

<p style="text-align: center;">WOODLAND CENTERS, INC. Policy Manual</p>	<p style="text-align: center;">Approved</p> <p style="text-align: center;">Concurred</p>	<p>Policy No: WCI-S-602</p> <p>Effective Date: 02/2003</p> <p>Revision Date: 09/2004</p> <p>Page: 1 of 7</p>
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I. SUBJECT: Infection Control Plan

II. APPLICABILITY: All full time and part time staff, independent contractors, and trainees are responsible for compliance with this policy. The Safety Officer has primary responsibility for the implementation and monitoring of this policy.

III. PURPOSE: To ensure the safety and health of staff, clients and visitors in the event of the occurrence of infectious disease at any WCI facility.

IV. POLICY STATEMENT: It is the policy of Woodland Centers, Inc. to establish and maintain an Infection Control Plan, in compliance with all applicable laws, standards, and regulations that includes training regarding the prevention and control of infections and communicable diseases for both staff and clients, when appropriate.

V. DEFINITIONS (if applicable):

- A. OSHA - Occupational Safety and Health Administration/Occupational Safety and Health Act.
- B. Biohazard - Potentially infectious materials including blood and other body fluids.
- C. Category II - Positions on the Crisis Stabilization Unit, Housekeeping and Maintenance. For other positions in this category see Section VI.C.1.
- D. Category III - All other positions.
- E. PPE - Personal Protective Equipment used for protection against a biohazard.

VI. PROCEDURES:

A. Bloodborne Pathogens

1. Certain pathogenic microorganisms can be found in the blood of infected individuals. OSHA refers to these as microorganisms as "bloodborne pathogens." These bloodborne pathogens may be transmitted from the infected individual to others by blood, body fluids, secretions, excretions, mucous membranes and non-intact skin.

Because it is the exposure to the blood or others body fluids that carries the risk of infection, individuals whose occupational duties place them at risk of exposure to blood or other potentially infectious materials that are at risk of becoming infected with bloodborne pathogens and developing disease.

2. Some of the most common diseases which are categorized as bloodborne pathogens include:
 - a. Hepatitis A, B, and C: viral infections which attack the liver and can lead to serious illness and death.

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- b. Human Immunodeficiency Virus (AIDS): virus that causes Acquired Immunodeficiency Syndrome, the fatal disorder that is caused when HIV attacks the immune system.
 - c. Syphilis: a complex sexually transmitted disease. Symptoms include a rash which resembles sores on the skin and damage to the body which can lead to death.
 - d. Tuberculosis: a communicable disease caused by a microorganism that manifests itself in lesions of the lung.
- B. Exposure Control
- 1. Purpose of the Control Plan is to:
 - a. Minimize employee exposure to bloodborne pathogens.
 - b. Classify jobs and titles
 - c. Identify employees at risk
 - d. Define how employees are complying with the standards
 - 2. Method of Minimizing Exposure
 Woodland Centers, Inc. shall provide knowledge, services, and supplies to its employees without charge to ensure a more safety oriented workplace by:
 - a. Identifying and informing employees of their exposure status
 - b. By approaching all persons using universal precautions
 - c. Providing PPE for all employees
 - d. Developing environmental guidelines for the following:
 - 1) Contaminated sharps
 - 2) Linens
 - 3) Regulated waste
 - e. Strategies for compliance monitoring
 - f. Hepatitis B vaccination program
 - g. Hazard communication - labels and signs
 - h. Employee training
 - i. Medical records
 - j. Post-exposure evaluation and follow-up procedures
- C. Method of Compliance
- 1. Exposure Determination
 There are three categories for exposure at Woodland Centers, Inc. based on the rating or risk of occupational exposure.
 - a. Category I, Exposure anticipated (no employees listed)
 - b. Category II, Only occasional exposure anticipated (employees listed are the Medical Director, Psychiatrists, Maintenance Department, nurses, Crisisline and CSU staff, Housekeeping, Resident Manager and on-call therapists)
 - c. Category III, No exposure anticipated (all employees not listed in category I or II).

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8. Cleaning Linens
 Linens will be cleaned in order to prevent the spread of infectious diseases caused by certain microorganisms.
 Soiled linens shall be washed on a daily basis and beds are to be sanitized prior to clean linens being placed on bed.

9. Regulated Waste
 Regulated waste must be removed from areas daily to prevent unnecessary exposure to blood and other potentially infectious materials. These procedures are to be followed:

- a. Place into red bag
- b. Place bag into leak proof container
- c. Store in locked area until removed by the vendor with whom the agency has a contract for this purpose.
- d. All signatures must be completed by all persons involved.
- e. Containers must be sanitized and sprayed with HIV/HBV solution.
- f. Outdated medication, etc. shall be placed into contamination box also for destruction.

10. Hepatitis B Vaccination Program
 All staff listed in Category II are not required to have the series of Hepatitis B vaccine. In the event of an accident or incident where a staff member encounters exposure to blood or body fluid, the employee can be offered the series of shots at Woodland Centers, Inc.'s expense. Exposure records, shot records (HBV) are secured in the Maintenance Office.

D. Hazard Communication Program

1. At Woodland Centers, Inc. this program is in the best interest of the employees, their health, safety and well-being. Under OSHA standards, the employee has the right to the following:
 - a. Right to work in a safe place free from recognized hazards that may cause death or serious harm and to know about any hazardous chemicals in the workplace, potential health hazards, possible health effects and protective measures.
 - b. Right to examine any records kept by the employer regarding their exposure to hazardous materials or the results of medical surveillance.
 - c. OSHA standards also provide that all employees shall comply with occupational safety and health standards and all rules, regulations and orders that are applicable to them.
 - d. MSDS log books are located at each clinic, maintenance and CSU for employees to read. These records show the chemical name, hazard levels, control measures, health levels, precautions and emergency first aid.
 - e. Labeling on containers will be marked informing employees of dangers.

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- f. Training will be issued to staff using chemicals.
- E. Training
 - 1. The Safety Officer will train all staff on procedures for the following:
 - a. Transmission of bloodborne pathogens
 - b. Methods of minimizing exposure
 - c. Methods of compliance for the following:
 - 1) exposure determination
 - 2) universal precautions
 - 3) contaminated sharps
 - 4) personal protective equipment
 - 5) linens
 - 6) hepatitis B program
 - 7) regulated waste
 - 8) engineering and work practice controls
 - 9) environmental guidelines
 - 10) hazard communication
 - 11) compliance monitoring
 - 2. New employees will receive infection control training as part of their orientation within 10 days of their date of hire and annually thereafter.
 - 3. Staff assigned to Category II positions will receive intensive training on the above procedures. Employees in Category III positions will receive basic training on these topics.
 - 4. Information and/or education on communicable diseases is provided to clients as appropriate:
 - a. as part of the individual's treatment plan
 - b. through referral to another health care professional
 - c. through pamphlets, posters and other educational media
- F. Actions to be taken in the event of an exposure:
 - 1. Employee:
 - a. Reports incident to employer
 - b. Completes forms
Consent Form to release information following post-exposure evaluation, testing.
 - 1) Occupational exposure incident report
 - 2) Consent form to draw blood post-exposure
 - 3) Consent form to HIV and HBV testing post-exposure
 - c. Exposure report (employee)
 - d. Receives copy of Healthcare provider's written opinion.
 - 2. Employer:
 - a. Will route employee to Healthcare provider
 - b. Give employee copies of each form signed with a copy of OSHA standards

c. Obtain signature of source individual (if applicable)

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- d. Document events on OSHA 200 and 101 (if applicable)
- e. Receives Healthcare provider's written opinion
- f. Sends previous copy of Healthcare provider's written opinion to employee (within 15 days if completed evaluation)
- g. Give employee copy of Hepatitis status
- 3. Healthcare Provider:
 - a. Has employee completed required Bureau of Worker's Compensation documentation (FRO1-1 First Report of Injury Form)
 - b. Evaluates exposure incident
 - c. Arranges for testing of employee and source individual
 - d. Notifies employer of results of all testing
 - e. Provides counseling
 - f. Provides post-exposure prophylaxis
 - g. Evaluates reported illnesses
 - h. Sends written opinion to employer
 - i. Documents that the employee was informed of evaluation results and the need for any further follow-up
 - j. Determines whether Hepatitis B vaccine is indicated and if vaccine was received

For questions regarding this policy, contact the Safety Officer.