



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **BLOODBORNE PATHOGENS**

NUMBER:

15.01

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

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OSHA 29 CFR 1910.1030

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PURPOSE: The purpose of this Policy & Procedure is to provide employees of the Sturgeon Bay Police Department with guidelines for preventing the contraction of the AIDS virus, hepatitis B, and other blood borne pathogens.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. GENERAL DISEASE PREVENTION GUIDELINES
- III. WORKPLACE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT
- IV. CUSTODY AND TRANSPORTATION OF PRISONERS
- V. DISPOSAL OF BLOODBORNE PATHOGEN COLLECTIONS
- VI. DISINFECTION

VII. SUPPLIES

VIII. VACCINATION, EXPOSURE, EVALUATION, AND TREATMENT

IX. RECORDKEEPING

X. TRAINING

I. DEFINITIONS

- A. **BODILY FLUIDS:** Blood, semen and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.
- B. **EXPOSURE CONTROL PLAN:** A written plan developed by the Department and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.
- C. **PERSONAL PROTECTIVE EQUIPMENT:** Specialized clothing or equipment worn by employees for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.
- D. **UNIVERSAL PRECAUTIONS:** Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious of the AIDS (HIV) and Hepatitis B (HBV) viruses.

II. GENERAL DISEASE PREVENTION GUIDELINES

- A. The Department's exposure control plan shall provide the overall strategy for limiting exposure to HIV and HBV viruses and responding to potential exposure incidents. The plan is available for review by all employees through request of their immediate supervisor.
- B. The Department subscribes to the principles and practices for prevention of HIV and HBV exposure as detailed in the "universal precautions" prescribed by the CDC and the federal regulation of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, employees shall be guided by these practices and procedures.

III. WORKPLACE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT

- A. In order to minimize potential exposure, employees should assume that all persons are potential carries of HIV and HBV.

- B. When appropriate protective equipment is available, no member shall refuse to arrest or otherwise physically handle any person who may carry the HIV or HBV virus.
- C. Employees shall use protective gear under all appropriate circumstances unless the employee can demonstrate that in a specific instance, its use would prevent the effective delivery of health care or public safety service or would impose an increased hazard to his/her safety or safety of another co-worker.
 - 1. All instances shall be reported by the employee and shall be investigated and appropriately documented to determine if changes can be instituted to prevent similar occurrences in the future.
- D. Disposable gloves shall be worn when handling any persons, clothing, or equipment with bodily fluids on them.
- E. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of potentially infectious material may be generated; and eye, nose, or mouth contamination can be reasonably anticipated.
- F. Gowns, aprons, lab coats, clinic jackets, or other outer garments shall be worn as determined by the degree of exposure anticipated.
- G. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to mouth resuscitation.
- H. All sharp instruments, such as knives, scalpels and needles shall be handled with extraordinary care and should be considered contaminated items.
 - 1. Leather gloves or their protective equivalent shall be worn when searching persons or places or dealing in environments, such as accident scenes, where contact with sharp objects and bodily fluids are anticipated.
 - 2. Searches of automobiles or other places shall be conducted using a flashlight, mirror or other devices where appropriate. Subsequent to a caution frisk of outer garments, suspects shall be required to empty their pockets or purses if a known sharp object, such as a needle is present, to remove the needle from their person.
 - 3. Needles shall not be recapped, bent, broken, removed from a disposable syringe, or otherwise manipulated by hand.
 - 4. Needles, when being collected for evidence, disposal, or transportation purposes shall be placed in departmentally provided puncture-resistant, leakproof containers that are marked as biohazards.

5. Employees shall not smoke, eat, drink, or apply makeup around bodily fluid spills.
6. Any evidence contaminated with bodily fluids shall be completely dried, double-bagged, and marked to identify potential or known communicable disease contamination.

I. Department Lockers

1. All officers are required to bring a full change of uniform, shoes and under garments, and keep them in their locker to meet compliance with the blood borne pathogen protocols for emergency response personnel. Officers are forbidden from taking potentially infected equipment or clothing home until such equipment or clothing is properly cleaned and/or disinfected.

All equipment shall be disinfected in a safe area such as the garage or shower areas. Under no circumstances will officers who may potentially be exposed to into officer work or break areas where an infection may be spread to other employees.

IV. CUSTODY AND TRANSPORTATION OF PRISONERS

- A. Officers shall not place their fingers in or near any person's mouth.
- B. Individuals with bodily fluids on their persons shall be transported in separate vehicles from other persons. The individual may be required to wear a suitable protective covering if they are bleeding or otherwise emitting bodily fluids.
- C. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has bodily fluids present on their person, or has stated that they have a communicable disease.
- D. Suspects taken into custody with bodily fluids on their persons shall be directly placed in the designated holding area for processing. The holding area shall be posted with an "Isolation Area – Do Not Enter" sign.
- E. Officers shall document on the appropriate arrest or report form when a suspect taken into custody has bodily fluids on his/her person, or has stated that he/she has a communicable disease.

V. DISPOSAL OF BLOODBORNE PATHOGEN COLLECTIONS

- A. Supervisors and their employees are responsible for the maintenance of a clean and sanitary workplace and shall conduct periodic inspections to ensure that these conditions are maintained.

- B. All administrative personnel shall determine and implement written schedules as appropriate for cleaning and decontamination based on the location within the facility or work environment; the type of surface or equipment to be cleaned; the type of soil present; and the tasks and procedures to be performed in the area.
- C. All equipment and environmental work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as provided in this Policy & Procedure.
- D. Any protective coverings used in laboratory, evidence custody, or enforcement operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.
- E. Bins, pails, and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazards, and shall be decontaminated as soon as feasible following contamination; as well as inspected and decontaminated on a regularly scheduled basis.
- F. Broken and potentially contaminated glassware, needles, or other sharp instruments shall not be retrieved by hand unless necessary for officer and public safety. Other mechanical means shall be used if possible and shall not be stored in a manner that requires that they be retrieved manually.
- G. Officers shall remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area shall be cleansed in the prescribed fashion.
- H. Contaminated laundry and personal protective equipment shall be bagged or containerized at the location where it is used in departmentally approved leak proof containers but shall not be sorted, rinsed, or cleaned at that location.
- I. Departmental personnel working within this Department's evidence room shall adhere to policy and procedures contained herein, but shall refer to and shall adhere to special safety procedures established for the laboratory workplace.
- J. Only employees specifically designated by the Chief shall discard actual or potentially contaminated waste materials. All such disposal shall conform to established federal, state, and local regulations.

VI. DISINFECTION

- A. Officers who come in contact with another person's blood or other bodily fluids are required to:

1. Take appropriate disinfecting and medical precautionary measures as provided in this policy to ensure their own safety and health.
2. Follow disinfecting protocols for cleaning and disinfecting all areas that have potentially become infected by blood or bodily fluids to include:
 - a) Disrobing then following individual decontamination procedures plus showering and changing into clean clothes.
 - b) Placing all affecting clothing into a hazmat marked bag, and sealing the bag.
 - c) Wearing appropriate preventive attire, then disinfecting all areas which may have become exposed including vehicles (inside and outside), building entryways, other areas in which an exposed person may have entered to include decontamination areas, and all equipment worn and handled by persons during the event and exposure may have occurred.
 - d) Shoes are of particular concern, and must be properly cleaned and disinfected.
 - e) Keeping in mind that certain materials cannot be disinfected, and must be destroyed, such as; unsealed leather items or other such materials which absorb and hold moisture and infectious bacteria and viruses.
3. Report any potential significant exposure immediately to a supervisor, and complete a Department significant exposure report. A significant exposure is defined in Wisconsin State Statute 252.15(1)(em).

NOTE: A copy will be placed in the employee's personnel file, and a copy submitted to the City Clerk so that Workman's Compensation may be notified.

4. Leave the decontaminated bag with the affected clothing in the shower area of the men's or women's room with the door locked until arrangements can be made to have the clothes safely cleaned, and returned to the employee.
- B. Any unprotected skin surfaces that come into contact with bodily fluids shall be thoroughly washed as soon as possible with hot running water and soap for at least 15 seconds before rinsing and drying.
1. Alcohol or antiseptic towelettes or disinfectant lotion may be used where soap and water are unavailable.
 2. Hands and forearms shall be washed as soon as possible after removal of latex gloves following contact with bodily fluids.

3. Hand lotion should be applied after disinfection to prevent chapping, and to seal cracks and cuts on the skin.
 4. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty.
- C. Disinfection procedures shall be initiated whenever bodily fluids are spilled, or an individual with bodily fluids on his/her person is transported in a Departmental vehicle.
1. A supervisor shall be notified, and the vehicle taken to the Department's garage as soon as possible.
 2. Affected vehicles shall be immediately designated with the posting of an "Infectious Disease Contamination" sign upon arrival at the garage, and while await disinfection.
 3. Personnel shall remove any excess bodily fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
 4. The affected areas should be disinfected using hot water, and detergent or alcohol and allowed to air dry.
 5. All police vehicles scheduled for washing and routine maintenance shall, as part of that routine, be cleaned in the interior with an approve disinfectant.
- D. Non-disposable equipment and areas upon which bodily fluids have been spilled shall be disinfected as follows:
1. Any excess bodily fluids should first be wiped up with approved disposable absorbent materials.
 - 2.
 3. A freshly prepared solution of one-part bleach to 10 parts water, or a fungicidal/micro bactericidal disinfectant should be used to clean the area or equipment.

VII. SUPPLIES

- A. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their unit. This includes, but is not limited to, ensuring that:
1. Personal protective equipment in appropriate sizes, quantities, and locations are available;

2. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided, and cleaning, laundering, and disposal, as well as repair or replacement of these and other items is provided; and
 3. First aid supplies and disinfecting materials are readily available at all times.
- B. All Departmental vehicles shall be continuously stocked with the following communicable disease control supplies:
1. Personal protective equipment in appropriate size and quantity for affected personnel to include face and eye protective devices, aprons, disposable gloves and booties, leather gloves, puncture resistant and leak proof containers for needles and other sharp objects, barrier resuscitation equipment and leak proof plastic bags.
 2. Liquid germicidal cleaner.
 3. Disposable toiles (70 percent isopropyl alcohol).
 4. Waterproof bandages.
 5. Absorbent cleaning materials.
 6. "Isolation Area – Do Not Enter" signs.
- C. Officers using supplies stored in their vehicles are responsible for ensuring that supplies are replaced as soon as possible.
- D. Officers are required to keep disposable gloves in their possession while on either motor or foot patrol.

VIII. VACCINATION, EXPOSURE, EVALUATION, AND TREATMENT

- A. All members of the Department who have been determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccination series at no cost within 10 working days of assignment to an occupationally exposed duty. The vaccination shall be provided if desired only after the member has received required Departmental training; has not previously received the vaccination series; and only if not contraindicated for medical reasons.
1. Any member of the Department who declines a hepatitis B vaccination shall sign a Hepatitis B Declination Form. If any member changes their mind after signing the form, they may receive the vaccination at no charge to them.

- B. Any person who has unprotected physical contact with blood or other bodily fluids of another person while in the line of duty shall be considered to have been potentially exposed to HBV and /or HIV.
- C. In case of exposure, a supervisor shall be contacted who shall complete appropriate duty injury correspondence and exposure forms, and shall take appropriate steps to document the means and circumstances under which the exposure occurred.
- D. Immediately after exposure, the officer shall proceed to Door County Medical Center for tests of evidence of infection and treatment of any injuries. In addition, the procedures outlined in Wisconsin State Statute 252.15 regarding restrictions on the use of an HIV test shall be followed.
 - 1. The Sturgeon Bay Police Department shall ensure continued testing of the employee for evidence of infection and provide psychological counseling as determined necessary by the health care official.
 - 2. The employee shall receive a copy of the health care provider's written opinion within 15 days of the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment.
 - 3. Unless disclosure to an appropriate Departmental official is authorized by the officer or by state law, the officer's medical evaluation, test results, and any follow-up procedures shall remain confidential.
- E. Any person responsible for potentially exposing a member of the Department to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease.
 - 1. The person shall be provided with a copy of the test results and a copy shall be provided to the exposed Department employee. The employee shall be informed of applicable state laws and regulation concerning the disclosure of the identity and infectious status of the source individual.
 - 2. Criminal charges shall be sought against any person who intentionally exposes a member of the Department to a communicable disease.
- F. Officers who test positive for HIV or HBV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public, or other members of the Department.
 - 1. The Sturgeon Bay Police Department shall make all decisions concerning the employee's work status solely on the medical opinion and advice of the Departments' health care advisors.

2. The Sturgeon Bay Police Department may require an employee to be examined by the Department's health care officials to determine if he/she is able to perform his/her duties without hazard to him/herself or others.

G. All members of the Department shall treat employees who have contracted a communicable disease fairly, courteously, and with dignity.

IX. RECORD KEEPING

A. The Assistant Chief shall maintain an accurate record for each employee with occupational exposure that includes information on vaccination status; the results of all examinations, tests, and follow-up procedures; the health care professional's written opinion; and any other germane information provided by the health care professional.

B. These health care records shall be retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the employee.

X. TRAINING

A. The Department's training coordinator shall ensure that all members of the Department with occupational exposure are provided with a complete course of instruction on prevention of blood borne diseases prior to their initial assignment.

B. All affected employees shall receive periodic refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.

C. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.

D. The Chief of Police shall ensure that complete records are maintained on employee training to include information on the dates and content of training sessions, names and qualifications of persons conducting the training, and the names of all persons attending the training sessions.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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