
Purpose

It is the policy of the Cecil County Sheriff's Office to establish rules, regulations, and procedures necessary to protect employees that have been exposed to blood borne pathogens.

Policy

Limits occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood borne pathogens which could lead to disease or death.

Procedure

Definitions

1. **Blood Borne Pathogens:** Pathogenic micro-organism 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 Virus (HCV) and Human Immunodeficiency Virus (HIV).
2. **Contaminated:** The presence or reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.
3. **Occupational Exposure:** A specific eye, mouth, other mucus membrane, non-intact skin, piercing contact with blood or other potentially infectious material that results from the performance of an employee's duties.
4. **Other Potentially Infectious Materials:** The following human fluids: (1) semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures and HIV-or-HBV-containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.
5. **Parenteral:** Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
6. **Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by an employee for protection against a hazard.

A. Exposure Control Checklist

The Cecil County Government Exposure Control Plan contains a procedure for any county employee or deputy sheriff who is exposed to blood borne pathogens (BBP) or tuberculosis (TB). This procedure includes a checklist, Cecil County Sheriff's Office Exposure Determination Checklist, CCSO Form SO-004, that is completed to ensure the person was actually exposed to BBP or TB and needs a follow up examination at Occupational Medicine or the Emergency Department at Union Hospital.

New medications that are used to treat BBP exposures are now able to hinder and possibly prevent the viruses HIV & HBV. The window of time that these medications can be administered is 4 to 8 hours following the exposure. This makes it necessary to have the checklist completed as soon as possible following the exposure so the person can begin their follow up treatment.

1. The necessity of the prompt completion of the Exposure Determination Checklist, CCSO Form SO-004, will be the responsibility of the Duty Officer on duty at the time of the exposure. The checklist form is located in the Omniform, O: Drive, in the CCSO Forms folder labeled "Exposure Determination Checklist"
2. Any questions that the exposed employee/deputy may have that cannot be answered by the Duty Officer may be directed to the Division Commander, or if not available, through the chain of command.

B. Authorization for Examination or Treatment

1. The Cecil County Government Authorization for Examination or Treatment Form is to be completed by the employee/deputy's supervisor and faxed to Risk Management and Occupational Health Services by the end of the supervisor/deputy's shift.

C. Incident Report/ Risk Management-Report of Incident

1. An Incident Report and the Risk Management Report of Incident is to be completed by the exposed employee/deputy, approved by the supervisor and forwarded to County Risk Management by the end of the supervisor/deputy's shift.

D. Duties and Responsibilities

1. Deputy/Employee - will immediately notify his/her immediate supervisor that he/she has been exposed to or the possibility exists that he/she has been exposed to blood or other potentially

infectious material. Wash the affected area thoroughly with soap and water. Hand sanitizer can be used until hand washing can be completed.

2. Duty Officer – when an employee/deputy is exposed or there is a possibility the employee/deputy has been exposed to blood or other potentially infectious materials on an item or surface the Duty Officer will:
 - a. Complete Exposure Determination Checklist, CCSO Form SO-004.
 - b. Will notify Occupational Medicine and insure that the employee/deputy responds immediately to Occupational Medicine during normal business hours. If after normal business hours, the Duty Officer will insure that the employee/deputy responds immediately to Union Hospital Emergency Room for treatment.
 - c. Immediately notify the Lieutenant commanding the employee/deputy's division.
 - d. Insure that the employee/deputy continues to follow up with his/her treatment with Occupational Medicine.
 - e. Insure that copies of all reports, i.e. Exposure Determination Check List CCSO Form SO-004, Cecil County Government Authorization for Examination or Treatment, Incident Report, Risk Management-Report of Incident and medical treatment documentation are submitted to the Lieutenant by the next day.

Note: In the event a defendant/suspect refuses to be tested for Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and/or Human Immunodeficiency Virus (HIV), the supervisor/duty officer is to apply for a search warrant/court order for the defendant's blood to be drawn. If needed, the on-call CID Supervisor should be called for assistance with the search warrant/court order application.