

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.05.04

SECTION: 05 SAFETY

SUBJECT: 04 INFECTIOUS DISEASES

OFFICE/DEPARTMENT: PERSONNEL

EFFECTIVE DATE: 08/26/94

CITY MANAGER: TONY O'ROURKE

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POLICY

The City of Coral Springs supports and promotes universal safety precautions to eliminate or minimize the spread of infectious diseases consistent with OSHA standards. Employees shall be provided with the education and equipment necessary to recognize and prevent or reduce potential workplace hazards from bloodborne pathogens. At some point, certain employees may come into occupational contact with a person with an infectious disease such as Human Immunodeficiency Virus, Hepatitis, or other types of infectious disease. Regardless, all employees are expected to follow these provisions and procedures when exposure to or handling of body fluids during the performance of their job duties may be reasonably anticipated.

DEFINITIONS

Bloodborne Pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus and Human Immunodeficiency Virus.

Infectious Disease - those diseases identified in the Florida Health and Safety Code as communicable and/or reportable diseases including but not limited to Hepatitis B, Tuberculosis, AIDS.

Body Fluids - Any fluids secreted by the body including but not limited to blood, semen, saliva, urine, feces, amniotic fluids.

Direct Occupational Exposure - Direct contact with body fluids on open cuts, breaks in the skin or mucous membranes such as the eyes or mouth that may result from the performance of an employee's duties.

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Indirect Occupational Exposure - close range spread/inhalation of contaminated respiratory droplets or intermediate carrier (ie - mosquito, tick, rat) that may result from the performance of an employee's duties.

Disinfectant - A solution that effectively disinfects surfaces of the AIDS virus, herpes, and other types of infectious diseases.

Manual Breathing Device (Pocket Mask/Bag Mask Resuscitator) - a device with a one-way valve used to administer cardiopulmonary resuscitation (CPR).

Biohazardous Waste Room - a designated area specifically used for decontamination of items and the storage of biohazardous waste prior to disposal. The City's designated area is the Police Department's first floor janitorial closet located next to the women's locker room.

PROVISIONS

1. EXPOSURE CONTROL PLAN. An Exposure Control Plan shall be developed and reviewed annually or as necessary to ensure its effectiveness. The objective of the Plan is to eliminate or minimize employee exposure to bloodborne pathogens and/or infectious diseases.
2. RISK OCCUPATIONS. Human Resources shall maintain a list of identified occupations or tasks having the potential to cause exposure to bloodborne pathogens, and which employees perform these jobs.
3. OSHA COMPLIANCE. The methods used for compliance with OSHA Standards and the schedule for completion shall be listed and maintained in the Human Resources Department.
4. EMPLOYEE RESPONSIBILITY. It is the responsibility of all employees to observe and practice universal precautions when encountering potentially infectious materials.
5. ENGINEERING AND WORK PRACTICE CONTROLS. Engineering and work practice controls shall be developed and implemented to eliminate or minimize employee exposure to bloodborne pathogens. This includes the enforcement of personal hygiene procedures and use of protective personal equipment.
6. FACILITIES AND EQUIPMENT. All City facilities and equipment that may become exposed to bloodborne pathogens are to be maintained in a clean and sanitary condition. In the event of exposure, biohazard warning labels and signs shall be appropriately used and affixed.

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7. HEPATITIS B VACCINATION PROGRAM. A Hepatitis B Vaccination program shall be established and offered at no charge to employees in positions of risk. Post exposure and follow up programs shall be effected when exposure has occurred.
8. TRAINING. Training and information will be given to employees known to be occupationally exposed through the Human Resources Department. Medical and other records shall be maintained as required by law.
9. INFECTIOUS DISEASE KITS. Infectious disease kits containing the following items shall be made available to employees with exposure risks: manual breathing device, disposable face mask/eye shield, disposable latex gloves, antimicrobial hand cleaner, general towelette hand cleaner, puncture resistance container, red disposable biohazardous bag.

PROCEDURES

1. HEPATITIS B VACCINATION. Employees with duties which creates the potential for exposure shall be offered the Hepatitis B vaccine at no charge within 10 days of employment or reassignment to a high risk position. Employees not desiring inoculation must submit a signed Declination form to Human Resources. At risk employees must be provided an infectious disease kit by their department. Central Stores maintains a supply of these kits which may be obtained with department director approval. Discretion and care should be used by employees to limit their occupational exposure to infectious diseases.
2. DISPOSABLE GLOVES. Employees shall wear disposable gloves when they are or can anticipate handling persons, equipment, or materials contaminated with blood or other body fluids. Disposable gloves shall only be worn once. Gloves should be examined for tears or holes prior to use; immediately discard and replace such gloves. After use, all gloves should be removed starting at the wrist, avoiding any contact with the mouth, and then disposed of in the red disposable biohazardous bag. Used biohazard bags must be taken to the Police Department and placed in the Biohazard Room for disposal.
4. HYGIENE. Employees who come in direct contact with other's body fluids shall, as soon as possible, cleanse their hands using the antimicrobial hand cleaner, then with warm water and soap for at least 30 seconds, rinsing hands with large amounts of water. Employees shall not eat, drink, or smoke where body fluids or other contagious factors exist.
5. POTENTIAL EXPOSURE. Employees with potential indirect

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contact should minimize exposure by being aware of indirect methods of possible exposure to infectious disease, by observing if a person is coughing heavily or wheezing, and by asking if a person (who needs physical assistance) if they have any known history of infectious disease. For protection, keep at a distance or wear appropriate disposable items. Employees with open cuts or breaks in the skin should cover the wound with a bandaid to limit potential exposure to infectious diseases.

6. PROHIBITIONS. Employees are prohibited from divulging to the public any knowledge of an individual's infectious disease which was gained through professional contact with the public. This does not apply to the passing on of information to appropriate emergency or similar personnel with a need to know.
7. CLOTHING CONTAMINATION. If an employee's clothing gets contaminated with blood or other body fluids, the clothing should be removed as soon as practical and placed in a red disposable biohazard bag for cleaning or disposal as appropriate. Used biohazard bags must be taken to the Police Department and placed in the Biohazard Room for disposal.
8. EXERCISE CAUTION. Employees should exercise caution when picking up litter, emptying trash or garbage cans to avoid being punctured by sharp items which may have been disposed of by the public. Sharp items which are discovered must be properly disposed of in a sharps container.
9. REPORTS. An Incident Report and an Employee Injury Report must be submitted before the end of the work shift by the employee in the event of occupational exposure to infectious disease or contaminated materials. Failure to report exposure incidents shall subject the employee to disciplinary actions up to and including termination. The reports must contain the name of all first aid providers, a description of circumstances, and determination of whether an exposure incident occurred. In the event an unvaccinated employee has an occupational exposure, or is a first aid provider involving the presence of blood or other potentially infectious materials, the City will offer the full immunization series no later than 24 hours after the incident has occurred. Employees may be clinically and serologically evaluated for evidence of infection as necessary. All medical reports shall be maintained in a confidential manner as required by law.

ADMINISTRATIVE REPEAL

The provisions contained herein supersede and replace all prior Administrative policies on Infectious Diseases.

TONY O'ROURKE, CITY MANAGER

DATE

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