

Bloodborne Pathogen Exposure Control Plan

Sierra Bible Church/The King's Academy/His Kids Pre-school

Employees/volunteers are at risk of contracting infectious diseases each time they are exposed to bloodborne pathogens. Any exposure incident may result in infection and subsequent illness.

Since it is possible to become infected from a single exposure incident, it is the policy of Sierra Bible Church to prevent exposure incidents whenever possible. Toward that end, and in accordance with the requirements set out in the Occupational Safety and Health Administration's Bloodborne Pathogen Standard (29 CFR 1910.1030), we have established an exposure control plan.

The purpose of this plan is to identify those tasks and areas where occupational exposure to bloodborne pathogens may occur, to identify the positions whose duties include those tasks, and to implement controls that will significantly reduce the risk of infection by bloodborne pathogens. The plan also includes provisions for all affected employees/volunteers to receive Hepatitis B vaccinations, training, and if necessary, confidential medical evaluations and follow up.

Bloodborne Pathogen Exposure Control Plan
For
Sierra Bible Church/The King's Academy/His Kids Preschool

I. OBJECTIVE

The objective of the Sierra Bible Church's Bloodborne Pathogen Exposure Control Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, and to eliminate or minimize employee occupational exposure to blood, certain other body fluids, or other potentially infectious materials as defined below:

- A. Blood means human blood, human blood components, and products made from human blood.
- B. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- C. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

II. BACKGROUND

OSHA requires employers to identify situations and job classifications in which employees may be exposed to blood or other potentially infectious materials, and to provide protection to these employees in the form of engineering controls, personal protective equipment, training, and risk reduction.

III. ASSIGNMENT OF RESPONSIBILITY

A. Program Administrator

Office Manager Marcy Frith shall manage the Bloodborne Pathogen Exposure Control Plan for **Sierra Bible Church, to include King's Academy and His Kids Preschool**, maintaining all records pertaining to the plan.

B. Management

Sierra Bible Church will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure to blood or other potentially infectious materials. These shall be provided at no cost to the employees. **Sierra Bible Church** management will ensure proper adherence to this plan through periodic audits.

C. Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in and use proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

D. Employees

Employees are responsible for employing proper work practices, universal precautions, and personal protective equipment and cleanup/disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to their supervisor immediately.

E. Volunteers

Volunteers shall be responsible for complying with this plan, and shall be provided the training described herein by a person designated by Sierra Bible Church that is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

IV. EXPOSURE DETERMINATION

All job classifications and locations in which employees may be expected to incur occupational exposure to blood or other potentially infectious materials, based on the nature of the job or collateral duties, regardless of frequency, shall be identified and evaluated by the Office Manager or church designee. This list shall be updated as job classifications or work situations change. Exposure determination shall be made without regard to the use of personal protective

equipment (**employees are considered to be exposed even if they wear personal protective equipment**).

Listed below are all job classifications in which ALL employees have exposure to bloodborne pathogens:

Department/Location	Job Title
The Kings Academy	Principal
His Kids Preschool	Director

Listed below are the tasks and procedures where employees may come in contact with bloodborne pathogens through exposure to blood or OPIM:

Department/Location	Job Title	Task/Procedure
The Kings Academy	Teachers	Provision of physical care in which blood or OPIM are present. First Aid. Clean up of body fluids.
His Kids Preschool	Teachers	
Sierra Bible Church	Custodian	Clean up of body fluids.
Sierra Bible Church	Pastor	Provision of physical care in which blood or OPIM are present. First Aid. Clean up of body fluids.
Sierra Bible Church	Office Manager	
Sierra Bible Church	Admin.	

V. IMPLEMENTATION SCHEDULE AND METHODOLOGY

Compliance Methods – The following controls and precautions will be implemented and observed in order to prevent exposure to potentially infectious materials, including, but not limited to:

- Blood
- Vomit
- Stool/feces
- urine

A. Universal Precautions

Universal precautions shall be used at Sierra Bible Church/The Kings Academy/His Kids Preschool to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

- The Protective Personal Equipment (PPE) required to avoid exposure to potentially infectious materials are **gloves and masks.** (see D 5 below for **Exposure Control Box**)
- Universal Precautions: After removing gloves, **hand washing is mandatory.**

B. Engineering Controls

The engineering and work practice controls listed below shall be used to minimize or eliminate exposure to employees at Sierra Bible Church/The Kings Academy/His Kids Preschool:

1. Accessible hand washing facilities with non-abrasive hand cleaners available.
2. Appropriate disinfectants for contaminated clothing and surfaces.
3. Appropriate and accessible personal protective equipment (gloves and masks).

C. Work Practice Controls

1. **Washing:** Anyone who comes into contact with bodily fluids of another person such as, but not limited to, blood, urine, stool or vomit, will wash the areas of exposure with non-abrasive soap and promptly notify his/her supervisor. If bodily fluids contact mucous membranes of the eyes, nose, or mouth, immediately flush with running water.
2. **Contaminated Clothing:** Any clothing that becomes contaminated with bodily fluids will be removed and properly disinfected or properly and legally disposed of as regulated waste, as described in procedure D 5.

D. Housekeeping

1. Access to contaminated areas and/or equipment will be restricted until trained people are able to clean and disinfect the area and/or equipment.
2. PPE and universal precautions (gloves and hand washing) will be used when cleaning or decontaminating any work surface, or equipment that has been contaminated by blood or other bodily fluid.
3. Reusable cleaning equipment such as mops and buckets will be disinfected immediately after use.
4. Rags, disposable towels, and any other materials used to clean and disinfect contaminated areas and/or equipment will be double bagged, then properly and legally disposed of as regulated waste.
5. **Exposure Control Boxes – Locations:** Ms. Jill’s classroom on the filing cabinet; kitchen on shelf by accordion door; Betty’s Kitchen on the freezer.
 - Gloves
 - Masks
 - Rags
 - Plastic Garbage Bags
 - Antimicrobial Spray

Procedure for containment and clean up of bodily fluids:

 - Clear area of people who may be exposed.

- Ensure the individual is cared for and appropriate medical attention is given.
- Put on protective equipment from Exposure Control Boxes (Ms. Jill's classroom, kitchen and on the freezer in Betty's Kitchen.)
- Wipe up excess spillage.
- Discard rags in plastic bag.
- Spray area with antimicrobial spray according to package instructions.
- Wipe area again and discard rags.
- Discard gloves and other disposable equipment into plastic bag. Place bag in another plastic bag and tie it.
- Discard plastic bag in any trash can.
- Wash your hands.
- Call custodian for final cleaning.

VI. Hepatitis B Vaccines and Post-Exposure Evaluation and Follow Up

A. General

Sierra Bible Church will make the Hepatitis B vaccine and vaccination series available to all employees who are listed on the occupational exposure list (determination), as well as post-exposure follow up to employees who have experienced an exposure incident.

Sierra Bible Church Office Manager shall ensure that all medical evaluations and procedures involved in the Hepatitis B vaccine and vaccination series and post-exposure follow up, including prophylaxis are:

- A. made available at no cost to the employee;
- B. made available to the employee at a reasonable time and place;
- C. performed by or under the supervision of a licensed physician or other licensed healthcare professional; and
- D. provided in accordance with the recommendations of the United States Public Health Service.

An accredited laboratory shall conduct all laboratory tests at no cost to the employee.

B. Hepatitis B Vaccination

Sierra Bible Church Office Manager or designee shall manage the Hepatitis B vaccination program.

The Hepatitis B vaccination shall be made available to an affected employee after he or she has received training in occupational exposure and within 10 working days of initial assignment to job duties that involve exposure. Exceptions to the administration of the Hepatitis B vaccination include situations where an employee has previously received

the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for an affected employee to receive the Hepatitis B vaccination. If an employee initially declines the Hepatitis B vaccination, but later decides to accept the vaccination and is still covered under the OSHA standard, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix A), as required by OSHA. If the United States Public Health Service recommends a routine booster dose of Hepatitis B vaccine, this shall also be made available free of charge to affected employees.

C. Post-Exposure Evaluation and Follow Up

All employees must report all exposure incidents to their supervisor immediately. The Sierra Bible Church Office Manager or designee shall investigate and document each exposure incident. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential post-exposure evaluation and follow up. The post-exposure evaluation and follow up shall include the following elements, at a minimum:

- A. Documentation of the route of exposure, and the circumstances under which the exposure occurred.
- B. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- C. The source individual's blood shall be tested and documented as soon as feasible and after consent is obtained (parent, student, or other) in order to determine HBV and HIV infectivity. If consent cannot be obtained, Sierra Bible Church shall establish and document that legally required consent cannot be obtained.
- D. When the source individual is already known to be infected with the Hepatitis B virus (HBV) or human immunodeficiency virus (HIV), testing for the source individual's known HBV or HIV status need not be repeated.
- E. Results of the source individual's testing 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.

- F. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- G. The exposed employee shall be offered the option of having their blood tested for HBV and HIV serological status. The blood sample shall be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HBV and HIV serological status.
- H. Counseling and evaluations of reported illnesses are not dependent on the employee's election to have baseline HBV and HIV serological testing.

Names of employees that contract HIV, Hepatitis, or tuberculosis shall not be recorded on the OSHA 300 log.

D. Information Provided to the Healthcare Professional

After an exposure incident occurs, Sierra Bible Church shall ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination, as well as the healthcare provider providing the post-exposure evaluation, if different, is provided with the following:

- A. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard, with emphasis on the confidentiality requirements contained therein;
- B. a written description of the exposed employee's duties as they relate to the exposure incident;
- C. written documentation of the route of exposure and circumstances under which the exposure occurred;
- D. results of the source individual's blood testing, if available; and
- E. all medical records relevant to the appropriate treatment of the employee, including vaccination status.

E. Healthcare Professional's Written Opinion

Sierra Bible Church shall obtain and provide the exposed employee a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for the employees, and if the employee has received said vaccination.

The healthcare professional's written opinion for post-exposure follow up shall be limited to ONLY the following information:

- A. a statement that the employee has been informed of the results of the evaluation; and
- B. a statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Other findings or diagnosis resulting from the post-exposure follow up shall remain confidential and shall not be included in the written report.

VII. Labels and Signs

Sierra Bible Church Office Manager shall ensure that biohazard labels are affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious materials. Labels shall also be affixed to any other containers used to store, transport, or ship blood or other potentially infectious materials.

The labels shall be fluorescent orange or orange-red, and shall include the universal biohazard symbol. Red bags or containers with the universal biohazard symbol may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the entity with jurisdiction. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

VIII. Training

Sierra Bible Church Office Manager shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials may occur. Training shall be repeated every 12 months, or when there are any changes to tasks or procedures affecting an employee's occupational exposure. Training shall be tailored to the education level and language of the affected employees, and offered during the normal work shift. Training shall be interactive and shall include:

- A. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard;
- B. a discussion of the epidemiology and symptoms of bloodborne diseases;
- C. an explanation of the modes of transmission of bloodborne pathogens;
- D. an explanation of Sierra Bible Church's Bloodborne Pathogen Exposure Control Plan, and how employees can obtain a copy of the plan;
- E. a description and recognition of tasks that may involve exposure;

- F. an explanation of the use and limitations of the methods employed by Sierra Bible Church to reduce exposure (such as engineering controls, work practices, and personal protective equipment);
- G. information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- H. an explanation of the basis of selection of personal protective equipment;
- I. information about the Hepatitis B vaccination (including efficacy, safety, method of administration, and benefits), as well as an explanation that the vaccination will be provided at no charge to the employee;
- J. instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- K. an explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up;
- L. information on the post-incident evaluation and follow up required for all exposure incidents; and
- M. an explanation of signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

IX. Recordkeeping

A. Medical Records

Sierra Bible Church Office Manager shall maintain medical records as required by 29 CFR 1910.1020 in the church office. All records shall be kept confidential and shall be retained for at least the duration of employment plus 30 years.

Medical records shall include:

- A. name and social security number of the employee;
- B. a copy of the employee's HBV vaccination status, including the dates of vaccination;
- C. a copy of all results of examinations, medical testing, and follow-up procedures; and
- D. a copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to an

exposure incident, and documentation of the routes and circumstances of an exposure.

B. Training Records

Sierra Bible Church shall maintain training records for three years from the date of training. Records shall be kept in the church office, and shall include:

- A. the dates of the training sessions;
- B. an outline describing the material presented;
- C. the names and qualifications of persons conducting the training; and
- D. the names and job titles of all persons attending the training sessions.

C. Availability of Records

Whenever an employee (or designated representative) requests access to a record, Sierra Bible Church shall provide access to said employee's records in a reasonable time, place, and manner in accordance with 29 CFR 1910.1020(e). An employee (or designated representative) will only be given access to his or her own records.

D. Evaluation and Review

Sierra Bible Church Office Manager or designee shall review this Bloodborne Exposure Control Plan for effectiveness at least annually and as needed to incorporate changes to the standard or changes in the work place.

Appendix A

Hepatitis B Vaccine Declination

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring the serious disease Hepatitis B.

If, in the future, I continue to experience occupational exposure to blood or other potentially infectious materials and I wish to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Employer Signature

Date