Evidence Collection Unit,
Property Management, Detention Center Medical, etc.) bearing the biohazard symbol and containing the following information:

4200.11.4.1 Name of infectious agent.
4200.11.4.2 Special requirements for entering the area (i.e. mask, goggles, disposable uniform, etc.)
4200.11.4.3 Name and address of responsible person.
4200.11.5 Biohazard labels shall be fluorescent orange or orange-red or predominantly so with lettering or symbols in a contrasting color.
4200.11.6 Blood or other potentially infectious material shall be placed and stored in a biohazard container, which prevents leakage during collection, handling, processing storage, transport or shipping.
4200.11.7 If outside contamination of the primary container occurs or the specimen punctures the primary container, the primary container shall be placed in a second puncture resistant container and the second container shall be labeled as a biohazard.
4200.11.8 Contaminated waste will be removed periodically by the HazMat contractor.

4200.12 Post Exposure Evaluation and Follow-Up
4200.12.1 If an employee comes in contact with blood, or other body fluids he/she shall:

4200.12.1.1 Wash the affected area immediately.
4200.12.1.2 Report the incident immediately to his/her respective supervisor.
4200.12.1.3 Complete a First Report of Incident Form (SO-016).
4200.12.2 A supervisor shall complete the Supervisor’s Incident Report (RISKMGT).
4200.12.3 A supervisor shall forward all reports to the Harford County Law Department and the Sheriff’s Office HR Specialist.
4200.12.4 The agency shall make available to the exposed employee a confidential medical evaluation and follow-up through procedures and forms.
4200.12.5 The Agency shall ensure the licensed healthcare professional evaluating an employee after an exposure incident is provided the following:
4200.12.5.1 A copy of the Occupational Safety and Health Administration, 20 CFR, Part 1910. 1030, Occupational Exposure to Blood Borne Pathogens; Final Rule. (Upon request made to the ECO).
4200.12.5.2 A description of the exposed employee’s duties as they relate to the exposure incident.
4200.12.5.3 Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
4200.12.5.4 Identification and results of the source individual’s blood testing, if available.
4200.12.5.4.1 When the source individual is deceased, the Medical Examiner’s Office shall notify the Agency of the particular bloodborne pathogen to which Agency member(s) may have been exposed.
4200.12.5.4.2 Upon notification from the Medical Examiner’s Office, a memo shall be submitted from the HR Specialist to the appropriate Division Commander(s) for the member(s) involved.
4200.12.5.4.3 The Division Commander shall notify the member(s) and advise him/her of the exposure.

4200.12.5.4.4 The Division Commander shall complete a Supervisor’s Incident Report and require the member(s) to complete an Employees Report of Incident (SO-016).

4200.12.5.4.5 If the member(s) wishes to be tested after the exposure, the Division Commander shall notify the Harford County Law Department to schedule such testing.

4200.12.6 The source individual’s blood shall be tested as soon practical and after consent is obtained in order to determine HBV and HIV infection.

4200.12.7 If consent is not obtained voluntarily, the Agency may seek a court order through the State’s Attorney’s Office, by contacting the Legal Advisor.

4200.12.8 When the source individual is already known to be infected with HBV or HIV, testing of the source individual shall not be required.

4200.12.9 Results of the source individual’s blood test or previously established status shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

4200.12.10 The exposed employee’s blood shall be collected as soon as practical and tested after consent is obtained.

4200.12.11 If the employee consents to baseline blood collection, but does not give consent at that time for HIV Serological testing, the sample shall be preserved for at least ninety (90) days.

4200.12.12 If within ninety (90) days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as practical.

4200.12.13 All other findings or diagnoses shall remain confidential and shall not be included in the written report.

4200.13 Records Maintenance

Medical Records
4200.13.1 The Agency shall establish and maintain an accurate record for each employee with occupational exposure.

4200.13.2 The record shall be kept in a medical file separate from the Personnel file.

4200.13.3 The medical file shall be maintained by the HR Specialist and should include the following:

4200.13.3.1 Employee’s name and employee identification number (EIN).

4200.13.3.2 A copy of all results of examinations, medical testing and follow-up procedures.

4200.13.3.3 A copy of the health care professional’s written opinion.

4200.13.3.4 A copy of the information provided to the health care professional detailing the circumstances surrounding the employee’s exposure.

4200.13.4 The ECO for the Detention Center shall maintain a computer file for the entire agency that contains a copy of each employee’s Hepatitis B vaccination status, including dates of all hepatitis B vaccinations and titers.
4200.13.5 The Agency shall maintain employee medical records for a minimum period of thirty (30) years after the duration of the employee’s employment. 
4200.13.6 Employee medical records shall be kept confidential and not disclosed or reported to anyone without the employee’s written consent. 
4200.13.7 Employee medical records concerning an exposure shall be provided to the following upon request for examination and copying:
  4200.13.7.1 The subject employee. 
  4200.13.7.2 The Director of the National Institute for Occupational Safety and Health. 
  4200.13.7.3 The Assistant Secretary of Labor for OSHA. 
  4200.13.7.4 Anyone having written consent of the subject employee. 
  4200.13.7.5 The Agency’s ECO. 

Training Records 
4200.13.8 Employee training records shall be maintained by the Training Academy for a minimum of three (3) years from the date on which the training occurred. 
4200.13.9 The program training records shall be maintained by the Harford County Sheriff’s Office Training Academy and consist of the content and summary of the training session and the following information:
  4200.13.9.1 Dates of the training sessions. 
  4200.13.9.2 Name(s) and qualifications of person(s) conducting the training. 
  4200.13.9.3 The names and job titles of all persons attending the training sessions. 
  4200.13.10 The employee’s training records shall be made available to the following upon request for examination and copying:
    4200.13.10.1 The subject employee. 
    4200.13.10.2 The Director of the National Institute for Occupational Safety and Health. 
    4200.13.10.3 The Assistant Secretary of Labor for OSHA. 
    4200.13.10.4 Anyone having written consent of the subject employee. 
    4200.13.10.5 The Agency’s ECO. 

Reference CALEA – N/A