



BLOODBORNE PATHOGENS
GENERAL ORDER #25.00

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Pages: 6

Persons Affected: All personnel

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IACLEA Standards:

Revision History

Replaces SUDPS General Order #25.00 (10/26/2005)

PURPOSE

The purpose of this Order is to explain the responsibilities and steps to be taken by Stanford University Department of Public Safety (SUDPS) personnel when an employee is exposed or suspects they were exposed to a bloodborne pathogen.

POLICY

Cases involving exposure, or possible exposure, to communicable diseases will be handled in accordance with state law, *the Stanford University Department of Public Safety (SUDPS) General Orders and the Stanford University Administrative Guide and related University directives.*



DEFINITIONS

TERM	DEFINITION
<i>Exposure Incident</i>	<i>A specific eye, mouth, other mucous membrane non-intact skin, or parenteral contact (needle stick, human bite, cuts and abrasions) with blood or other potentially infectious materials that results from the performance of an employee's duties.</i>
<i>Blood-borne Pathogens</i>	<i>Microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV), hepatitis C (HCV) virus and human immunodeficiency virus (HIV).</i>
<i>Other Potentially Infectious Materials (OPIM)</i>	<i>The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.</i>

PROCEDURE

A. STATUTES

1. Workers' Compensation laws of California (Labor Code)
 - a. Every worker shall be entitled to Industrial Injury leave when they are unable to perform usual and customary duties because of an injury or illness; (as defined in the Workers' Compensation laws of California).
2. Penal Code section 7510
 - a. Per Penal Code section 7510 the employee shall complete *California Department of Public Health (CDPH) form 8485 - Report of Request for HIV Testing*. (Only applies to deputies/law enforcement officers.)

B. EXPOSURE INCIDENT GUIDELINES

1. Source Person Unknown

In the event of an employee involved exposure *incident* where the source cannot be determined, is not known, or where the source person's actions do not result in new



criminal charges generating an incident report (IR), such as an accident victim, warrant arrest (no new charges), citizen aid, *SUDPS* employees shall:

- a. Follow the same procedure listed in this General Order with the exception of the following:
 - 1) Omit form CDPH 8485 (*Confidential Report of Court Ordered HIV Testing*), and all steps related to *this form* as they are not applicable to this situation.
2. Source Person Known
 - a. In order to ensure the purpose of this Order, the procedures below will be followed in the event of any employee involved exposure *incident* or possible exposure where the "source person" of the exposure is known.
 - 1) All rules of confidentiality regarding the exposure *incident* shall be strictly adhered to by all involved parties.
 - 2) Any exposure or possible exposure *incidents* which occur while an employee is on duty will be immediately reported to the employee's supervisor. *No injury is too minor to report. No repercussions will come from the good faith reporting of an exposure incident or suspected exposure incident.*
 - 3) *Prompt immediate treatment is critical when an exposure incident occurs. The supervisor will ensure that the exposed employee is provided immediate medical treatment at the scene, if necessary.*
 - 4) The supervisor will ensure that the exposed employee is expediently transported for medical attention. Medical attention should be provided within one hour.
 - a) Employees should use the *Stanford University Occupational Health Center (SUOHC)*. In the event of an emergency or *after hours* the employee should go to the *Stanford Hospital Emergency Department* or the nearest Urgent Care Facility. *Employees should recognize that prompt treatment is critical and time sensitive. Treatment should not be delayed.*
 - b) While employees are directed to the *Stanford University* medical facilities listed above, under section 4600 of the Labor Code, this would not preclude the employee from seeking treatment with a personal designated physician or treatment center, provided the employees has a "Pre-designation of Personal Physician Form" filed with *Stanford University* prior to the time of the injury or exposure.
 - 5) The exposed employee shall report to the medical facility for treatment from the attending physician.
 - 6) After the exposed employee receives treatment, the supervisor will supply the following forms to the employee and ensure that the appropriate sections are



completed. Supervisors shall have these forms immediately available to them during their shift.

- a) Form DWC-1- Workers' Compensation Claim
 - b) *Form SU-17- Stanford University Incident Investigation Report*
 - c) Form 6297 - Employee Report (ER)
 - d) *Form CDPH 8479 - Report of Potential HIV Exposure to Law Enforcement Employees (applies to deputies only.)*
- 7) The exposed employee shall submit all completed forms by the end of the shift during which the incident occurred. *If circumstances prevent the completion of forms by the end of the employee's shift, they shall be submitted as soon as possible, but no later than 24 hours after the incident. Supervisors will ensure that completed forms are submitted within the 24-hour time frame.*
- 8) All witness employees shall complete an *ER* form 6297 *by the end of their shift* (pertaining to the exposed employee's injury/illness).
- 9) The supervisor shall advise the employee that exposure counseling is available through the following *facility*:
- a) *Stanford University Occupational Health Center (SUOHC)*
- 10) The supervisor shall collect the forms from the exposed employee and witness employees, and:
- a) Complete the employer's section of the Workers Compensation Claim Form DWC-1.
 - b) Review and sign the *ER* form 6297
 - c) Complete the "*Stanford University Incident Investigation Report*" form *SU-17*. *(Do not out "source person's" name or mention AIDS, HIV positive, etc. Use *descriptive* terms: *bloodborne pathogens* exposure, or exposure to blood, *exposure to OPIM*, etc.)
- 11) The supervisor shall distribute the forms in the following manner:
- a) *Form CDPH 8479 (applies to deputies only)* is to be placed into a sealed envelope, marked confidential, and sent directly to the *SUDPS Business Operations Division (BOD)*.
 - (1) *BOD* shall fax a copy of form *CDPH 8479* to the County Health Department, Attn. Chief Medical Officer/*Health Officer*. *HIV - fax: (408) 885-4249.*



- b) Forms DWC-1, ER 6297 and SU-17 shall be submitted to the BOD for review and signatures. BOD shall forward them directly to the Stanford University Risk Management Department for timely processing.
- (1) If it is expected that the review and signature of the BOD representative will be delayed more than 24 hours, or if serious injury is involved, the supervisor shall fax a copy of the three forms to:
- Stanford University Risk Management Department, 24-hour Hotline (650) 723-9456.
 - Form 8479 is not to be faxed.
- 12) If the exposed employee is a deputy, BOD will coordinate with the Risk Management Department to ensure that CDPH forms 8479 and 8485 are complete and processed in compliance with California Department of Public Health mandates, and pursuant to Penal Code section 7554, no longer than two days after the incident.
- 13) BOD shall be responsible for establishing and maintaining a confidential medical file for the exposed employee. In addition, the BOD shall ensure that all appropriate forms are submitted to the Stanford University Risk Management Department.

C. HEPATITIS B (HBV) VACCINATION RECOMMENDATIONS

1. Stanford University strongly encourages at-risk personnel to be vaccinated. Accepting vaccination is not a condition of employment. The vaccination is available at no cost to Stanford University employees who have an occupational exposure risk to hepatitis B virus (HBV). Follow-up vaccinations and post-vaccination testing to ensure that protective antibodies have developed are also provided at no cost. Stanford University Occupational Health Center provides oversight for the HBV program.
2. HBV vaccination is recommended to all at-risk personnel unless:
 - Documentation of prior vaccination (with receipt of three doses) of HBV vaccine can be provided
 - Documentation of immunity due to previous HBV infection can be provided
 - Documentation of a medical contraindication to vaccination is provided.
3. SUDPS personnel interested in receiving the HBV vaccination should contact their supervisor.



D. LOCAL EXPOSURE CONTROL PLAN

1. *SUDPS BOD will maintain a current Local Exposure Control Plan - Non Laboratory (ECP-NL). It will be available to all employees through the department's PowerDMS program. All supervisors are to remain current on the ECP-NL by reviewing it annually.*

E. IN-SERVICE TRAINING AND PEACE OFFICER STANDARDS AND TRAINING (POST) MANDATES

1. *It will be the responsibility of the SUDPS Personnel and Training Manager to provide annual in-service training, for all deputies, as mandated by POST.*
2. *The Personnel and Training Manager is to provide in-service training to SUDPS employees susceptible to exposure incidents in the performance of their duties as directed by Stanford University's Department of Environmental Health and Safety (EH&S).*
3. *The Personnel and Training Manager will maintain all updates and training records related to the department's ECP-NL for reference by department personnel and review by regulators.*