

All Personnel

BP 4119.42

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EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

4319.42

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Governing Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from preexposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the district's exposure determination may petition to be included in the district's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions  
cf. 4157/4257/4357 - Employee Safety)*

*Legal Reference:*

CODE OF REGULATIONS, Title 8  
3204 Access to Employee Exposure and Medical Records  
5193 California Bloodborne Pathogens Standard  
CODE OF FEDERAL REGULATIONS, TITLE 29  
1910.1030 OSHA Bloodborne Pathogens Standards

*Management Resources:*

CDE ADVISORY  
1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

All Personnel

AR 4119.42(a)

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**Definitions**

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (Title 8, Section 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions." (Title 8, Section 5193(b))

**Exposure Control Plan**

The district's Exposure Control Plan shall contain at least the following components: (Title 8, Section 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials
2. A description of the schedule and method for implementing exposure control requirements, including but not be limited to:

- a. Universal precautions

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

- b. Engineering and work practice controls

- c. Personal protective equipment

- d. Housekeeping schedules

- e. Hepatitis B vaccination

- f. Post-exposure evaluation and follow-up

- g. Informing employees about biohazards, including:

- (1) Labels and signs, and

- (2) Training

- h. Maintenance of training and medical records

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

3. The district's procedure for evaluating circumstances surrounding exposure incidents.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure.
2. Reflect new or revised employee positions with occupational exposure.
3. Review the exposure incidents which occurred since the previous update. (Title 8, Section 5193(c))

The district's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying. (Title 8, Section 5193(c))

### Exposure Determination

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

1. All job classifications in which all employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above. (Title 8, Section 5193(c))

### Hepatitis B Vaccination

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law. (E 4119.42) (Title 8, Section 5193(f))

The district may exempt "designated first-aid providers" from the pre-exposure hepatitis B vaccine if:

**EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)**

1. Rendering first aid is not the primary job responsibility of the employee and is not performed on a regular basis.
2. The district's Exposure Control Plan provides that:
  - a. Employees report all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the incident occurred.
  - b. Designated first-aid providers participate in the bloodborne pathogens training program.
  - c. The full hepatitis B vaccination series shall be made available to unvaccinated first-aid providers no later than 24 hours after they render assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether an exposure incident occurred.
3. The district implements a procedure to ensure the above requirements are met. (Title 8, Section 5193(f))

**Protective Equipment**

The district shall provide appropriate personal protective equipment at no cost to the employee. The district shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (Title 8, Section 5193(d))

**Information and Training**

The district shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (Title 8, Section 5193(g))

## EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS (continued)

### First-Aid Incidents

Unvaccinated designated first-aid providers must report any first-aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first-aid incident. (Title 8, Section 5193(f))

### Exposure Incidents: Post-evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the district shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (Title 8, Section 5193(f))

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

### Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus 30 years. Training records shall be maintained for three years from the date of training. (Title 8, Section 5193(h))

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. (Title 8, Section 5193(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law. (Title 8, Section 5193(h))