

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-040

SUBJECT: Bloodborne Pathogen Training and Vaccination

PAGE(S): 1 of 2

EFFECTIVE DATE: June 1992

Policy:

It is the policy of Cottonwood, Inc. to provide as safe an environment as possible for employees and consumers. In compliance with Occupational Safety and Health Administration (OSHA) regulations, guidelines have been established for the provision of training, vaccination and record keeping for staff, to eliminate or minimize the potential occupational exposure to bloodborne pathogens. Since it is expected of all Cottonwood, Inc. staff, with the exception of production workers, to provide first aid to consumers or to intervene in behavioral situations, the guidelines outlined in this policy will apply to all staff, with the exception of production workers, regardless of job classifications. Production workers may receive the vaccination, however, as a benefit to them. This policy does not apply to temporary workers who are not employees of Cottonwood, Inc. Consumers are not considered to be at risk of occupational exposure as defined by OSHA regulations. Cottonwood, Inc. will provide to applicable staff Bloodborne Pathogen training, vaccine and vaccination during working hours and at no cost to the employee.

Procedures:

1. Within ten days of hire or assuming duties all applicable staff, as described above, will receive training and vaccination opportunities from Human Resources and the Nurse as indicated in the following procedures:
 - A. A copy of the regulatory text of the OSHA standard 29 CFR Part 1910.1030 and an explanation of its contents;
 - B. A general explanation of the epidemiology and symptoms of bloodborne diseases as well as an explanation of the modes of transmission of blood borne pathogens;
 - C. An explanation of the exposure control plan and copy of the written plan if desired;
 - D. A review of Policy No. 03-041, "Sanitation and Infection Control" and 03-042 Post Exposure to Bloodborne Pathogens.
 - E. An explanation of the basis for selection of personal protective equipment;
 - F. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;

- G. An explanation of Cottonwood, Inc.'s post-exposure procedures, evaluation and follow-up, including information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- H. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting incident and the medical follow-up that will be made available; and information on the post-exposure evaluation and follow-up that Cottonwood, Inc. is required to provide for the employee following an exposure incident;
- I. An explanation of the signs and labels and/or color coding as required by the regulation.
- J. An explanation of emergency procedures and any engineering controls that may be in place.

2. Staff will provide an opportunity for interactive questions and answers with the person conducting the training. Questions may be referred to a registered or licensed practical nurse.

3. Training records shall be kept including the dates of the training sessions, a summary of the training, a roster of trainees and the names, titles and qualifications of the trainer(s). These records shall be retained for three years from the date of the training, and a copy shall be made available to the employee upon request.

4. Upon completion of the training and within 10 working days of hire or of being reassigned, the employee or supervisor will make an appointment with the nurse to receive the vaccine or the employee will sign form H declining the vaccine at that time, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reason.

5. If the employee initially declines hepatitis B vaccination but later, while still covered under the standard, decides to accept the vaccination, Cottonwood, Inc. shall make available hepatitis B vaccination.

6. Cottonwood, Inc. shall establish and maintain an accurate record for each employee with risk of occupational exposure, in accordance with 29 CFR 1910.20, for at least the duration of employment plus 30 years. These medical records will be provided upon request for examination and copying to the subject employee and to anyone having written consent of the subject employee.

7. A review of these training components will be done annually by the employee's supervisor at the time of the annual evaluation. The employee will then be referred to the nurse and or Douglas County Health Department for questions and discussion if necessary.