

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

October 23, 2013
INDEX NO. 2.5

BLOODBORNE PATHOGENS

I. PURPOSE

To safeguard, to the highest degree possible, department employees and the public who come in contact with people who are known to have, or are suspected of having, a communicable disease without sacrificing essential services to the community or individual citizens.

It is also the intent of this policy to provide training, educate and establish guidelines and procedures for the employee to reduce the risk associated with exposure to blood and/or body fluids.

This policy applies to all public safety department personnel that may come in contact with blood or other potentially infectious materials in the performance of their duty, namely all sworn public safety officers, police officers, police explorers, reserve police officers, firefighters, and part-time paid on call firefighters.

This policy is intended to comply with MIOSHA Part 554, *Bloodborne and Infectious Diseases*.

II. TRAINING AND EDUCATION

All public safety department personnel will receive training on the Bloodborne Pathogens Standard. This training will include an explanation of the following:

- A. The MIOSHA Standard for Bloodborne Pathogens.
- B. Modes of transmission of bloodborne pathogens.
- C. The Exposure Control Plan.
- D. Procedures which may cause exposure to blood or other potentially infectious materials.
- E. Control methods used to prevent exposure.
- F. Post-exposure evaluation and follow-up.

Annual training will be provided and additional training when changes, such as modification of, or implementation of new, tasks or procedures affect the employee's occupational exposure. Training records shall be maintained and include the information as required by the Standard.

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III. VACCINATION

It shall be the policy of the department to provide Hepatitis B vaccinations to all public safety department personnel.

The Hepatitis B vaccination consists of 3 inoculations; the initial injection, another injection 30 days later and the final injection 6 months after the first initial injections. All 3 injections must be administered in order for the vaccine to be effective.

If any employee declines the vaccination, it is mandatory that he/she forward a memorandum to the office of the Public Safety Director declining the vaccination.

If, at a later date, the employee decides to be vaccinated, he/she will receive the inoculations at department expense.

Vaccinations will be administered by a licensed medical professional at the Bay County Health Department.

IV. RECORD KEEPING

An accurate medical record will be kept in a locked confidential file for each employee with an occupational exposure. This record will contain all necessary information as required by the Standard.

Medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this Standard or by law.

Medical records will be maintained for the duration of employment plus 30 years as required by the Standard.

V. ENGINEERING CONTROLS

Universal precautions include all methods of infection control that treats human blood and other potentially infectious material as capable of transmitting any bloodborne pathogen. Universal precautions will be observed at all facilities of the Department, including off-site responses.

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All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. The following engineering controls will be used:

- A. Disposable single-use equipment will be used when possible.
- B. Sharps containers will be carried on all fire apparatus. All used sharps will be placed in the container immediately after use.

VI. PROTECTIVE EQUIPMENT

- A. Each law enforcement vehicle will be equipped with an infection control kit. The kit shall include:
 - 1. Two latex gloves
 - 2. One protective airway
 - 3. Two germicidal disposable cloths
 - 4. One clean-up absorbent pack
 - 5. One disposable apron
 - 6. One pair disposable goggles
 - 7. One scoop
 - 8. One scraper
 - 9. Two red biohazard bags with twist ties
 - 10. One 8-ounce bottle of chlorine concentrate
 - 11. Three disposable paper towels
 - 12. Two chlorhexidine towelettes
 - 13. One pair disposable shoe covers
 - 14. One disposable face mask
- B. Each fire apparatus will be equipped with an infection control kit. The kit shall include:
 - 1. One isolation kit for each crew member
 - 2. One N95 face mask for each crew member
 - 3. Waterless hand cleaner
 - 4. One box each of medium, large, and extra-large latex gloves
 - 5. Disposable paper towels
 - 6. Red plastic trash bags

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- C. Personnel should use the above protective equipment to help alleviate the possibility of any type of exposure. It is highly recommended that personnel, at a minimum, wear disposable gloves when responding to a situation where there is a probability of exposure to human body fluids.
- D. Additional quantities of protective equipment will be stored in the storage closet for replacement of items that are used.

VII. PROCEDURES

A. Exposure

- 1. An exposure occurs when a person's blood or any body fluids (blood, saliva, tears, semen, vomitus, urine and stool) transfer to another person's blood stream. This can occur three ways:
 - a. Needle sticks, e.g. accidental needle stick while searching people or places or during the treatment of patients.
 - b. Through human bites or through openings in the skin, e.g. cuts, sores, abrasions, etc. which are exposed to blood or body fluids.
 - c. Splashes into the eyes, nose or mouth.
- 2. The mere handling of a victim **does not** constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.
- 3. Potentially infectious material means blood, semen, vaginal secretions, amniotic fluid, cerebrospinal fluid, peritoneal fluid, pericardial fluid, synovial fluid, or any fluid that contains visible blood. Saliva and tears, without visible blood, are not considered infectious.

B. Reporting

- 1. An employee who believes they have been exposed to an infectious disease shall:
 - a. Thoroughly wash the area with soap and hot water if direct personal contact was made.

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- b. Gather information about the person involved (keeping in mind confidentiality). Information collected by the employee shall include; name, date of birth, any medical information legally available, where the person is now, and what has led the employee to believe the person has an infectious disease. This information may not be disclosed under the Freedom of Information Act.
- c. The employee should report to McLaren Bay Region Hospital immediately if the person was transported there. If the person was transported to a different hospital, the employee should report to that hospital. This will allow testing of the person before they are released.
- d. Contact their supervisor or Safety Officer immediately.
- e. Complete an incident report and an employer's basic report of injury (personal injury report). It shall be immediately completed and forwarded to the office of the Public Safety Director.
- f. The exposed employee shall be tested as soon as possible after consent is obtained. This will serve as a baseline to be measured again for possible future seroconversion. If the employee does not consent to HIV testing, the collected blood shall be preserved for 90 days. If within that time the employee elects to have the baseline sample tested, the testing will be done as soon as feasible.
- g. The employee may be offered post-exposure prophylaxis, if indicated, as recommended by the Center for Disease Control and Prevention.
- h. The testing protocol will begin as dictated by the City's health care provider and the CDC.

C. Blood test for suspects

- 1. When a supervisor has been notified that an employee believes that they may have been exposed to a communicable disease, the supervisor may ask the suspected carrier to voluntarily submit to a blood test. The test shall be administered by medical personnel.

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2. If the suspected carrier refuses, the Bay County Prosecutor's Office should be contacted and advised of the situation and a court order for testing can be obtained.

VIII. GENERAL PRECAUTIONS

A. The following should be observed:

1. Use a resuscitator mask when performing mouth-to-mouth resuscitation or CPR.
2. Protective disposable gloves shall be worn when handling blood or other body fluids, regardless of whether such fluids are wet or dry.
3. Wash exposed skin thoroughly and immediately with hot water and soap or antiseptic wipes following contact with blood or other body fluids. Hand washing is recommended even if gloves have been worn.
4. Make it a practice to bandage open wounds or cuts to avoid direct contact with contaminated body fluids. Bandages should be impervious to blood or other body fluids. Examples are Tegaderm or Opsite IV site dressings. Band-Aids or gauze are not acceptable because fluids can leak into them.
5. Use care when conducting searches of suspects or vehicles. Never blindly place hands in areas where there may be sharp objects that could puncture the skin.
6. Employees who have been diagnosed as having leukemia or other forms of cancer, or who are taking medicine which suppresses the immune system should not enter areas where there are body fluids present or have contact with persons who have an infectious disease.
7. Information in records, e.g. test results, regarding an employee or arrestee with AIDS or other communicable disease is confidential. Access to such information is limited to only staff who have a legal need to know. Disclosure of any information except as required by law must not be made unless the express written consent of the person is obtained.

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IX. CUSTODY PROCEDURES

- A. Persons of high-risk groups, including homosexuals, intravenous drug users, prostitutes, etc. should be treated with caution. Where violence or an altercation is likely, protective disposable gloves should be worn. Extreme caution must also be used when reaching into areas such as under car seats that are not visible.
- B. After the completion of the task or search where protective disposable gloves were utilized, they should be removed with caution, placed in a plastic bag and securely sealed. The employee shall place the sealed bag into a designated "contaminated item receptacle" or turn it over to the appropriate medical personnel for disposal.
- C. A supervisor shall be notified whenever it is necessary to transport a subject known to have an infectious disease who has blood or bodily fluids present on his/her person or clothing.
- D. Subjects known to have an infectious disease with blood or bodily fluids present on their persons should be transported separately from other subjects when practical.
- E. Employees have an obligation to inform other support personnel (mutual aid, paramedics, sheriff, detox personnel, etc.) whenever transfer of custody occurs and the subject has blood or bodily fluids present on their person or if the subject has made a voluntary statement that they have a contagious disease.
- F. Employees should indicate in the incident report when a subject taken into custody makes a voluntary statement that they have an infectious disease. Additionally, a notation shall be made when that subject has blood or bodily fluids visibly present on their person or clothing.

X. DETENTION

- A. If a person is discovered to have an infectious disease during the course of custody, the shift supervisor and/or CFO supervisor of Bay County will be notified immediately.

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XI. EVIDENCE HANDLING

- A. Evidence containing suspected blood or other bodily fluids should be handled with protective disposable gloves. If the stain or sample is dry, the evidence should be placed in a paper bag. A proper evidence tag, evidence processing request and a special label should be affixed to the outside of the package. If the evidence consists of a syringe needle, the needle should be made safe by placing it in a protective plastic tube. Special precautions should be taken when bodily fluids are present including:
 - 1. A proper evidence tag
 - 2. Evidence processing request
 - 3. Special label on the container
- B. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed (for example, crime scene personnel working for protracted periods of time at homicide or suicide scenes) should wear protective equipment such as masks, gloves and shoe covers.
- C. Property section personnel will adhere to a precise regimen when handling, processing and storing potentially infectious disease-contaminated evidence/property.
- D. Any clothing or evidence known to be contaminated with suspected infectious diseases will be placed in a specified area and clearly labeled.
- E. Protective disposable gloves will be furnished to appropriate personnel handling contaminated evidence.
- F. All property for disposal shall be kept in sealed plastic bags and placed in a "contaminated item receptacle" or turned over to the appropriate medical personnel for disposal.

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XII. DECONTAMINATION/CLEAN-UP

- A. Wash exposed skin thoroughly and immediately with hot soapy water. Hand washing with hot soapy water is your best protection against infectious diseases.
- B. Uniforms or other clothing soiled with blood or other body fluids should be laundered using the following procedures:
 - 1. Uniforms or other clothing that is soiled with blood or other body fluids, while on duty, should be sent to the laundry or dry cleaned. The clothing must be in a “red, bio-hazard plastic bag” and sealed. Arrangements have been made with Jacobs Cleaners, 2714 Center Avenue, to do the cleaning. Jacobs will bill the City for the cleaning. Make certain you tell Jacobs that the clothing to be cleaned is contaminated.
- C. At no time shall any contaminated clothing or materials be taken home to be laundered nor shall they be laundered at the fire station.
- D. Areas and vehicles contaminated by blood or other body fluids should be cleaned with a household bleach solution prior to using the vehicle or contaminated area.
- E. Decontamination shall be accomplished via the following procedures:
 - 1. Use disposable plastic gloves during any decontamination procedure.
 - 2. Wash the item or area with detergent and hot water. Disinfect the item or area using a solution of 2 cups (or a 1:10 solution) of bleach to 1 gallon of water.
 - 3. In situations where there is a limited area of a vehicle contaminated by body fluids or there is an immediate need for the vehicle, the arresting officers will be responsible for decontamination using the above described method. Otherwise, vehicle maintenance personnel will be responsible for vehicle decontamination.

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XIII. DISPOSAL OF CONTAMINATED ITEMS

- A. Disposable gloves, clothing and other contaminated items must be disposed of properly to minimize the risk of infection.
- B. Contaminated items shall be packaged in 2 plastic bags (double bagging), sealed with tape (no staples) and then properly labeled.

By order of:


Michael J. Cecchini
Public Safety Director