

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 96.1

Exposure Control Plan for Bloodborne Pathogens

CFA STANDARDS: CFA – 29.01, 29.02, 29.04

EFFECTIVE DATE: January 22, 1996

RESCINDS: G.O. 96.1, November 20, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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POLICY

It shall be the policy of the Winter Haven Police Department to establish an Exposure Control Plan for Bloodborne pathogens (hereafter referred to as infectious disease) and to provide the necessary training, equipment and medical safeguards to all members of this agency who, while performing their normal occupational duties, may anticipate exposure to an infectious disease. All members of this agency shall comply with this plan.

PURPOSE

The purpose of this General Order is to establish the guidelines and procedures for protecting members from unnecessary risk of occupational exposure to infectious diseases.

SCOPE

This General Order shall apply to all members of the Winter Haven Police Department.

DISCUSSION

Law enforcement officers routinely assist in providing care for victims of crashes, crimes, sudden illness, as well as arrestees. At some point it is predictable that members will come in contact with a person who has an infectious disease, such as AIDS, Hepatitis or some other infectious disease. It is imperative for a police agency to safeguard, to the highest degree possible, members that may come

in contact with blood, other body fluids or other potentially infectious materials (OPIM) in the performance of their duty without sacrificing essential services.

PROCEDURE

I. Administration

- A.** The Exposure Control Plan shall be reviewed annually with consideration for updating procedures designed to eliminate or minimize occupational exposure. (CFA 29.01h)
- B.** Personnel at the Department who are at a greater risk are as follows: (CFA 29.01a)
 - 1. All sworn members;
 - 2. Crime Scene Technicians;
 - 3. Community Service Officers;
 - 4. Property and Evidence Manager and Technician; and
 - 5. Department maintenance personnel
- C.** The Winter Haven Police Department shall embrace the philosophy of universal precautions. Universal precautions shall be observed by all members to prevent contact with blood or other potentially infectious materials. Under universal precautions all body fluids shall be considered potentially infectious materials. (CFA 29.01, 29.02e)

II. Training

- A.** All members of the Winter Haven Police Department shall receive training on infectious diseases at the time of initial assignment to tasks where occupational exposure may take place and annually thereafter. The training shall consist of the following: (CFA 29.01c, 29.02)
 - 1. Familiarization with the Department's Exposure Control Plan; (CFA 29.02a)
 - 2. Familiarization with the basic epidemiology, symptoms, and modes of transmission of infectious diseases; (CFA 29.02b)
 - 3. An explanation of the use and limitations of methods that will prevent or reduce the exposure, including Personal Protective Equipment (PPE); (CFA 29.01b, 29.02c)
 - 4. Information about the City of Winter Haven's Hepatitis B vaccination program; (CFA 29.02d)
 - 5. An explanation of procedures to follow at any incident involving blood or other potentially infectious materials;
 - 6. An explanation of procedures to follow if an exposure occurs, including reporting procedures and medical follow up; (CFA 29.02f)
 - 7. An explanation of signs, labels and color coding identifying bio-hazardous waste; (CFA 29.02g)
 - 8. Familiarization with the Department's bio-hazardous waste disposal procedures;

and (CFA 29.02h)

9. An opportunity to have questions answered. (CFA 29.02i)
- B. Initial training shall be conducted through both field training programs and the City of Winter Haven Human Resources orientation.
- C. Annual refresher training shall be conducted through PowerDMS. (CFA 29.02j)
- D. All documentation of training shall be maintained by the Department's Training Sergeant.

III. Hepatitis B Vaccination Program

- A. The City of Winter Haven provides Hepatitis B vaccination program to all members who it is determined has a risk to occupational exposure to infectious diseases. This program also provides for post exposure testing and follow up for members who have had an exposure incident.
- B. This program shall be:
 1. Provided at no cost to the member; (CFA 29.04d)
 2. Made available to a member at a reasonable time and place; (CFA 29.04d)
 3. Performed under the supervision of a licensed physician or licensed healthcare professional; and (CFA 29.04e)
 4. Provided according to the recommendations of the U.S. Department of Health.
- C. The Hepatitis B vaccination shall be made available to applicable members after the training outlined in Section II A within ten (10) working days of assignment unless the member has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the member is immune, or the vaccine is contraindicated for medical reasons. (CFA 29.04a)
- D. If a member declines the Hepatitis B vaccination but at a later date changes their mind, the vaccination shall be made available at that time. (CFA 29.04c)
 1. Any member who declines the Hepatitis B vaccination shall sign a Hepatitis B Vaccine Declination form. (CFA 29.04b)
- E. The City of Winter Haven Human Resources Department shall be responsible for scheduling and documentation of Hepatitis B vaccinations.

IV. Preventative Measures

- A. All applicable members shall receive a Hepatitis B vaccination as soon as practical after employment.
- B. All members who are at risk for an occupational exposure shall be provided Personal Protective Equipment (PPE). (CFA 29.01c)

1. PPE shall be maintained in Department vehicles and the holding area.
 2. Supplies to replace items contained in PPE are available from the Technical Services Coordinator. Members should advise their immediate supervisor of needed replacement items and the supervisor will obtain the items from the Technical Services Coordinator. If an item in the PPE kit is used, it shall not be re-used but disposed of in an approved bio-hazardous container.
- C.** Any items that have become contaminated by blood or other potentially infectious material shall be placed in a biohazard waste disposal bag (provided in PPE) and then placed in a biohazard disposal container. (CFA 29.01c,d)
- D.** All receptacles, containers or work areas that contain bio-hazardous materials shall be clearly marked as containing bio-hazardous materials with the proper signage or labeling. (CFA 29.01g)
- E.** Use a respirator mask when performing mouth-to-mouth resuscitation or CPR. (CFA 29.01c)
- F.** Disposable surgical gloves and protective items from the PPE (as needed) shall be worn when handling blood or other body fluids, regardless of whether the fluids are wet or dry.
1. Rings, jewelry or long fingernails may compromise the structural integrity of the gloves. Members shall make certain the gloves are not torn before using.
- G.** Appropriate attire shall be worn when members enter any area where blood, other body fluids, or the potential for other contagious factors exist or are suspected.
1. Members will not smoke, eat, drink, use smokeless tobacco, apply lipstick, or handle contact lenses for any reason while in an area that may present an infectious disease risk.
- H.** Members shall clean their hands immediately with liquid germicidal, hot water and germicidal soap and/or hand wipes after contact with body fluids or suspect persons. Hand washing shall be done even if the member was wearing gloves. Members should bandage open wounds or cuts to their hands to avoid direct contact with body fluids. Bandages should be changed if they become wet or soiled.
- I.** Due care shall be used when conducting searches of suspects or vehicles. Do not blindly place hands in areas where there may be sharp objects that could puncture skin.
- J.** Whenever it is necessary to transport a person known to have an infectious disease who has blood or other body fluids present on their person or clothing, a supervisor shall be notified.
1. Persons known to have an infectious disease and has blood or body fluids on their person or clothing shall be transported separately from other persons.
 2. Members have an obligation to inform other personnel (firefighter, EMS, law enforcement, etc.) whenever transfer of custody of persons/property occurs and the person has blood or body fluids present on their person, clothing or if the person has made a voluntary statement that they have an infectious disease.

3. Members shall indicate on the appropriate arrest forms when a person taken into custody makes a voluntary statement that they have an infectious disease. Additionally, a notation shall be made when a person has blood or other body fluids present on their clothing.
4. Information in records regarding an arrestee with AIDS or other communicable disease is confidential. Disclosure of any information, except as required by law, must not be made unless the expressed written consent is obtained from the arrestee.

V. Collection, Cleaning or Disposal of Bio-hazardous Materials

- A. Any evidence (including knives or sharps) that is collected that contains or suspected of containing blood, body fluids or any other potentially infectious material shall be collected, packaged and marked in accordance with General Order 84.1.
- B. Any sharps (contaminated needles, glass, etc) that are not of evidentiary value shall be placed in a sharps disposal container. Sharps disposal containers are located in book-in and the evidence packaging area. (CFA 29.01d)
 1. The white cap shall not be placed on the container until the container is full and ready to be collected for disposal.
 2. When the container is full and sealed, it will be placed in the infectious material container for disposal.
- C. Any bio-hazardous waste items shall be disposed of in a biohazard disposal container. Biohazard disposal containers are located in book-in, crime scene bay and inside property and evidence (property and evidence use only). (CFA 29.01d)
 1. This container is a cardboard box with a red plastic liner and the red and black universal biohazard symbol and is to be used for non-sharp items (i.e. contaminated clothing, rubber gloves, etc).
 2. This box will be collected and destroyed every 30 days and will be replaced with a new box at that time.
- D. If a member's uniform or approved personal clothing becomes contaminated with blood or other body fluids, the member shall remove the uniform/clothing and place the uniform/clothing in a biohazard waste disposal bag (can be found in PPE). The member's supervisor shall contact the Technical Services Coordinator who shall collect the bag and arrange for cleaning or disposal of the uniform/clothing. (CFA 29.01c,e)
- E. If an area of the police department becomes contaminated, a biohazard sign shall be placed indicating contamination until the area can be de-contaminated. Biohazard warning signs/stickers are available in the evidence packaging area. (CFA 29.01c,d)
 1. Any non-porous surface that has come in contact with blood or other potentially infectious material shall be decontaminated with an agency approved disinfectant or a solution of bleach and water (10% bleach, 90% water).
 2. Disposable protective/surgical gloves shall be worn when disinfecting any

area/surface.

- F.** Department issued equipment such as handcuffs or expandable batons that become contaminated shall be cleaned immediately with an approved disinfectant before placing the item back in service.
- G.** If a Department vehicle becomes contaminated with blood or other potentially infectious material a supervisor shall be notified immediately. The vehicle shall be taken or towed as soon as possible to a designated decontamination area as authorized by the Chief of Police. (CFA 29.01c)
 - 1.** If the vehicle is left unattended it shall be marked by a biohazard sign/sticker.
 - 2.** The member assigned to the vehicle or other person as designated by the supervisor shall clean and disinfect the vehicle.
 - 3.** Disposable protective gloves shall be worn while disinfecting the vehicle.
 - 4.** All contaminated surfaces will be cleaned with a Department approved disinfectant or cleaner.
- H.** Any disposable cleaning item that was used to disinfect a contaminated area, equipment or vehicle shall be placed in a biohazard disposal bag and the bag placed in a bio-hazardous disposal container.

VI. Exposure and Reporting

- A.** If a member is exposed to blood, body fluids or other potentially infectious materials, the member shall: (CFA 29.01f)
 - 1.** Immediately contact their supervisor;
 - 2.** Wash the affected area as soon as possible;
 - 3.** If there have been body fluids splashed on your clothes, you must remove the contaminated articles and place them into a biohazard waste bag; and
 - 4.** Complete a detailed report documenting the exposure to include: type of exposure, type of contamination, areas of the body exposed and how long they were exposed and any safety precautions that were taken.
- B.** Supervisors that are notified of an exposure shall: (CFA 29.01f)
 - 1.** Contact Human Resources to determine the appropriate medical facility to send the exposed officer to for medical treatment. If it is after hours, weekend, or holiday the supervisor will have the exposed officer go to the emergency room for treatment;
 - 2.** Attempt to obtain consent from the suspected carrier of the infectious disease to have blood drawn by a licensed medical professional at an approved medical facility. If consent cannot be obtained, obtain a warrant for the blood test. Search warrants will be obtained per General Order 74.2;

3. Complete a City of Winter Haven Injury/Accident Report and a City of Winter Haven Infectious Exposure Form. These reports along with a copy of the officer's report shall be forwarded to the Chief of Police via the chain of command within twenty-four (24) hours; and
 4. Contact the appropriate bureau commander or the on-call staff officer if after hours.
- C. The City of Winter Haven Human Resource Department shall coordinate all follow up notifications and medical treatments for any member who has had an exposure incident. (CFA 29.01f)
- D. The City of Winter Haven Human Resource Department shall maintain all medical records for each member with occupational exposure. (CFA 29.03)

VII. Definitions

1. *Bloodborne Pathogens* – Means any pathogenic microorganisms are present in human blood and cause disease to humans. The pathogens include, but are not limited to, Hepatitis B (HBV), and Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency Syndrome (AIDS).
2. *Body Fluids* – Those fluids of biological origin which have the potential to harbor pathogens and shall include:
 - Blood (Lymph)
 - Semen
 - Vaginal secretions
 - Cerebra-spinal fluid (fluid from the brain or spine)
 - Synovial fluid (fluid from the joints)
 - Pleural fluid (abdominal fluids)
 - Pericardial fluid (fluid from the heart)
 - Amniotic fluid (fluid surrounding a fetus)
 - In circumstances where identification of the fluid is difficult, it shall be considered regulated body fluid
3. *Contamination* – A “contamination” occurs when a person's blood or any other body fluid is transferred to another person. Examples include when blood or body fluid splashes on or comes in contact with another's skin where there are no cuts, sores, or abrasions.
4. *Exposure Incident* – A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of a member's duties.
5. *Exposure* – Any situation in which a member may inhale, absorb through skin or eyes, accidentally ingest, or otherwise come into contact with a hazardous substance.
6. *Occupational Exposure* – Reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious material that may result from the performance of a member's duties.
7. *Other Potentially Infectious Materials (OPIM)* – Any human body fluid, tissue or organ other than intact skin. Any biological agent or other disease causing agent which upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably

be anticipated to cause disease or death.

8. *Parental* – Piercing mucous membranes of the skin barrier through such events as needle sticks, human bites, cuts, abrasions, etc.
9. *Sharps* – Any devices with physical characteristics capable of puncturing, lacerating, or otherwise penetrating the skin (i.e. knives, syringes, broken glass, etc).
10. *Universal Precautions* – An approach or philosophy to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for bloodborne pathogens or OPIM.

APPROVED



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