

All Personnel Bloodborne Pathogens	D.14
<i>Adopted: July 23, 2013</i>	

The Hilldale Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

“Bodily fluids” are defined as blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge. Body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria or viruses). Diseases such as hepatitis, shingles, salmonella and AIDS are transmitted through body fluids. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U. S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee’s blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as employee’s ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Cleaning Spilled Body Fluids

1. Put on disposable latex-free gloves.
2. Pour sanitary absorbent on the fluid. Allow a few minutes to absorb the liquid.
3. Vacuum or seep up the absorbent.
4. The vacuum bag or sweepings should be disposed of in a plastic bag. Brooms or dustpans should be rinsed in a disinfectant made of 1 cup of bleach to 1 gallon of water. No special handling is required for the vacuuming equipment.

5. Grasp each glove by its cuff and turn it inside out as you remove it from your hand. Discard the gloves in a plastic bag lined trashcan. Seal tightly before disposal.
6. Wash your hands with liquid soap and water (see directions below).

Disinfecting Hard Surfaces

1. Put on disposable latex-free gloves.
2. Remove soil and apply a disinfectant (one cup of bleach to one gallon of water). This disinfectant must be freshly prepared for each use.
3. Soak mops in disinfectant after use and rinse thoroughly.
4. Discard disposable cleaning equipment in a plastic bag. Contaminated water should be flushed down the toilet.
5. Non-disposable cleaning equipment should be thoroughly rinsed in disinfectant.
6. Pour used disinfectant solution promptly down a drain pipe.
7. Remove gloves and discard in plastic bag.
8. Wash your hands with liquid soap and water (see directions below).

Disinfecting Rugs

1. Put on disposable, latex-free gloves.
2. Apply sanitary absorbent, let it dry and vacuum.
3. Apply a germicidal rug shampoo with a brush and vacuum again. If necessary wash vacuum brush with soap and water.
4. Discard gloves. Wash your hands with liquid soap and water (see directions below).

Laundering Clothing Soiled with Body Fluids

1. Wash items separately from other clothing. Pre-soak if heavily soiled.
2. Wash in hot soap and water. Add one-half cup of bleach to the wash cycle. If articles are not colorfast, add one-half cup of non-Clorox bleach to the cycle.
3. Discard gloves. Wash your hands with liquid soap and water (see directions below).

Guidelines for the Protection of Personnel

These procedures are to be followed when cleaning up and disposing of body fluids, including when providing first aid.

1. Wear gloves. All personnel will wear disposable latex-free gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed of.
2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - A. Use hot water and liquid soap with vigorous washing under running water for at least 10 seconds.
 - B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
 - C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A one (1) to ten (10) solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands if soap and water are not available following the cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins, will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of one part bleach to ten parts water.
7. Any liquid disinfectant used in cleaning floors, equipment or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels and similar cleaning equipment or materials should be washed in hot, soapy water with one-half to one cup of bleach added to the wash water.

9. Careful hand washing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed frequently during the day - always before eating, after going to the restroom, after any dirty cleaning job and particularly after cleaning up body fluids (whether you touched the fluids or not). Hands should be washed using the procedure provided above.
10. A copy of these routine procedures for sanitation and hygiene when handling body fluids will be provided to each employee and must be followed when appropriate and necessary.

Miscellaneous

1. Line all trashcans with a plastic bag. Discard at the end of each day.
2. Wear plastic gloves to clean toilets and urinals.
3. Do not use re-usable plastic gloves to handle body fluids. It is impossible to clean them sufficiently to prevent the spread of bacteria.