**Introduction**
As sure as the sun will come up every day, students experience cuts, bruises and other injuries. Whether in the classroom or the playing field, as an educational system professional you need to know the potential danger of bloodborne pathogens and how to protect yourself and students from bloodborne diseases like HIV and Hepatitis B. At the same time it is important to safeguard the rights and dignity of all students and staff.

**Bloodborne Diseases**
Unfortunately, students are not immune to bloodborne diseases. That means that you are in as much danger of infection from the children you work with as with any other group in society.

Bloodborne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the Hepatitis B virus (HBV) and the Human Immunodeficiency virus (HIV).

Many think of AIDS when discussing bloodborne pathogens, but actually HBV is much more common. It is estimated that about 1 out of 250 people in the U.S. are infected with Human Immunodeficiency virus (HIV), whereas 1 out of 20 are infected with HBV (Hepatitis B).

**Hepatitis B (HBV) – the major on-the-job infectious bloodborne hazard**

**Definition:**
- Hepatitis means “Inflammation of the liver”

**Symptoms:**
- Flu-like symptoms (fatigue, weight loss, fever or diarrhea)
- Symptoms may be mild to severe, requiring hospitalization
- May exhibit no symptoms, being unaware that you are a carrier
- Your blood, saliva and other body fluids may be infected and may spread the virus to sexual partners, family members and even unborn infants
Symptoms of Hepatitis B are hard to pin down. Many contagious people are unaware that they've been infected. Only blood tests can positively identify the disease. HBV may severely damage your liver, leading to cirrhosis and almost certain death.

**HIV – attacks the immune system, causing the disease known as AIDS**

**Definition:**
- Human—Refers to a virus whose host is a person
- Immunodeficiency—Decreasing immune function in a person
- Virus—An organism which infects and destroys human cells
- Acquired—Not inherited
- Immune—Dealing with the body’s defense system
- Deficiency—Decreased defense capability
- Syndrome—Observable set of clinical diagnosis

**Symptoms:**
**Asymptomatic HIV-Positive**
- May carry the virus without developing symptoms for several years
- Will eventually develop AIDS

**Symptomatic HIV-Positive (AIDS)**
- Nonspecific chronic symptoms such as fatigue, loss of appetite, diarrhea, night sweats
- May develop AIDS-related illnesses including neurological problems, cancer and other opportunistic infections
- Serious, debilitating symptoms leading to death

**How the Diseases are Transmitted**
HIV and Hepatitis B are primarily spread by three types of body fluids:
- Blood
- Semen
- Vaginal Secretions

Both diseases can also be passed from pregnant women to their children, before, during or after birth.
To actually become infected with one of these diseases, blood or other body fluids containing HBV or HIV must get inside your body and enter the bloodstream through a break in the skin or through the mucous membranes. The two most common ways are:

- Sexual contact with an infected person
- Sharing needles to inject drugs

**Workplace Transmission**

As different as the outcomes of bloodborne diseases may be, transmission in the workplace is essentially the same. Knowing how these diseases are transmitted is your first line of defense from infection. HIV, HBV and other pathogens may be present in blood and other materials, such as:

- Body fluids containing visible blood
- Semen and vaginal secretions
- Torn or loose skin
- Unfixed tissue or organs

Normally, your skin acts as a protective barrier to keep viruses out, but Bloodborne pathogens can cause infection by entering your body in a variety of ways, including:

- Open cuts and nicks
- Acne
- Skin abrasions
- Dermatitis
- The mucous membranes of your mouth, eyes or nose

Special Education employees should take extra caution while working with severely disabled children, as some disabled children:

- May be more vulnerable to injury
- May have special medical needs
- Are more dependent on adults for personal care

Accidentally injuring yourself with a sharp contaminated object can cause infection. Sharp objects may be:

- Broken glass
- Sharp metal
- Needles
- Knives
- Exposed ends of orthodontic wires
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Indirect Transmission
Bloodborne diseases can also be transmitted indirectly when you touch an object or surface contaminated with blood or other infectious materials and transfer the infection to your:

♦ Mouth
♦ Eye
♦ Nose
♦ Open skin

Contaminated surfaces are a major cause of the spread of Hepatitis. HBV can survive on surfaces dried and at room temperature for at least a week.

Myths of Transmission
Most workplace situations people tend to worry about are actually quite harmless. HIV and HBV are not spread through the air like cold and flu germs, so you will not get either disease from working alongside an infected person or from touching, kissing on the cheek, coughing or sneezing. You also will NOT get either disease by:

♦ Casual contact in schools, parties, sharing food, in swimming pools or stores
♦ Hugging, shaking hands or simply being near an infected person
♦ An insect bite
♦ Sharing things like telephones or bathrooms
♦ Using eating utensils, water fountains or gym equipment
♦ Having contact with someone’s sweat
♦ Being exposed to someone’s saliva
♦ Giving blood at a blood bank or other established collection center

Sporting events are a concern for many people in school settings. According to government researchers, the odds of contracting HIV during a sporting event, with the exception of boxing, are greater than a million to one. Even when an athlete is injured and bleeds, it is unlikely that enough of one person’s blood could enter another person’s body during competition, even in a contact sport.

Transmission at School-The Real Risk
The risks of contracting a bloodborne disease in a school are slim, however, it is important to be aware of how you might be exposed to potentially infectious materials at work. The bottom line is this: to transmit HIV or HBV, there must be contact between broken skin or mucous membranes and infected blood or any body fluid or substance that is visibly contaminated with blood.
Some typical circumstances where blood is likely to be encountered include:

♦ Fights  
♦ Sport injuries  
♦ Nosebleeds  
♦ Accidents in shop class, home economics, science labs or any other setting where students use glass or sharp objects

You may have to deal with other body substances such as nasal discharge, urine, feces or vomit. Unless you can see blood in these substances, they will not transmit bloodborne diseases. However, any human body substance should be handled carefully because it could be contaminated with other infectious materials.

**Exposure Control Plan**

OSHA’s Bloodborne Pathogens Standard requires every school system to create and make available to every employee an Exposure Control Plan. The ECP will:

♦ Identify personnel (High-Risk) covered by the standard  
♦ Analyze each job description's potential hazards  
♦ Determine what measures will be taken to reduce the risk of exposure to bloodborne pathogens on the job

The keys to preventing infection are:

♦ Understanding the dangers you face  
♦ Knowing how to protect yourself

**Universal Precautions**

The term “universal precautions” refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine or vomitus unless they contain visible blood.

Victims of HBV and HIV come from:

♦ All age groups  
♦ Every socioeconomic class  
♦ Every state and territory  
♦ Rural areas and inner cities

Remember that one exposure can lead to infection. Using Universal Precautions may literally save your life.
Reducing Your Risk
There are five major tactics to reduce your risk of exposure to bloodborne pathogens on the job. None of these approaches is 100% effective alone. They must be used together to protect you from HIV and HBV.

♦ Engineering controls
♦ Work practice controls
♦ Personal protective equipment
♦ Housekeeping
♦ Hepatitis B vaccine

Engineering Controls
Physical or mechanical systems will be provided to you by the district, which will eliminate hazards at their source. For example, appropriate containers must be used for disposing of regulated waste and towels soaked with blood or body fluids. Their effectiveness depends on you. Make sure you know what engineering controls are available and use them.

Work Practice Controls
To reduce your exposure to blood or other potentially infectious materials on the job, you must follow the specific work practices procedures. The district will identify specific personnel to deal with bloodborne hazards on a regular basis. These employees may include:

♦ A person trained in bloodborne pathogen safety to administer first-aid to students
♦ A custodian or trained person responsible for cleaning up all body fluid spills

Handwashing is one of the most effective and most basic work practice controls. Good handwashing keeps you from transferring contamination from your hands to other parts of your body or other surfaces you may contact later.

Wash your hands with non-abrasive soap and running water:
♦ After handling soiled diapers, garments or equipment
♦ After caring for children, especially those with discharges or those requiring first-aid
♦ After removing gloves or other personal protection equipment
♦ Before drinking, eating or smoking
♦ Before handling clean utensils, equipment or food
♦ Before and After going to the bathroom

Wash or flush skin or mucous membranes that come in direct contact with blood or other body fluids as soon as possible.

If handwashing facilities are not available, use an antiseptic hand cleanser or antiseptic towelettes. Use these as a temporary measure only. You must still wash your hands with soap and running water as soon as possible.
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Remember:
♦ When attending to an injured student or co-worker, especially where blood is present, minimize splashing, spraying, spattering and generation of droplets
♦ Don’t keep food and drink in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present
♦ Don’t eat, drink, smoke, apply cosmetics or lip balms or handle contact lenses where exposure is likely

Personal Protective Equipment (PPE)
The appropriate type of personal protective equipment will vary with the task and the degree of exposure you anticipate. The PPE may include:
♦ Gloves
♦ Gowns
♦ Apron
♦ Lab coats
♦ Face shields
♦ Protective eye wear
♦ Masks
♦ Mouthpieces
♦ Resuscitation bags or other ventilation devices

General Rules on PPE
♦ You must be trained to use the equipment properly
♦ Use appropriate equipment for task every time you are involved with potentially infectious materials
♦ Equipment must fit properly, especially gloves
♦ All equipment must be free of physical flaws that could compromise safety
♦ If equipment becomes penetrated by blood or other infectious material, remove it as soon as possible

Resuscitation Devices
Avoid using unprotected mouth-to-mouth resuscitation. Mechanical emergency respiratory devices and pocket masks are designed to isolate you from contact with a victim’s saliva, which may contain blood or other infectious materials and may be expelled during resuscitation.

Gloves
The most widely used and basic form of personal protective equipment is gloves. You must wear gloves when it is reasonably anticipated that your hands may have contact with:
♦ Blood
♦ Any potentially infectious materials
♦ Mucous membranes or non-intact skin
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Single-use disposable gloves of latex or vinyl are used for first-aid procedures. There are hypoallergenic gloves, glove liners, powderless gloves or other alternatives if you are allergic to latex or vinyl gloves. Replace disposable single-use gloves if they are:

♦ Torn
♦ Punctured
♦ Contaminated
♦ Defective in any way

Never wash or decontaminate single-use disposable gloves for reuse.

Heavy-duty utility gloves should be used for housekeeping. Utility gloves may be decontaminated or reused if they are not cracked, peeling, torn or punctured.

Glove Removal
As important as wearing gloves is, you are not protected unless you remove them properly. Remove gloves immediately after finishing task or when they become contaminated or damaged.

♦ With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand
♦ With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second
♦ Dispose of the entire bundle promptly
♦ Never touch the outside of the gloves with bare skin
♦ Wash your hands with soap and running water as soon as possible

Good Housekeeping
Good housekeeping is everyone’s responsibility, since it protects you and the students. Here are some general rules:

♦ Clean and decontaminate all equipment and environmental working surfaces as soon as possible with an appropriate disinfectant such as a solution of 10% bleach to water
♦ Use tongs or a broom and dustpan to pick up broken glass, never use your bare hands
♦ Place contaminated sharps and other potentially infectious waste in designated labeled or color-coded leak-proof puncture-resistant closable containers that are easily accessible to those who use them. Do not overfill containers.
♦ Contaminated laundry should be handled as little as possible and with minimal agitation. Place soiled laundry in labeled or color-coded leak-proof bags or containers without sorting or rinsing.
♦ Reusable bins, pails, cans and similar receptacles that have a reasonable likelihood of contamination shall be inspected and decontaminated on a regularly scheduled basis.
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Read the Label
Watch for fluorescent orange-red labels, red bags and containers with a biohazard symbol. This symbol will warn you when the container is used for waste, storage or shipping of blood or other potentially infectious materials.

HBV Vaccination
One of the best ways to protect yourself from Hepatitis B infection is vaccination. If you are identified by the district as a High-Risk employee, (reasonably anticipated risk of exposure to blood or other infectious materials as part of your job), the Hepatitis B vaccination is made available to you at no cost. Today's vaccines are safe and effective.

Efficacy:
♦ 79% of adults protected at 6 months
♦ 96% of adults protected at 7 months
♦ (88% over 40 years of age)

Safety, Side Effects:
♦ Will not cause Hepatitis B
♦ Injection site soreness (22%)
♦ Fatigue (14%)
♦ Fever over 99.5 F (1%-10%)
♦ Headache, dizziness (1%-10%)
♦ Sweating, chills, weakness, respiratory tract illness, nausea, vomiting, joint pain, rash (less than 1%)

Administration:
Intramuscular injection in arm
♦ First dose: 0 months
♦ Second dose: 1 month later
♦ Third dose: 6 months after first dose

The vaccine should be given within 24 hours of exposure.

Benefits:
♦ Confers immunity to Hepatitis B disease
Playing It Safe
Accidents may sometimes happen, even when playing it safe. If you are exposed, immediately notify the incident to your supervisor and follow the district’s established Exposure Procedures. These procedures include:

♦ A confidential medical evaluation
♦ Blood test
♦ Post-exposure preventive treatment, if available
♦ Follow-up counseling

Bloodborne pathogen training will be provided within 6 months of hire for all new employees and identified High Risk employees will be provided training within 90 days and annually thereafter.

Discrimination and Confidentiality Regarding HIV/AIDS and Hepatitis B
♦ School district employees and students can not be required to be tested for HIV and HBV.
♦ School district employees and students can not be required to reveal their HIV or HBV status.
♦ Any person who knows of another person’s HIV or HBV status may not share that information without the written permission of that person or the parent of a person under 14 years of age. Violation of confidentiality is a misdemeanor and may place a person at risk of civil suit if such breach of confidentiality results in harm to the person who is HIV or HBV positive.
♦ Employers may not discriminate against a person with HIV or HBV infection in:
  ♦ Employment
  ♦ Recruitment
  ♦ Transfers
  ♦ Rate of pay
  ♦ Hiring
  ♦ Layoffs
  ♦ Terminations
  ♦ Leave of absence, sick leave or other leave or fringe benefits
  ♦ Job assignment
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Bloodborne Pathogens in Schools Summary
As a school employee, you must react to an emergency not only with your heart, but also with your head. Knowing the facts and taking sensible precautions you can confidently protect yourself from bloodborne infection and safely give students, co-workers and loved ones the help they may need.
EXPLANATION OF WAC

WAC Chapter 392-198
RCW 70.24.90

Washington State law requires all Everett Public Schools employees receive Bloodborne Pathogen (HIV/Hepatitis B) training within 6 months of hire, unless documentation of previous training is provided. The law also requires district employees identified as High-Risk (reasonably anticipated risk of exposure to HIV/Hepatitis B) attend training within 90 days of their hire date and annually thereafter. High-Risk employees are eligible to receive district paid Hepatitis B immunizations; a series of three shots. Immunizations are optional.

<table>
<thead>
<tr>
<th>WISHA</th>
<th>WAC Chapter 392-198</th>
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<tr>
<td>Diseases:</td>
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<td>For Whom:</td>
<td>All employees with occupational exposure</td>
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Bloodborne Pathogen High Risk List 1 Criteria
For The
Everett Public Schools

Definition: High Risk List 1 (staff members who are reasonably anticipated to have exposure to bloodborne pathogens). High Risk Status is determined by your building principal/supervisor based on the List 1 criteria and the employee’s individual job duties/responsibilities.

Staff in the following positions are required to attend annual Bloodborne Pathogen (HIV/Hepatitis B) renewal training and are eligible to receive Hepatitis B immunizations paid for by the Everett School District, with final approval from the building’s Principal/Supervisor and Director of Human Resources.

1. Principals/Asst. Principals
2. School Nurses
3. Instructional staff and Educational Assistants of students who
   - have a history of biting and/or scratching
   - are SBD/self-abusive
   - are Special Education (except for Resource Room)
   - are known carriers of Hepatitis B
   - have to be fed and/or diapered
4. Occupational/Physical Therapists who have risk of exposure due to oral therapy techniques
5. Speech/Language Pathologists who have risk of exposure due to oral therapy techniques
6. Physical Education Teachers and Coaches
7. Staff who provide first aid support on a daily basis
   - Health Room Assistants
   - office personnel which are back-up to the school nurse
8. Professional/Technical Education Instructors
   - Horticulture
   - Auto Mechanics
   - Sports Medicine
   - Science
   - Family/Consumer Science
9. Playground assistants in elementary schools
10. Custodians

For any other assistance or questions, please contact Deanne Pilkenton in the Human Resources Department at 425-385-4114.

Thank you.
Human Resources Department
Everett Public Schools
Exposure Procedures

Once an employee has direct contact with blood or other body fluids (including saliva); such as from a needle stick, cut, bite or eyesplash, post-exposure treatment may be necessary. Referral to Healthforce Occupational Medicine Center must occur as soon as possible after exposure; within 2 hours for HIV and 24 hours for Hepatitis B infection for provision of immediate protection.

What You Must Do If Exposed

1. Immediately wash the exposed area with soap and water for at least ten seconds.

2. Notify the building secretary, health room assistant or nurse immediately. They will fill out an Exposure Incident Report Form. (Sample attached to the back of this handbook)

3. Call Human Resources (Deanne Pilkenton) 425-385-4114 or 425-385-4100 with a report of the incident. If Deanne is not available, please contact Arlene Vollema-Rich at 425-385-4115. The Exposure Incident Report Form must be faxed to the Human Resource department at 425-385-4102 and the completed original must be sent to Human Resources via district mail. A confidential medical evaluation and follow-up with Healthforce Occupational Medicine Center, 3311 Wetmore Avenue, Everett, 425-258-7660 will be set-up immediately. The health care provider at Healthforce will determine if treatment is necessary. This evaluation will be at no cost to the employee.

4. If the incident involves another individual (exposure source) as a result of an incident such as biting or an accident involving blood, the exposure source will then be asked to go to Healthforce Occupational Center for testing at the same time the employee is sent for a medical evaluation. If the source of blood or other body fluid exposure is a child, it will be necessary to request for the parent/guardian to have the child tested.

5. An exposure is considered an on-the job injury. Complete an Employee Accident Report Form and Self-Insurer Accident Report Form (SIF-2) and return both completed forms to Human Resources (A sample is attached to the back of this handbook. All original forms are available in your building’s main office or Human Resources.)

6. The Human Resource Department must maintain required records for at least the duration of employment plus 30 years.

Revised 8/13/03