

4.0 COMMUNICABLE DISEASE EXPOSURE CONTROL

Everett Police Department employees may be exposed to communicable disease such as hepatitis, HIV (AIDS), meningitis, herpes, and tuberculosis in the performance of their duties. The infected individual may not know they have the disease or they may choose not to reveal that fact to Police Department personnel.

The following procedures have been established to prevent or reduce the risk of exposure to communicable disease while on the job. They also provide decontamination procedures following a possible exposure and the method of reporting such an exposure.

General Recommendations

Everett Police Department employees should consider any person they contact in the course of their duties as a potential carrier of communicable disease. Precautions to avoid communicable disease are based on a sound evaluation of available facts and on knowledge of how the particular disease is transmitted. Refer to the quick reference chart at the end of this section.

Preventative Measures

The following preventative measures will be followed when Police Department employees come into close contact with any individual who is known to have a communicable disease, is suspected of having a communicable disease, or whenever exposure to body fluids is anticipated.

Limit the number of employees and the amount of exposure time to an absolute minimum.

Do not directly touch open skin lesions. Prior to your work shift cover any wounds or skin openings with a bandage. ~~uts on yourself that may come into contact with body fluids of another person.~~

Wear disposable medical grade latex (or substitute) gloves whenever handling exposed to body fluids or items containing body fluid stains, secretions, or excretions. Employees whose hands have psoriasis, abrasions, or other open wounds will wear medical grade latex gloves to minimize potential transfer of disease. Dispose of the gloves after each use.

Hand washing is recommended following each use of gloves to protect from blood borne pathogens. Soap and water is preferred, but alcohol-based hand rubs are also effective.

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Exercise extreme caution during pat searches to avoid needle sticks or lacerations from razors. Needles and syringes must be handled with caution and disposed of in proper Sharps containers. Never attempt to remove the needle from a syringe.

Sharps disposal locations include:

- Everett Police Department Headquarters North Precinct,
- Everett Police Department South Precinct, Fire Station #6, Snohomish County Regional
- Everett Police Department Evidence Room, and
- the City of Everett Service Center are equipped with Sharps disposal containers. Everett Police Department Evidence Room Staff Administrative Services Division will be responsible for removing and disposing of the containers.

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Employees may place an N-95 mask over the face of a known or suspected infectious person to avoid the spread of disease, such as tuberculosis, transmitted through respiratory droplets.

Clothing items that become contaminated with blood or other body fluids will be immediately changed as soon as possible. Contaminated clothing will be placed in a red biohazard bag provided in the laundry areas at headquarters the north and south precincts. Do not take these clothing items home, as they will be cleaned by the laundry service contractor.

Whenever physical contact is necessary with a person suspected of carrying a communicable disease, employees will wash their hands with soap and water or one of the other approved disinfectants. Cleansers such as Hibistat, Envirocide, Virchol, are available in Police Department facilities. The Communicable Disease Kit in each patrol unit/vehicle contains a limited supply of disinfectant.

When an employee transports liquid blood samples, all vials must be carried in a sealed, leak-proof container to avoid direct contact with the blood in the event of accidental breakage. Never carry blood vials in pockets. Proper containers for blood transports are available in the Property Room and occasionally from the Fire Department medic units.

Latex Medical grade gloves and eye protection, and facemasks will be worn when an employee handles potentially infectious fluids. Aprons, Tyvek suits, face masks, respirators, and other protective devices will be worn as needed.

When blood or body fluid spills occur in Police Department buildings, employees will notify their supervisor to request the City of Everett Facilities Department to provide clean up assistance. Identify contaminated objects with the appropriate "Bio-hazard" label or tape to avoid accidental exposure to others working in the area.

When minimal blood or other body fluids contaminate the interior of a patrol vehicle it will be "shopped" at the City of Everett Motor Vehicles garage for cleaning. The work order must specify the affected area of the vehicle and a bio-hazard warning label will

be affixed to the exterior or other conspicuous place to warn others of the contamination.

~~The Police Department issued disposable pocket CPR facemask with the one way valve will be used whenever it becomes necessary to resuscitate an individual. When a mask has been used, place it in a sealed bag and return it to the Services Division for replacement.~~

If an employee must handle a deceased person, gloves and other protective clothing must be worn, as the situation requires.

Potentially infectious evidence will be sealed with evidence tape in a paper bag. Do not staple the bag after applying the tape. The bag must also be marked with the appropriate "Biohazard" warning label. Easy identification of the infectious material must be present for Property Room personnel or other evidence handlers to see.

~~The Administrative Services Division will distribute protective gloves, masks, eye shields, biohazard bags, disinfectants, Tyvek Suits, etc. as needed. Other available items include Tyvek suits and lab coats. Some supervisor's vehicles, Traffic Unit vehicles, and Crimes Against Persons Unit vehicles are equipped with these items.~~

The poly-coated Tyvek suit may be worn at the discretion of the investigating officer at particularly bloody homicide scenes, assaults, or traffic collision scenes unless directed by a supervisor to use them. If the Tyvek suits are used, ~~face masks and eye protection~~ is also necessary.

Program Management

There are four major areas of responsibility that are key to the effectiveness of the exposure control plan.

Administrative Services Division Lieutenant: The Communicable Disease Control Liaison (Administrative Services Division Lieutenant) will be responsible for overall management of the Communicable Disease Control Plan, (Section 12.0 of the Accident Prevention Program), ~~and Bloodborne/Airborne Pathogens Compliance Program.~~ These responsibilities include, but are not limited to:

- Annual review and updating of the Communicable Disease Control Plan as necessary.
- Knowing current legal requirements concerning blood borne/airborne pathogens.
- Evaluate reported employee exposures to communicable diseases and coordinate communication between the Police Department, Snohomish County Health District, and area medical clinics.
- ~~Maintain a confidential database of employee exposure to communicable disease and related treatment.~~

- Coordinate an immunization program, and facilitate ~~and other~~ medical testing for blood borne and airborne exposures as needed. ~~pathogens.~~

Police Supervisors: Police Department supervisors are responsible for communicable disease exposure control compliance within their area of supervision. Supervisors will work directly with the Administrative Services Lieutenant Communicable Disease Control Liaison to ensure employees follow proper exposure control procedures. Everett Police Department supervisors will;

- Support and enforce compliance with the Communicable Disease Control Program.
- Mandate safe practices in all situations.
- ~~Ensure all communicable disease control training, medical tests, and immunizations have been completed or implemented.~~

Administrative Services Division Sergeant: The Administrative Services Division Sergeant will be responsible for providing information and training to all employees who have the potential for exposure to blood borne or airborne pathogens. The responsibilities of the Administrative Services Division Sergeant include, but are not limited to:

- Developing suitable communicable disease education or training programs.
- Scheduling periodic continuing education as deemed necessary or by mandate.
- Maintaining appropriate training documentation.

Employees: Our employees have a key role in the Communicable Disease Control ~~and Bloodborne and Airborne Pathogen Compliance Program~~. That role includes the following:

- Know the tasks they perform which have potential communicable disease exposure.
- Attend communicable disease and blood borne/airborne pathogen training programs.
- Plan and conduct all operations in compliance with established safety guidelines.
- Maintain good personal hygiene habits.
- Document and report any suspected occupational communicable disease exposure to their supervisor.

Availability of the Communicable Disease Exposure Control Plan to employees

The Communicable Disease Exposure Control Plan is available to all employees online at any time. (Section 12.0 of the Accident Prevention Program). Copies of the Exposure Control Plan are kept in the following locations:

- ~~Sector Lieutenant's Office~~
- ~~Police Administration Office~~
- ~~Administrative Services Division Office~~

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Minimization of Communicable Disease Exposure

There are three areas where we can effectively eliminate or minimize exposure to communicable diseases.

- The use of uUniversal pPrecautions
- Implementation of appropriate workplace controls
- Implementation of appropriate housekeeping procedures

Universal Precautions

"Universal pPrecautions" are the measures taken by personnel to prevent exposure to blood borne pathogens found in all human blood and certain body fluids. Universal pPrecautions will be observed by Everett Police Department employees to minimize contact with potentially infectious blood and body fluids. All human blood and body fluids will be treated as if they are infected with communicable disease pathogens. If it is an unknown fluid type, assume it is potentially infectious.

Workplace Controls

The following workplace controls will be used in compliance of the Communicable Disease Control Plan:

Employees will wash their hands immediately, or as soon as possible, after removal of protective gloves or other personal protective equipment. If water is not immediately available, the appropriate antiseptic towels or other hand cleanser will be used. Hands should be washed with soap and water as soon as possible afterward.

As a part of personal hygiene, employees are reminded to wash their hands after using the restroom, after cleaning or decontaminating equipment, before eating, and after participating in firearms training.

Contaminated needles should not be bent, recapped, or removed from a syringe when being prepared for disposal. Contaminated needles will be placed into a Sharps container.

Eating, drinking, smoking, applying cosmetics, lip balm, or contact lenses is prohibited in work areas where there is a potential for exposure to blood borne or airborne pathogens.

Extreme care shall be taken to avoid or minimize splashing, spraying, or other actions, which could generate droplets of blood or other infectious materials.

Specimens of blood or other materials must be placed in proper leak-proof containers, which will be properly labeled as a biohazard material for handling and storage.

Any equipment that becomes contaminated shall be ~~examined prior to servicing, transporting, or shipping. It will be decontaminated unless the situation dictates decontamination is not possible, or feasible.~~ In such cases notify your supervisor to request replacement of the contaminated equipment.

The appropriate "Biohazard" label shall be attached to any contaminated equipment and must identify the contaminated area of the item.

All employees will be informed of any remaining contamination prior to handling, servicing, transporting, or the shipping of the item.

Contaminated uniforms will be contained in a properly labeled "biohazard" clothing bag and will be sent to the dry cleaners. If possible, identify the contaminated location for the laundry handlers.

Employees will maintain at least one clean uniform in their lockers to change into if the current uniform should become contaminated.

An employee who is transporting a person suspected of carrying an airborne communicable disease should place a disposable N-95 facemask on that person. Employees should open the back windows of their patrol car and keep the front windows closed. Turn the outside air vent ~~air on~~ to force air from the front to back.

Housekeeping Procedures

The Federal Government regulated handling and disposal of contaminated materials in July 1992.

It is the responsibility of every employee to maintain assigned equipment and their working environment in a clean and sanitary condition. Supervisors will make regularly scheduled inspections and will require correction as needed.

4.01 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is the employee's last line of defense against communicable diseases. The police department provides this equipment to employees in order to protect them from potential exposure.

Supervisors shall examine Infectious Disease Kits carried in the patrol vehicles at least once each quarter. The kits are equipped with, but not limited to, the following:

- Gloves
- Gowns or Tyvek suits (optional)
- Masks
- Protective eyewear
- Needle disposal containers
- Biohazard disposal bags
- Shoe covers
- Antiseptic hand wash
- Spit mask
- Disinfectant spray
- "N95" filtering face piece paper mask/respirator

Comment [D1]: What about the new North 7700 Silicone Half Masks that Johnson just fitted us for? I take it the N95 masks are the typical paper filter masks that cover your nose and mouth?

4.02 HEPATITIS B VACCINATION PROGRAM

A Hepatitis B Vaccination Program is available at no cost to employees. Participation is recommended, although not required. Employees who participate will receive a series of three inoculations. A titer test follows the three injections to determine the reactivity of the vaccination. Depending on the results, additional boosters may be required.

A licensed physician or health care professional performs vaccinations. Any employee choosing not to participate in the Vaccination Program is required to sign a "Declination" form. This form is signed at the office of the health care professional and is kept on file. Any employee who chooses not to participate in the vaccination program may later decide to participate.

4.03 DISEASE EXPOSURE REPORT AND REVIEW

The ~~Administrative Services Lieutenant Communicable Disease Control Liaison~~ will review every exposure incident involving employees of the Everett Police Department. This review is necessary to insure that proper follow-up procedures are initiated and maintained.

Employees are required to provide the following information to their supervisor, for routing to the ~~Administrative Services Lieutenant Communicable Disease Control Liaison~~ as soon as possible following the exposure. The information will be documented on Everett Police Department's "Possible Disease Exposure/Action Report" packet prior to the end of the exposed officer's shift whenever possible, within 24 hours of the incident.

Date and time of the incident

Location

Identify the type of exposure (blood_borne/airborne pathogen)

Identify the source of the exposure

Specifically detail how the blood_borne/airborne pathogen was transferred from the exposure source.

Protective equipment used at the time of exposure.

Actions taken at the time of the incident by the employee such as decontamination, cleanup, and proper notification.

Any employee who has been exposed to bloodborne/airborne pathogens may be examined in the emergency department at either campus of Providence Hospital and receive. ~~The medical facility will use a comprehensive algorithm developed by their Occupational Health Clinic to screen, counsel, and provide timely treatment if necessary.~~

4.04 MEDICAL RECORDS

The Everett Police Department will maintain medical information in accordance with OSHA, CFR 29, part 1910, ~~1030, 1020~~. Employee participation in the Communicable Disease Exposure Control Program ~~and exposure to bloodborne/airborne pathogens~~ are is strictly confidential. Medical records will be maintained and will be separate from personnel records. Medical records will not be released without the signed written consent of the employee. ~~There will be no exceptions to this policy.~~

Any record of participation in employee assistance programs or critical incident stress debriefings are considered medical records.

Employees may examine their own medical records and may request that copies be sent to their personal physician. Release of medical records to another physician will be made only with signed written consent of the employee.

4.05 TUBERCULOSIS (TB)

Tuberculosis is spread from person to person. This is an airborne pathogen. The germs are put into the air when an infected person coughs, sneezes, laughs or sings. People nearby breathe in the bacteria and become infected. When a person breathes in the TB bacteria, the bacteria can settle in the lungs and begin to grow. It can then move through the blood to other parts of the body. TB in the lungs can be very infectious. People with TB are most likely to spread the disease to people they spend time with everyday. An officer exposed to TB can spread it very easily to those at home and other people they come in contact with, including other officers.

To comply with OSHA regulations, any employee having contact with a known, or suspected, TB infectious person will wear a department-approved respirator. A "N95" ~~filtering face piece paper mask/respirator, or any other facemask,~~ may also be offered to the infectious person for added employee safety. It will be the responsibility of the employee to properly dispose of any mask used by the infectious person.

Prevention:

The "~~sSpit mask~~" or "~~Hospital mask~~" will only stop large quantities of spittle or saliva. Keep the area well ventilated (don't coop yourself up in a car with the windows rolled up and the heater on). **ASK QUESTIONS.** Find out the history of the infected person (When did they contract the TB? Are they actively taking medications?). Transport them to the hospital for a voluntary blood draw, and have them sign a medical release form.

4.06 REPORTING EXPOSURES TO HIV/AIDS, HEPATITIS

Fill out a PD 248 (Possible Disease Exposure/Action Report) and disease exposure packet. Also document in your Incident Report all information as well. When filling out the PD 248 and disease exposure packet, be as complete and thorough in your description as possible.

The disease exposure packet will be given to your supervisor and routed through the Administrative Services Division Lieutenant. When dealing with TB and other diseases there is a crucial time element involved with testing. ~~Do not submit yourself to testing.~~ Exposed employees need to be evaluated by medical staff at the hospital ER to determine if there has been a significant exposure or not. If an employee is being evaluated at the ER for a potential exposure a supervisor will respond to the ER to assist with the completion of the disease exposure packet. The Department contracts with US Health Works to provide follow up appointments if recommended by ER staff. An employee may also seek follow up treatment from their primary care doctor. Upon completion of the review process, a member with an exposure will be directed by the Communicable Disease Control Liaison to the Providence Occupational Medicine Clinic.

~~DON'T TAKE THIS HOME TO YOUR FAMILIES.~~