



Kern County Sheriff's Office **Policies and Procedures**

TITLE: Reporting an Infectious Material Exposure			NO: N-300
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: September 15, 1993	REVIEWED: 10/01/2018	REVISED: 10/01/2018	UPDATED: 10/01/2018

POLICY

Every employee who comes into contact, however slight, with blood or other potentially infectious material, or who was in close proximity to a subject coughing excessively, or who's coughing produces blood or substantial sputum, will immediately report it to their supervisor. Even slight exposures will be reported.

The supervisor of a potentially exposed employee will ensure the appropriate forms are completed and submitted before the end of the shift in which the incident occurred. Supervisors will also notify the Sheriff's Office Risk Management Analyst of ALL potential exposures. Notification will be made on the first weekday following the incident before 1200 hours. The exposure notification may be written or verbal. Supervisors must not assume the normal routing of exposure reporting forms will satisfy this reporting requirement.

When a supervisor is made aware of an exposure, the supervisor will ensure the procedures listed below are followed. If questions or concerns arise during this process, supervisors should seek the assistance of the Sheriff's Office Risk Management Analyst.

There are several units or sections where employees work during hours when no supervisor is on duty. Supervisors in charge of those units or sections will have a procedure in place directing employees how to report an exposure when no supervisor is on duty. The appropriate forms should be completed and submitted before the end of the shift in which the incident occurred. In any event, the forms will be completed the next workday.

If the employee is injured or ill together with the exposure, follow the reporting requirements of REPORTING A WORK-RELATED INJURY OR ILLNESS, Section N-200.

DEFINITION

For the purposes of this section:

- "Blood Borne Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties. In order for an exposure incident to occur there must be present:
 - A fluid or substance capable of transmitting a blood borne disease;
 - A portal of entry into the body.
- "Other Potentially Infectious Material" means human body fluids and any unfixed tissue

or organ (other than intact skin) from a human (living or dead).

- “Parenteral” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
- “Airborne Exposure Incident” means any incident in which an employee remains in close proximity for a prolonged period of time to a suspect or confirmed infectious tuberculosis, meningitis, etc. case, without benefit of exposure control measures (dust and mist respirator - disposable mask).

PROCEDURE A-EMPLOYEE DUTIES

Every EMPLOYEE who comes into contact, however slight, with blood or other potentially infectious material or who was in close proximity to a subject coughing excessively or whose coughing produces blood or substantial sputum will:

- Immediately notify his or her supervisor of the incident and describe:
 - The infectious substance;
 - The circumstances and routes of exposure;
 - The specific part of the body exposed;
 - If the employee’s skin was INTACT;
 - What personal protective equipment was used;
 - If cleaning and decontamination procedures were followed;
 - The condition and disposition of the source subject and medical history, if available.
- Complete an Incident report detailing the facts of the incident, including the information provided in the supervisor notification:
 - If the potential exposure occurred together with another incident, a separate case number will be used for reporting the exposure. The case number of the originating incident will be listed in the details of the exposure report;
 - The incident report of the exposure will list only the facts of how the exposure occurred. The name of the source individual will be listed in the report. Any other information not directly related to the exposure will not be included;
 - If the employee’s normal duties do not include writing reports, the supervisor will ensure the task is delegated to the appropriate person.
- Complete an INFECTIOUS MATERIAL EXPOSURE REPORT form as outlined in Section N-310;
- Submit the reports to the supervisor before the end of the shift in which the incident occurred.

N-300

EFFECTIVE: September 15, 1993	REVIEWED: 10/01/2018	REVISED: 10/01/2018	UPDATED: 10/01/2018
---	--------------------------------	-------------------------------	-------------------------------

PROCEDURE B-SUPERVISOR DUTIES

The SUPERVISOR of an employee possibly exposed to an infectious material will:

- Provide and have the potentially exposed employee complete an INFECTIOUS MATERIAL EXPOSURE REPORT form;
 - Provide the employee with the BASELINE TESTING form;
 - Ensure the employee provides him or her with all required information;
 - Thoroughly investigate the incident;
 - Determine if personal protective equipment was used properly. If not, list the reason (employee did not have time, etc.).
 - Ensure the exposed employee is treated by one of the Primary Treating Physicians identified on the COUNTY OF KERN SHERIFF'S OFFICE REQUEST FOR BASELINE TESTING form;
 - Ensure the source subject is transported to Kern Medical and obtain a blood draw to be tested for communicable diseases including HIV, Hepatitis B, and Hepatitis C by one of the following methods:
 - Obtain consent from the source subject by completing the N-0300 Consent for Testing Form and have the source subject sign providing consent. A copy of the signed consent form shall be attached to the industrial injury incident report.
 - If the source subject refuses consent the supervisor shall ensure an Order for Blood Draw and Petition for Blood Draw pursuant to H&S 121060 is obtained via one of the following methods:
 1. Complete the attached Order for Blood Draw and Petition for Blood Draw templates and obtain a judge's signature. A copy of the signed Order for Blood Draw and Petition for Blood Draw shall be attached to the industrial injury incident report.
 2. Contact County Risk Management, during normal working hours, and request an Order for Blood Draw and Petition for Blood Draw pursuant to H&S 121060. County Counsel will retain the signed Order for Blood Draw and Petition for Blood Draw.
- County Risk Management
Risk Manager: (661) 868-3808
- Follow the policy and procedure for employee exposure in the Infectious Material Exposure Control Plan;
 - Notify the Sheriff's Office Risk Management Analyst at (661) 391-7552 immediately. If not available by phone, immediate notification will be accomplished by email or FAX.

N-300

EFFECTIVE: September 15, 1993	REVIEWED: 10/01/2018	REVISED: 10/01/2018	UPDATED: 10/01/2018
----------------------------------	-------------------------	------------------------	------------------------

- Complete a SUPERVISOR’S INVESTIGATION REPORT form as outlined in Section N-220;
- Review the Incident report and applicable forms and write the case number in the top right corner of the forms;
- Place a copy of the forms in a sealed envelope. Mark the envelope “Confidential” and forward it to the division commander or lieutenant of the exposed employee;
- Fax a copy of the forms to the Sheriff's Office Risk Management Analyst at (661) 391-7552 and route the original Crime or Incident report to Crime Reports.
- Place the original forms and a copy of the Incident report in a 9x12 sealed envelope. Mark the envelope “Confidential” and address it to the “Sheriff's Office Risk Management Analyst, Building D, Headquarters Facility, Norris Road.”
- Forward the forms to the Sheriff's Office Risk Management Analyst by the most expedient means available; the original forms must reach the Sheriff's Office Risk Management Analyst within three (3) business days.

N-300

EFFECTIVE: September 15, 1993	REVIEWED: 10/01/2018	REVISED: 10/01/2018	UPDATED: 10/01/2018
----------------------------------	-------------------------	------------------------	------------------------