



# CITY OF MIDDLETOWN

## BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN CONTENTS

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## Policy

The City of Middletown is committed to providing a safe and healthful work environment for all employees. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030 : "Occupational Exposure to Bloodborne Pathogens" (here after referred to as "the Standard").

The ECP is a key document to assist the City of Middletown in implementing and ensuring compliance with the standard, thereby protecting our employees. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

## Program Administration

**Karen J Nocera, Recreation Supervisor** is responsible for implementation of the **Recreation** ECP and will maintain, review the ECP at least annually, and whenever necessary to include modified tasks and procedures.

**Karen J Nocera, Recreation Supervisor** will be responsible for the following:

- providing and maintaining all necessary Personal Protective Equipment (PPE)
- ensuring that adequate supplies of PPE which meet OSHA standards be available in appropriate sizes and that hypoallergenic alternatives be made available to all employees with potential for exposure to bloodborne pathogens
- implementing engineering controls as well as providing and maintaining sharps containers, labels, and bio-hazard bags as required by *the Standard*
- ensuring that all medical actions required by *the Standard* are performed and that
- appropriate employee health and OSHA records are maintained
- arranging and documenting training
- making the written ECP available to employees, OSHA, and NIOSH representatives

## Employee Exposure Determination

The following is a list of all job classifications for all employees who have occupational exposure:

Site Directors and Asst Directors	Please see job description on our website
Counselors and paraprofessionals	Please see job description on our website
Lifeguards	Please see job description on our website

All Instructors and seasonal employees	Please see job description on our website
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## Methods of Implementation and Control

### Exposure Control Plan

Employees covered by the Standard will receive an explanation of the ECP during initial training and be reviewed in annual refresher training. All employees can review this plan at any time during their work shifts by contacting **Karen J Nocera, Recreation Supervisor**. If requested, a copy of the ECP will be provided free of charge within 15 (fifteen) days of the request

### Universal Precautions

All City of Middletown employees covered by *the Standard* will utilize *Universal Precautions* (treating all human blood and other potentially fluids as if they are known to be infectious for HIV, HBV, HCV or other bloodborne pathogens).

### Engineering Controls and Work Practices

**Karen J Nocera, Recreation Supervisor** will ensure that:

- engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens
- sharps disposal containers are inspected and maintained or replaced whenever necessary to prevent overfilling
- new procedures and new products will be evaluated and that updates and reviews of procedures and products will be communicated to employees with risk of exposure when changes occur

**Karen J Nocera, Recreation Supervisor** will arrange for pick-up of contaminated sharps and bio-hazardous waste(e.g.: clothing covered with blood including collection and transportation of bio-hazardous items as well as replacement sharps containers and corrugated waste containers according to the *Medical Waste Disposal Policy*.\*

### Personal Protective Equipment (PPE)

PPE is provided to all employees covered by *the Standard* at no cost. Training in the use of appropriate PPE for specific tasks is provided by **Karen J Nocera, Recreation Supervisor** .

PPE is located at **61 Durant Terrace, Middletown and various program sites**.

The types of PPE available to employees are as follows:

Infection Control Kit	Contents include:disposable coverall, latex free exam gloves,cap,wipes,bag with tie, mask and face shield.
Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.

Employees will observe the following when using PPE:

- wear gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces:
  1. disposable gloves must be replaced if torn, punctured or contaminated, or if their ability to function as a barrier is compromised; never wash or decontaminate for reuse
  2. utility gloves may be decontaminated for reuse if integrity is not compromised but discarded if signs of cracking, peeling, tearing, puncturing, or deterioration
- wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth
- remove immediately, or as soon as feasible before leaving the work area, all contaminated PPE or garments in such a way as to avoid contact with the outer surface
- put contaminated PPE in appropriately labeled bio-hazard bags and containers for storage, laundering, decontamination, or disposal
- if necessary wash hands clean the wound, flush eyes or other mucous immediately or as soon as possible
- remove gloves or other PPE and dispose of in designated red bio-hazard bags

## Housekeeping

Regulated waste (e.g.; contaminated laundry, rags, etc.) is to be placed in containers which are closable and constructed to contain all contents and prevent leakage, appropriately labeled with bio-hazard warning and color-coded closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated surfaces as well as bins, pails and other items are to be cleaned and decontaminated with *Envirox H<sub>2</sub>Orange Concentrate 117* as soon as feasible.

*Note: Refer to Safety Data Sheet (SDS) for appropriate dilution, dwell time, and other usage.*

Contaminated sharps are to be placed in appropriately labeled with bio-hazardous warning, colored-coded puncture-resistant containers. Sharps disposal containers are located at **61 Durant Terrace, Middletown and various program sites.**

## Labels

Red bags and bio-hazard warning labels are used to identify bio-hazardous materials.

**Karen J Nocera, Recreation Supervisor** is responsible for ensuring that red bags and sharps containers with bio-hazard warnings are used as required and is to be notified if regulated waste or contaminated equipment is brought into the work place and is to be notified if regulated waste containers, refrigerators containing blood, or OPIM, contaminated equipment, etc., without proper labels is discovered.

## Laundry

Unless done in house, laundering of contaminated items will be performed by *Riverdale Cleaners* in accordance with the City's *Bloodborne Pathogens Laundering Policy*\* utilizing the following laundering procedures:

- wear gloves when handling and/or sorting contaminated laundry
- handle contaminated laundry as little as possible with minimal agitation
- place wet contaminated laundry in leak-proof, bio-hazard labeled containers before transport
- inform the cleaning facility that materials are bio-hazardous

## Hepatitis B Vaccination

Training will be provided to employees on Hepatitis B vaccinations, safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 (ten) days of initial assignment to all employees identified in the *Exposure Determination* section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

The Hepatitis B Vaccination series can be obtained through *Middlesex Hospital Occupational Medicine* by following the *Hepatitis B Protocol*.\*

Should the employee fail to complete the entire Hepatitis B vaccination series as directed, the employee shall be responsible for the cost of repeating the series if necessary.

**Karen J Nocera, Recreation Supervisor** is responsible for maintaining Hepatitis B vaccination records.

If an employee declines the vaccination series, the employee must sign the *Hepatitis B Declination Form*.\* Employees who decline may request and obtain the vaccination at a later date at no cost.

Documentation of the vaccination refusal is kept at **Middletown Recreation 61 Durant Terrace** .

## Post Exposure Evaluation and Follow-up

**Karen J Nocera, Recreation Supervisor** should be contacted in the event of a bloodborne pathogen exposure and will be responsible for completing the *Blood and Body Fluid Exposure Form*,\* which will document the following:

- the date, time, and location of the incident
- the routes of exposure and how the exposure occurred

- the procedure (s) being performed when the incident occurred
- engineering controls in use at the time, protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)

**Karen J Nocera, Recreation Supervisor** will utilize the *Occupational Exposure Incident Protocol* \* to contact Middlesex Hospital Occupational Medicine following an exposure incident.

*Middlesex Hospital Occupational Medicine* will conduct confidential medical evaluation and follow-up and will attempt, when possible to:

- identify and document the source individual (unless it can be established that is prohibited by state law)
- obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity (if the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed)
- document that the source individual's test results were conveyed to the employee's health care provider
- assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g.; laws protecting confidentiality)
- after obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV, HCV and HIV serological status
- if the employee does not give consent for HIV serological testing during collection of blood for baseline testing, the baseline blood sample will be preserved for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, testing will be performed as soon as feasible
- the exposed employee will receive a copy of the evaluating health care professional's written opinion within 15 (fifteen) days after completion of the evaluation
- Occupational Medicine; and instead, use a personal health care provider of their choice

*Note: The employee may choose to decline evaluation and treatment by Middlesex Hospital own choice Post-Exposure Evaluation and Follow-Up*

## **Administration of Post Exposure and Follow-up**

After an exposure incident, **Karen J Nocera, Recreation Supervisor** will provide *Middlesex Hospital Occupational Medicine* with the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) and circumstances of exposure

## ***Procedures for Evaluating an Exposure Incident***

Karen J Nocera, Recreation Supervisor will review the circumstances of all exposure incidents to determine:

- if appropriate work practices have been followed
- the extent of employee's training

If revisions to this ECP are necessary, Karen J Nocera, Recreation Supervisor will that ensure appropriate changes (included but not limited to an evaluation of safer devices, adding employees to the exposure determination list etc.).

## ***Sharps Injury Log***

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are maintained by Karen J Nocera, Recreation Supervisor. In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a *Sharps Injury Log*.<sup>\*</sup> All incidences must include at least:

- date of injury
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- type of device involved; department or work area where the incident occurred
- explanation of how the incident occurred

*Note: This log is reviewed as part of the annual program evaluation and maintained for at least 5 (five) years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.*

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 (fifteen) working days. Such requests should be addressed to Karen J Nocera, Recreation Supervisor.

## **Employee Training**

All employees (including part-time, permanent and temporary) who have occupational exposure to bloodborne pathogens will receive initial (within 10 days of hire) and annual training.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- an explanation of *the Standard*
- an explanation of our ECP and how to obtain a copy



- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the basis for PPE selection and an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the HBV vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available

## Recordkeeping

### *Training Records*

Records are completed for every employee upon completion of training. These documents will be kept for at least 3 (three) years.

Training records will include:

- dates of the training sessions
- contents or a summary of the training sessions
- an explanation of the signs and labels and/or color coding required by the standard and used
- an explanation of specific City of Middletown policies
- an opportunity for interactive questions and answers during the training session
- names and qualifications of person(s) conducting the training
- names and job titles of all persons attending the training sessions

### **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

**Karen J Nocera, Recreation Supervisor** is responsible for maintenance of the required medical records. These confidential records are kept in **61 Durant Terrace, Middletown and various program sites**. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 (fifteen) working days. Requests should be sent to **61 Durant Terrace, Middletown and various program sites** .



## ***Medical Waste Disposal Policy***

Medical Waste Disposal Services between Pathacura and City of Middletown (herein referred to as “Customer”)

### **Regulated Medical Waste Service:**

Pathacura shall provide collection, transportation of “Biological waste” as is defined in Section 22a-209-15 (a) of the Connecticut Department of Environmental Protection Solid Waste Management Regulations (“CT DEP Reg.”), and according to the terms and conditions of this agreement. “Biological waste” will be transported to an approved regulated medical waste transfer station or disposal site according to CT DEP Reg. Section 22a-209-15 paragraphs (d), (e), (f), & (g). All “non-conforming” Biological waste; which include all wastes not covered under the definition of Biological waste in Section 22a-209-15 paragraph (a) are not covered by this agreement. Tracking of such Biological wastes will be performed in accordance to CT DEP Reg. Section 22a-209-15 paragraphs (h) & (i).

### **Frequency and Location of Services:**

Pathacura is scheduled to provide Regulated Medical Waste Services to Customer on a will-call basis for all municipal locations; including, but not limited to: town hall, police department, health department, board of education, library, and sanitation department.

### **Medical Waste Pricing:**

Customer will be invoiced \$67.50 per 4.2 cubic foot box for performed regulated medical waste service. Pricing includes: pick up and incineration of regulated medical waste box, manifesting and reporting, and replacement of red bag and medical waste box for subsequent service. Additional fuel, shipping, and handling charges will not be applied. Any future pricing increases will be submitted to, and approved by, Customer in writing prior to enforcement. *Sharps containers are not included, but are available at market pricing. (see attached list)*

### **Exclusivity:**

Customer agrees to use no other Regulated Medical Waste disposal service, agent, or method during the term of this agreement.

### **Term of the Agreement:**

This Agreement begins September 1, 2016 for a period of 12 Months. This agreement will then automatically renew for the protection of both parties, but may be cancelled in writing, without penalty, at any time by either party.



Safe & Convenient Disposal of  
Needles, Rx Drugs, & Medical Waste

### **Packaging Medical Waste:**

Make sure a red bag is lining the box. Know what is defined as medical waste as is defined in Section 22a-209-15 (a) of the Connecticut Department of Environmental Protection Solid Waste Management Regulations ("CT DEP Reg."). An overview is the following: Solid or liquid items that have been contaminated with blood, bodily fluids, or feces. Because the individual who contaminated these articles may have been sick. Similarly, items used to handle, store, or dispose of bodily fluids. Diapers, sanitary garments, or empty IV Bags, tubings, cotton swabs, bandages, or any items saturated with bodily fluids. Additionally, any solid or liquids that have been marked as infectious or medical waste.

Do not place loose Sharps, like Needles, blades, or any metal or rigid plastic items that may puncture the bag or box. This is extremely important. Loose Sharps waste cannot be placed into a red medical waste bag as the sharps pose a threat to puncturing the red bag and surrounding cardboard box. Needles, Scalpels, and Razor Blades are all examples of sharps waste.

To properly dispose of sharps waste, you must place them into a sharps container. You may place puncture-resistant, disposable sharps containers in the red bag after they have been properly secured and locked.

Do not place medications, loose needles or other, trash, recycling, trace chemotherapy, or pathological waste in the red medical waste bag. Do not place Solid or Liquid Chemical Hazardous Waste – This potentially harmful waste, not considered Bio-hazardous Waste. There are proper disposal procedures for chemically hazardous waste. In the case of hazardous waste, please immediately contact your supervisor.

### **Scheduling a Pick Up**

Middletown Service Day is every Thursday. When your location is in need of a pick up, you may either:

Call (203) 937-9501 or e-mail [service@pathacura.com](mailto:service@pathacura.com)

Please provide your name, location, address, hours of operation and type of service required (medical waste removal only or medical waste removal and sharp container replenishment). If your facility needs frequent scheduled, you may also request a monthly, bi-monthly, or quarterly service schedule be arranged.

*Pricing subject to change and availability*



### ***Bloodborne Pathogens Laundering Policy***

*All contaminated items must be placed in red bags marked with the biohazardous symbol. Unless cleaned in-house, all biohazardous contaminated laundry (uniforms, clothing, etc.) generated by City of Middletown municipal departments will be handled and laundered in accordance with regulations found in OSHA Standard 1910.30 by:*

***Riverdale Cleaners,  
33 Berlin Road, Cromwell, CT 06416  
Phone: 860.635.1310***

Revised: 8/1/16



534 Saybrook Road  
 Middletown, CT 06457  
 (P) 860-358-2750  
 (F) 860-358-2757

192 Westbrook Road  
 Essex, CT 06426  
 (P)860-358-3840  
 (F)860-358-3843

## ***City of Middletown Hepatitis B Vaccination Protocol***

OSHA mandates employers to provide the Hepatitis B Vaccine (HBV) series at no cost to employees if they are “at risk” of exposure to Hepatitis B.

The Hepatitis B vaccination is series of 3 shots given over a 6 month period. If the employee fails to receive the entire vaccine series as scheduled, the employer is no longer under obligation to cover the cost of the shots.

Vaccination is encouraged unless:

- Documentation that the employee has previously received the series.
- Antibody testing reveals that the employee is immune.
- Medical evaluation shows that vaccination is contraindicated.

If an employee does not want the vaccination, the employee must sign the *Hepatitis B Declination Form*. Employees who decline vaccination may request and obtain the series at a later date at no cost.

Hepatitis B Vaccination for City of Middletown employees is provided by:

**Middlesex Hospital Occupational & Environmental Medicine  
 Outpatient Center  
 534 Saybrook Road, Second Floor  
 Middletown, CT 06457**

*To schedule an appointment call 860-358-2750. Press Option 6. Inform the receptionist that you work for the City of Middletown and would like to receive the Hepatitis B Vaccine.*



## City of Middletown

### OSHA

### ***Hepatitis B Vaccine Declination Form***

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to me.

I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: \_\_\_\_\_  
(parent or guardian signature if under 18 years of age)

Date: \_\_\_\_\_



534 Saybrook Road  
Middletown, CT 06457  
(P) 860-358-2750  
(F) 860-358-2757

192 Westbrook Road  
Essex, CT 06426  
(P)860-358-3840  
(F)860-358-3843

## City of Middletown

### ***Occupational Exposure Incident Protocol***

In the event of an exposure incident of blood or other potentially infectious material to an employee's eyes, mouth, non-intact skin, etc. resulting from the performance of the employee's job duties, the affected employee should:

- Immediately follow recommended guidelines for post-exposure treatment which includes washing the exposed area with soap and warm water and/or flushing the mucous membrane (ie, eyes, mouth, etc)
- Immediately report the exposure incident to supervisor
- Complete any necessary reporting forms as soon as possible
- Call Middlesex Hospital Occupational Medicine & Environmental Center at (860) 358-2750 to be evaluated

*Note: If an exposure occurs outside of normal business hours, select the option to speak to an on-call provider in order to discuss further.*

**Middlesex Hospital Occupational Medicine & Environmental Medicine  
Outpatient Center  
534 Saybrook Road, Second Floor  
Middletown, CT 06457**

Note: Regardless of the time of day, if the incident constitutes a medical emergency, the employee should report to the nearest hospital Emergency Department without delay.





***Blood and Body Fluid Exposure Form***

See attached Fillable Form PDF