

HUMAN RESOURCES

Infectious Disease Control

A. Infection Exposure Control Plan

The district's exposure control plan shall be consistent with [WAC 296-823](#), Occupational exposure to bloodborne pathogens, and the Guidelines for Implementation of Hepatitis B and HIV School Employees Training published by the Superintendent of Public Instruction.

B. Handling Body Fluids

District personnel shall be informed each year of the methods for handling body fluids that may be capable of transmitting communicable diseases. Copies of the Exposure Control Plan which includes "Guidelines for Handling Body Fluids in Schools" shall be available at each school and work site.

C. Evaluation of Job Duties

The superintendent or designee shall evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious materials. The superintendent or designee shall prepare and maintain a list of job classifications identifying employees who have reasonably anticipated exposure to blood or other potentially infectious material. Occupations considered to have the potential for occupational exposure are:

1. School Nurses;
2. Health room assistants and office personnel who are support to the school nurse;
3. Special education teachers;
4. Special education paraeducators;
5. Noon-duty supervisors;
6. Child care and preschool staff involved in diapering;
7. Instructional staff of students who are known carriers of Hepatitis B;
8. Occupational/physical therapists who have risk of exposure due to oral therapy techniques;
9. Speech/language pathologists who have risk of exposure due to oral therapy techniques;
10. Custodians; and
11. Coaches.

D. Hepatitis B Vaccination

The Hepatitis B vaccine shall be provided at the district's expense to all employees identified by the district as having a risk of directly contacting blood or other potentially infectious materials at work. All employees will complete the Hepatitis B Immunization Consent/Waiver Form (provided by the Human Resources office). Employees who decline to accept the Hepatitis B vaccine offered by the district shall so indicate by signing the Hepatitis B Immunization Consent/Waiver Form.

E. Applicants for Positions with Reasonably Anticipated Exposure

Any applicant for employment within one of the job classifications considered to have a reasonably anticipated exposure to blood or other potentially infectious material shall be so informed via notice on the position posting.

F. Exposure to Blood or Other Potentially Infectious Material

The district will provide an employee who is exposed to blood or other potentially infectious material in the course of his or her district employment with a confidential medical evaluation, and if necessary, follow up and treatment at district expense. Any such evaluation, follow up, and treatment shall be performed by an appropriately trained and licensed health care professional of the district's choice as soon as possible after the exposure. The district shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee. Any evaluation, follow up, and/or treatment shall be provided according to the United States Public Health Service recommendations current at the time of evaluation.

Any employee who experiences a specific exposure to blood or other potentially infectious material in the course of his or her district employment should report the exposure incident to his or her immediate supervisor, building secretary, health room assistant or nurse immediately. The supervisor and/or employee shall complete an Exposure Incident Report (provided by the Human Resources office) which shall be immediately faxed or scanned to Benefits in the Human Resources office.

G. Staff Immunizations

Employees are responsible for maintaining evidence that they are immunized against: tetanus-diphtheria, measles, mumps, and rubella. Employees born prior to January 1, 1957, need not provide evidence of immunization against measles since these individuals are considered naturally immune.

The Human Resources office shall annually provide each employee with information about the need for immunizations, where immunizations may be obtained, and the potential employment impact upon an employee who does not possess sufficient resistance to an infectious disease, whether natural or immune, in the event of an outbreak of an infectious disease in the workplace.

H. Infectious Disease Reporting

In the event of an outbreak of a vaccine-preventable disease at a school or building, or the identification of an employee who has contracted a medically diagnosed infectious disease, the building administrator and/or the school nurse shall report the presence of the suspected case or cases of disease to the local health authority, as required by State Board of Health Regulations. An employee who knows that he or she has contracted a medically diagnosed reportable disease as defined in [WAC 246-110](#), Contagious disease—school districts and day care centers, that could be transmitted in the school setting must notify his or her supervisor, the building administrator and/or the school nurse immediately.

I. Exclusion by Local Health Officer

An employee who has contracted or is deemed susceptible to a contagious disease may be excluded from a school or building by order of the local health officer. An employee who is excluded from a school or building by the local health officer because he or she is considered susceptible to an infectious disease will not be eligible to receive sick leave benefits unless he or she is ill or injured. A person who is "susceptible" to an infectious disease is a person who does not possess sufficient resistance, whether natural or induced, to an infectious disease to prevent contracting that disease.

J. HIV/AIDS Training

All district employees shall receive training regarding HIV/AIDS within six months of employment. Such training shall include:

1. History and epidemiology of HIV/AIDS;
2. Methods of transmission of HIV;
3. Methods of prevention of HIV infection, including universal precautions for handling of body fluids;
4. Current treatment for symptoms of HIV and prognosis of disease prevention;
5. State and federal laws barring discrimination against persons with HIV/AIDS; and
6. State and federal laws regulating the confidentiality of a person's HIV antibody status.

Significant new discoveries or changes in the accepted knowledge regarding HIV/AIDS shall be communicated to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the State Department of Health notifies the district that earlier dissemination of the information is required.

K. Training for Employees with Reasonably Anticipated Occupational Exposure

All district employees performing in positions with reasonably anticipated on-the-job exposure to blood or other potential, infectious material shall participate in district provided training (1) at the time of initial assignment to tasks where occupational exposure may take place, and (2) annually thereafter. New employees shall participate in such training within ten (10) days of employment. The training shall include:

1. An accessible copy of and explanation of [WAC 296-823](#), Occupational exposure to bloodborne pathogens;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment;
7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
8. An explanation of the basis for selection of personal protective equipment;
9. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available;
12. Information on the post-exposure evaluation and follow up that the district is required to provide for the employee following an exposure incident;
13. An explanation of the signs and labels and/or color-coding of containers of regulated waste, blood, or other potentially infectious material; and
14. An opportunity for interactive questions and answers with the person conducting the training session.

L. Recordkeeping

1. The Human Resources office shall maintain the following records in strict confidence for the period of an employee's employment plus 30 years:
 - a. Records regarding the Hepatitis B vaccination status of an employee performing duties in a job classification identified as having reasonably anticipated exposure to blood or other potentially infectious material.

- b. Records regarding any occupational exposure for an employee, including the employee's name, Hepatitis B vaccination status, examination results, medical testing, follow up procedures, any health care professional's written opinion, information provided to the health care professional, and a copy of the Exposure Incident Report Form (provided by the Human Resources office) completed by the employee.
 - c. Such records shall be kept confidential and shall not be disclosed or reported to any person without the employee's express written consent, except as required by law.
2. The superintendent's designee shall keep records of training sessions provided to employees in job classifications with reasonably anticipated exposure to blood or other potentially infectious material for three years. These records shall include dates of training, a summary of the material covered in such training, the names and qualifications of the trainers, and the names of the employees attending the training.

Cross Reference:

[Board Policy 5155](#)

Infectious Disease Control

Adopted: January 13, 2004

Revised: February 2012