DATE: September 4, 2012

TO: All Employees

FROM: Pam Whipple, Coordinator
Health Services Department

SUBJECT: PROCEDURES TO BE USED IN SCHOOLS FOR THE PREVENTION OF INFECTIOUS DISEASES TRANSMITTED BY BODY FLUIDS: 2012-2013

Resources from the California Department of Education and the Centers For Disease Control are incorporated in the following preventive guidelines. The basic principle promoted by these guidelines is to use Universal Precautions.

BACKGROUND:

The epidemic of the acquired immunodeficiency syndrome/human immunodeficiency virus (AIDS/HIV) infection has created much interest in what precautions can be taken to prevent the spread of all infectious diseases.

Because of the concern generated by AIDS/HIV infection, the California Legislature had mandated that schools inform their employees annually about appropriate methods for preventing the spread of all infectious diseases, with specific information about AIDS/HIV and also Hepatitis B infections (Health and Safety Codes, Sections 120875 and 120880).

In addition, Cal-OSHA, the California Occupational Safety and Health Administration adopted the Bloodborne Pathogens Standard (8-CCR-5193). “Bloodborne Pathogens” are defined as pathogenic microorganisms, which are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus, hepatitis C virus and human immunodeficiency virus. The Standard requires employers to develop plans and adopt practices, which eliminate or minimize employee occupational exposure to blood and other contaminated body fluids. In compliance with the Standard, Sacramento City Unified School District has developed an Exposure Control Plan, which covers the following areas:

1. Exposure determination for employee infection control
2. Hepatitis-B vaccination
3. Control methods including:
   4. Universal Precautions
   5. Engineering controls
   6. Work practice controls
   7. Personal protective equipment
   8. Post exposure evaluation and follow-up
   9. Regulated waste disposal
10. Labels and bags
11. Housekeeping practices
12. Training and education of employees
13. Record-keeping

A copy of the Exposure Control Plan is available for review at every school site and program office within the school district.
UNIVERSAL PRECAUTIONS

The term **UNIVERSAL PRECAUTIONS** refers to a system of infection control in which the body fluids of all persons are treated as if known to be infectious. In the school setting, those precautions should include: hand washing, using disposable gloves, careful trash disposal, using disinfectants, and modifications of cardiopulmonary resuscitation (CPR).

It is critical that universal precautions be used in every instance when handling blood and body fluids because (1) there may be situations where it is not known that a person is infected; (2) persons should not wait until an identified infected student or adult is encountered before practicing infectious disease prevention techniques; and (3) for legal reasons related to confidentiality, there is no requirement that health officials notify school authorities of the results of blood tests for antibody to the HIV virus.

The term “body fluids” includes: blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (such as nasal drainage) and saliva.

**HAND WASHING:**

1. Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practice.
2. All staff should wash their hands in the following circumstances:
   - Before handling food, drinking or eating
   - After toileting
   - After contact with body fluids or items soiled with body fluids
   - After touching or caring for students, especially those with nose, mouth, or other discharges
3. Scheduling time for students to wash hands before eating is suggested to encourage the practice.
4. How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for 15 to 20 seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel.
5. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

**FIRST AID INVOLVING BODY FLUIDS AND CPR:**

1. Avoid direct skin contact with body fluids. Allow the student or staff person to clean their own body fluid spill when this can be done safely. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended.
2. An “occupational exposure incident” is defined as: specific eye, mouth or other mucous membrane, non-intact skin or parenteral contact with **BLOOD** or **blood-tinged** body fluids resulting from the performance of an employee’s duties. If an ‘incident’ occurs, the following steps should be taken by the affected employee:
   - Immediately wash the skin area exposed to body fluids with soap and running water. If it is the eye or mouth, flush with water.
   - Report the incident directly to your supervisor and include the names of everyone directly involved, as soon as possible.

The site administrator, supervisor or designee will report work-related injuries to the District Workers’ Compensation Office at 643-9299 or by fax 643-2329. The SIA Nurse will direct the employee to the appropriate medical facility to determine the need for Hepatitis B vaccination and treatment. The SIA nurse will notify the Health Services Office of all occupational exposure incidents.

Employees working after hours and/or weekends may be directed by their site administrator, supervisor or designee to call the SIA nurse mobile phone directly.

3. **Disposable single-use** latex gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering, etc.). Gloves are standard components for first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices. Latex gloves as well as non-latex gloves are available from the district warehouse.
4. Devices that prevent backflow of fluids from the mouth of a victim being given CPR should be used by rescuers in the school setting. These devices are available through local medical supply companies.

5. Any soiled clothing should be placed in a plastic bag, sealed and placed in a second plastic bag. If soiled with blood, the second bag should be a red biohazard bag, available from the custodian. Label with the student’s name. Send home with the student.

**TRASH DISPOSAL:**

1. All wastebaskets should be lined with disposable plastic bags. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.

2. Waste in which contains recognizable fluid blood is considered biohazardous waste and must be double bagged with the outside bag color-coded red and with a biohazard label. Biohazard waste cannot be disposed of in the dumpster. Health Services will pick up biohazard waste when notified by district sites. Please note: Band-Aids, feminine hygiene products or dressings with a small amount of dried blood are NOT considered biohazardous waste and may be disposed of in plastic bags as regular trash.

3. If needles, syringes, or lancets are used in the school setting or found on the school premises, a special puncture-proof container is available from Health Services. Place intact needles and syringes in the designated puncture-proof container. Do not bend or break needles and do not recap needles. Health Services will pick up and dispose of the containers with a medical waste hauler.

**USING DISINFECTANTS**

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic-lined wastebasket.

2. Mop solution used to clean up body fluid spills should consist of the district-approved disinfectant. Used mops should be soaked in this solution 30 minutes and rinsed thoroughly before reusing.

3. After cleanup, remove gloves and wash hands.

4. If carpet is soiled, clean up immediately with absorbent material and disinfect with district approved disinfectant.

**INFECTIOUS DISEASES**

**WHAT IS AIDS/HIV INFECTION?**

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body’s immune system, leaving the immune system vulnerable to life threatening opportunistic infectious and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV may have no apparent symptoms for up to ten years and may appear to be in good health. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died. There is no known cure for AIDS at this time.

**HOW IS HIV INFECTION SPREAD?**

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection can be transmitted by:

1. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected
3. Accidental needle sticks with needles containing infected blood
4. Direct contact with infected blood on broken skin or mucous membranes (eyes, nose, mouth)
5. Receiving a blood transfusion or blood products from someone who is infected (screening test advancements have reduced this risk)
6. Sharing unsterilized instruments for tattooing, ear piercing, shaving or acupuncture with someone who is infected
7. Being born to or breast fed by an infected mother

**THE HIV/AIDS VIRUS CANNOT BE TRANSMITTED OR SPREAD:**

through air or water by using drinking fountains, toilets, sinks, etc.
by coughing or sneezing through closed-mouth kissing
on surfaces such as phones or door knobs through hugging

(There is no documentation of transmission through these sources.)

**SYMPTOMS OF HIV INFECTION:**

A person could be infected with HIV and not know it because it can take years to damage the immune system enough for symptoms to appear. When symptoms do appear, they often seem like many common illnesses and may include:

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<tr>
<td>Fever</td>
<td>Swollen glands</td>
<td>Loss of appetite</td>
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<td>Night sweats</td>
<td>Diarrhea</td>
<td>Weight loss</td>
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A blood test, which shows the presence of HIV antibodies, confirms HIV infection. As the HIV infected person becomes unable to fight off infections and certain illnesses, the person is diagnosed with AIDS. There is no cure for HIV or AIDS at this time.

**HIV/AIDS RESOURCES:**

**Education:**
Sacramento County AIDS Program (875-6022)

**Testing:**
*Anonymous Testing:*
Sacramento County Department of Health and Human Services (874-7720)

**Medical Treatment:**
CARES (443-3299)

**Information:**
Northern California AIDS Hotline (1-800-367-2437)
   Monday through Friday – 9:00 a.m. to 4:00 p.m.
   Saturday and Sunday – Closed
   www.HIVServicesCa.com
   Operators speak: English, Spanish
AIDS/HIV Night Line: 1-800-273-2437, 5:00 p.m. to 5:00 a.m. every night

**WHAT IS HEPATITIS B?**

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of persons who become infected show symptoms of illness. The onset of symptoms may appear 6 weeks to 6 months after becoming infected with the virus. Five to ten percent of infected adults can become chronic virus carriers. Hepatitis B carriers may or may not have chronic liver disease. Persons with chronic liver disease are at increased risk for developing liver cancer.

**HOW IS HEPATITIS B SPREAD?**

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. A small percentage of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B can be transmitted by:

1. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected
2. Sharing unsterile instruments used for tattooing, ear piercing, shaving or acupuncture with someone who is infected
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected
4. Direct Contact of infected blood with broken skin or mucous membrane (eyes, mouth, nose)
5. Accidental needle sticks with needles containing blood from a virus carrier
6. Being born to an infected mother
7. Sharing toothbrushes of an infected person

**SYMPTOMS:**

Mild fever     Vomiting     Abdominal pain
Fatigue                            Muscle aches                            Nausea
Loss of appetite       Joint aches                                      Urine turns dark
Skin becomes yellowish (jaundice)                                         Stool turns light (clay colored)

HEPATITIS B VACCINATION:

The Cal-OSHA Bloodborne Pathogens Standard requires employers to offer the 3-injection Hepatitis B vaccination series free to those employees who are determined to be occupationally at risk for exposure to blood and other potentially infectious materials as a result of their job duties. Sacramento City Unified School district employees who are determined to be at risk are provided with specific Bloodborne Pathogen Standard training and written information about the opportunity to receive the Vaccination series.

Initial and annual re-trainings are mandatory in order to meet Cal/OSHA requirements for the following job classifications:

- athletic coach
- bus attendant
- bus driver
- campus monitor
- child care worker
- custodian
- elementary school principal, secretary or clerk who perform first aid routinely
- physical education teacher
- plant manager
- plumber
- police officer
- preschool staff
- school community liaison
- school nurse
- special education teacher or aide working with disabled student (of special day classes except LD and RSP)
- walking attendant

Other employees not listed above may wish to discuss the need for Hepatitis B vaccine with their primary care physician. The Hepatitis B vaccination series may be covered by district health plans.

Questions regarding this memorandum may be directed to the Health Services Office at (916) 643-9412.

cc: SIA/School Insurance Authority