

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 342
CERTIFIED STAFF**

PROTECTION OF EMPLOYEES FROM BLOODBORNE PATHOGENS

Procedures for the Protection of Employees from Bloodborne Pathogens

The purpose of these procedures is to provide protection to employees who may be at-risk of exposure resulting from normal job duties. They are designed to comply with standards established by the Occupational Safety and Health Administration (OSHA) found at 29 CFR 1910.1030. These employees include, at a minimum first aid responders, but might also include others who are at-risk of exposure. The School District administration will determine, on an annual basis, which employee categories are considered at-risk and will offer these individuals a number of precautionary measures, which are intended to reduce their risk of exposure or infection. These measures are described as follows:

Universal precautions: The School District will offer training in the use of universal precautions. These are preventative measures that have been in wide use in the health care industry for several years. Educational environments, however, have only recently begun to adopt these precautions. These measures are intended to help employees handle high risk exposure incidents in a manner that will reduce or eliminate the possibility of infection. They include appropriate methods for cleaning up after a blood or other body fluid spill, use of personal protective equipment (e.g., gloves, gowns, protective eyewear, etc.), use of disinfectants to decontaminate potential sources of infection and other appropriate precautions. Training will be offered at School District expense to identified employees.

Vaccination: Identified employees will be offered vaccination, at School District expense, to protect them against possible infection from Hepatitis B Virus (HBV). This vaccine is a three-series non-infectious, yeast-based vaccine given in the arm. There is no chance of developing HBV from the vaccine. This vaccine greatly increases a person's chance of immunity to HBV. The School District will offer this vaccination to employees that are considered to be at-risk of exposure resulting from performance of their normal job duties. Although these employees will be encouraged to accept this offer, they may decline. They will be asked to sign a statement indicating that the vaccination has been offered and accepted or refused. Employment of these persons will not be conditioned upon their acceptance of the vaccination. A sample letter and acceptance form are included as part of these procedures. The School District administration will make arrangements for the vaccination for those employees who accept the offer. This will be done annually for current employees who are unvaccinated. New employees who are identified in the at-risk category must be offered the vaccination within 10 days of their initial job assignment.

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The hepatitis B vaccine will also be available to employees who are not considered to be at risk by the District. A nominal fee will be charged for this service. Specific information about this benefit is found in the attachment **Hepatitis B Vaccination Protocol**.

Post-exposure control: Principals are required to report and respond to incidents of unvaccinated employee exposures during an employment-related activity. Employees who experience an unprotected exposure, such as a needlestick, bloodsplash in the eye, or similar episodes, should report the incident immediately to their principal who will arrange for prompt medical attention from a health care professional. The health care professional will conduct an evaluation to determine if vaccination is warranted. The cost of this evaluation and associated follow-up will be assumed by the School District. The health care professional must report to the School District their recommendation and if the employee received the vaccination. All other information, including the presence of actual infection, cannot be released without the employee's consent. A form for reporting post-exposure incidents is included with these procedures. Within 24 hours of a post-exposure incident, the principal will provide a copy of the written report to the Superintendent or designee.

Any and all medical reports that are released by the attending professional health care provider will also be forwarded to the Superintendent.

Attachments: Employee Notice of Health Risk
Employee Notice of Universal Precautions
Training/Exposure and Infection Control Training for Bloodborne Pathogens
Hepatitis B Virus Immunization Consent/Waiver
Hepatitis B Virus Immunization Program Record
Hepatitis B Vaccination Protocol
Post-Exposure Control Incident Report
Universal Precautions
Annual Review Form

Adopted: October 12, 1993

Revised: March 9, 2004