

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-042

SUBJECT: Post Exposure to Bloodborne Pathogens

PAGE(S): 1 of 2

EFFECTIVE DATE: July 1992

Policy:

It is the policy of Cottonwood, Inc. to provide as safe an environment as possible for employees. In compliance with the Occupational Safety and Health Administration (OSHA) regulations all employees will be offered immediate post exposure medical evaluation and follow-up should they incur an exposure incident wherein the eyes, mouth, and other mucous membranes or non-intact skin have come into contact with blood or other potentially infectious materials or there has been parenteral contact (i.e. needlestick).

Procedures:

1. After an exposure incident has been determined to have occurred a written report from the exposed employee documenting the route of exposure and the circumstances related to the incident will be submitted to the employee's supervisor.
2. The source individual will be identified as per OSHA guidelines but it is Cottonwood, Inc.'s policy that the health condition of both consumers and employees is personal and confidential. Only after informed written consent has been obtained from the source individual will the source individual be tested for HIV/HBV infectivity. If the source individual declines to be tested, this will be documented in writing.
3. Should consent be obtained results of the testing will be made available to the exposed employee. The employee is charged with protecting the identity and infectivity of the source individual's status as per Cottonwood, Inc.'s policy regarding confidentiality.
4. The designated Healthcare Professional for Cottonwood, Inc. is the Business Health Center (BHC) at Lawrence Memorial Hospital. Employees will be directed to access post exposure care by reporting to the BHC as soon as feasible.
5. The exposed employee will be offered the option of having their blood collected for testing of their HIV serological status. If the employee gives consent, the blood sample will be preserved for up to 90 days to allow the employee time to decide if their blood should be tested for HIV. If within 90 days of the exposure incident the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
6. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the US Public Health Service.

7. An exposure should be treated as any other accident as per policy 02-011 with regard to reporting and documentation.

8. The employee will be given appropriate counseling concerning precautions to take during the period following an exposure incident. The employee will also be given information on potential illnesses to be alert for and will be asked to report any related health problem to the Healthcare Professional.

9. The employee will make available to the Healthcare Professional evaluating the employee following an exposure incident the following information:

- A. A description of the exposed employee's duties as they relate to the exposure incident.
- B. Information about the routes of exposure and circumstances under which exposure occurred.
- C. Results of the source individuals blood testing, if available.
- D. Medical information relevant to the employee's vaccination status or other pertinent information.

10. Cottonwood, Inc. shall then obtain and provide the employee with a copy of the Healthcare Professional's written opinion within 15 days of the completion of the evaluation. The written opinion for post exposure evaluation shall be limited to the following information:

- A. That the employee has been informed of the results of the evaluation by the Healthcare Professional.
- B. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation and treatment.
- C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

11. The written opinion will be maintained in the employee's record in accordance with the guidelines in policy 03-040.

12. All exposure incidents will be evaluated by the employee's supervisor or a member of management staff when appropriate to determine how to prevent such exposure incidents from recurring.

13. In the event of a medical emergency that involves profuse bleeding or hemorrhaging all staff providing First Aid should first call 911 as the injury would most likely be a serious one. All staff are instructed to use universal precautions and personal protective equipment if possible when administering first aid in all situations.