I. Purpose
This policy is intended to limit the risk of occupational exposure to viruses carried in human blood, especially the AIDS virus and the hepatitis B virus. This policy identifies categories of jobs that may subject employees to occupational exposure and outlines procedures to aid in exposure prevention, training, record keeping and reporting. For the purpose of this plan, "occupational exposure" shall be defined as a reasonable anticipation that contact with human blood or other potentially infectious materials may result from the performance of the employee's duties.

II. Procedure or Application
A. Scope - Employees working in the following job categories are at risk of occupational exposure:
   1. Nurses and other health care providers employed at the Student Health Center.
   2. Trainers and coaching staff who may be involved in providing emergency medical attention to injured student athletes.
      a. Lifeguards
      b. Campus Safety Officers
      c. Plumbers
      d. Electricians
      e. Housekeeping employees who have been specifically designated to clean up blood, bodily fluids or other potentially infectious material.

B. Procedures - The following policies and procedures are to be observed by employees working in job categories designated in Section III as having "Occupational Exposure":
   1. Employees having "occupational exposure" must be offered the hepatitis B vaccine at no cost to the employee. All such employees are required to complete the Hepatitis B Vaccine Acceptance/Declination Form. An employee who declines the Hepatitis B vaccination must sign the "Hepatitis B Vaccine Declination" form. If a covered employee initially declines Hepatitis B vaccination but at a later date decides to accept the vaccination, it shall be made available to the employee at no cost.
   2. Employees having "occupational exposure" must have personal protective equipment readily available at their job site at all times. Such equipment shall be provided free of charge by the College. No affected employee shall knowingly risk exposure to blood or infected materials by failing to use the personal protective equipment provided.
   3. Gloves must be worn when coming in contact with blood or body fluids.
   4. Protective masks and goggles must be worn when there is a possibility of a splash of blood or body fluids to the face.
   5. Protective gowns or aprons must be worn when there is possibility that blood or bodily fluids may come into contact with the body.
   6. Hands should be washed immediately following contact with blood or bodily fluids regardless of whether gloves have been used.
C. General Precautions
   1. It is understood that employees working in jobs not designated as having occupational exposure may under unexpected circumstances be confronted with a situation that could present an exposure risk. The above referenced exposure precautions (items c, d, e and f) should therefore be followed by any employee who encounters an exposure risk. Employees who do not have protective equipment available should not put themselves at risk of contact with blood or bodily fluids but should contact appropriate Campus Safety or Facilities Management personnel immediately.
   2. Any employee involved in an exposure incident shall be provided post-exposure medical evaluation and follow-up care at no cost to the employee. Lakeside Health Services will provide the service during the academic year. During semester breaks and after regular business hours, a local medical facility will provide the service.
   3. Facilities Management will be notified of any work site exposed to contamination. Work sites subjected to possible contamination shall be decontaminated with a solution of industrial strength cleaner to remove visible soil, and shall be disinfected with one of the following:
      a. Hypochlorite solution containing 100 parts per million (ppm) available free chlorine.
      b. Iodine solution containing 25 ppm available iodine.
      c. Chemical germicides that are registered by the EPA as hospital disinfectants, and are tuberculocidal when used at recommended dilutions. Facilities Management is responsible, upon notification, to decontaminate the area.

D. Training and documentation
   1. New personnel who will have occupational exposure will receive training at the time of initial hire or within 90 days thereof. All employees having occupational exposure will receive training on an annual basis.
   2. A complete record of training sessions shall be maintained by the Campus Safety Department for three years from the date of training.
   3. An accurate and confidential record of exposure incidents shall be maintained by the Campus Safety Department for the duration the affected employee's employment plus thirty years. Exposure incidents will be documented by completing an "Occupational Exposure Record" which may be obtained from the Campus Safety Department.

III. Related Policies or Applicable Publications
N/A

IV. Appendices/Supplemental Materials
N/A

V. Rationale for Revision
N/A