



Brian P. Kemp  
Governor

Gregory C. Dozier  
Commissioner

July 10, 2020

President Ronald Newcomb  
Chattahoochee Technical College  
980 South Cobb Drive  
Marietta, GA 30060

Dear President Newcomb:

Enclosed is the approved and signed copy of the 2020-2021 Exposure Control Plan for Occupational Exposure to Bloodborne and Airborne Pathogens (ECP) for your College. Your ECP has been approved without need for revisions. We appreciate the hard work and dedication you and your staff have shown.

Please contact me directly at [lbeck@tcsq.edu](mailto:lbeck@tcsq.edu) or 404-679-1666 if I can be of service to you or your college in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Anne Beck".

Lisa Anne Beck  
Emergency Manager


(Please send a copy to your College Exposure Control Coordinator, Dr. Christine Yarbrough for College distribution.)

**Exposure Control Plan  
to Bloodborne Pathogens and Airborne  
Pathogens/Tuberculosis  
Chattahoochee Technical College  
Academic Year 2020-2021**

REVIEWED:  DATE: 6/30/2020  
EXPOSURE CONTROL COORDINATOR  
Chattahoochee Technical College

APPROVED:  DATE: 07/01/2020  
PRESIDENT/EXECUTIVE  
Chattahoochee Technical College

REVIEWED:  DATE: 07/06/20  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED:  DATE: 7/8/2020  
DIRECTOR OF CAMPUS SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

**Chattahoochee Technical College**  
**Exposure Control Plan for**  
**Occupational Exposure to**  
**Bloodborne Pathogens and Airborne Pathogens/Tuberculosis**  
**Academic Year 2020-2021**

**INTRODUCTION**

The State Board of the Technical College System of Georgia (SBTCSG), along with its technical colleges and work units, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to eliminate or minimize exposure to bloodborne and airborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" as well as Centers for Disease Control (CDC) "Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Facilities, 2005." In pursuit of this goal, the Exposure Control Plan (ECP) is maintained, reviewed, exercised and updated at least annually to ensure compliance and protection for employees and students.

This Exposure Control Plan includes:

- clarification of program administration
- determination of employee and student exposure
- implementation of various methods of exposure control
  - standard precautions
  - engineering and administrative controls
  - personal protective equipment (PPE)
  - housekeeping
  - laundry
  - labeling
- vaccination for hepatitis B
- evaluation and follow-up following exposure to bloodborne/airborne pathogens (tuberculosis)
- evaluation of circumstances surrounding exposure incidents
- communication of hazards and training and
- recordkeeping

## I. PROGRAM ADMINISTRATION

- A. Christine Yarbrough serves as the Exposure Control Coordinator (ECC) and is responsible for the implementation, maintenance, review, and updating of the Exposure Control Plan (ECP). The ECC will be responsible for ensuring that all required medical actions are performed and that appropriate health records are maintained. Further, the ECC will be responsible for training, documentation of training as well as making the written ECP available to employees, students, and any compliance representatives.

### Contact Information for Exposure Control Coordinator

[Christine.Yarbrough@chattahoocheetech.edu](mailto:Christine.Yarbrough@chattahoocheetech.edu)

Work phone: 770-528-3975

Cell phone: 770-597-2728

- B. Those employees and students who are determined to be at risk for occupational exposure to blood, other potentially infectious materials (OPIM) as well as at risk for exposure to airborne pathogens/tuberculosis must comply with the procedures and work practices outlined in this ECP.
- C. Chattahoochee Technical College is responsible for the implementation, documentation, review, and training/record keeping of standard precautions with respect to the areas of personal protective equipment (PPE), decontamination, engineering controls (e.g., sharps containers), administrative controls, housekeeping, laundry, and labeling and containers as required as assigned to designees. Further, adequate supplies of the aforementioned equipment will be available in the appropriate sizes/fit. Please see list below (also listed as Appendix I.C.) containing contact information for responsible person(s) or department(s) as well as a list of job and/or student program classifications which have potential for occupational exposure.

**Contact Information for Person(s) Responsible for any, some or all the following:  
1. Personal Protective Equipment, 2. Sharps Containers, 3. Biohazard Trash Bags/Containers, 4. Ensuring Faculty, Staff or Student Training and Associated Task Category**

Department	Name of Person	Phone #1	CTC Email Address	Responsibilities	Task Category
Barbering	Frances Carlson	404-971-3324	<a href="mailto:frances.carlson@chattahoocheetech.edu">frances.carlson@chattahoocheetech.edu</a>	1,2,3,4	II
BioMed	Mike O'Rear	404-545-2676	<a href="mailto:morear@chattahoocheetech.edu">morear@chattahoocheetech.edu</a>	1, 2,3,4,	II
Certified Nurse Assistant	Linda Ferrick	770-529-2348	<a href="mailto:linda.ferrick@chattahoocheetech.edu">linda.ferrick@chattahoocheetech.edu</a>	1,4	I

Clinical Laboratory Technology	Robin Aiken	770-528-4537	<a href="mailto:robin.aiken@chattahoochee.edu">robin.aiken@chattahoochee.edu</a>	1, 2,3,4,	I
Commercial Truck Driving	Damon Bieber	470-469-4767	<a href="mailto:Damon.bieber@chattahoochee.edu">Damon.bieber@chattahoochee.edu</a>	1,4	II
Cosmetology - Appalachian	Jeannie Ingram	706-253-4566	<a href="mailto:jeannie.ingram@chattahoochee.edu">jeannie.ingram@chattahoochee.edu</a>	1, 2,3,4,	II
Cosmetology - Marietta	Tonya Harrison	770-528-4541	<a href="mailto:frances.carlson@chattahoochee.edu">frances.carlson@chattahoochee.edu</a>	1, 2,3,4,	II
Cosmetology - NM	Penny Cannon	770-975-4008	<a href="mailto:penny.cannon@chattahoochee.edu">penny.cannon@chattahoochee.edu</a>	1, 2,3,4,	II
Culinary	Frances Carlson	404-971-3324	<a href="mailto:frances.carlson@chattahoochee.edu">frances.carlson@chattahoochee.edu</a>	1,4	II
Dental Assisting	Michelle Peets	404-314-7645	<a href="mailto:michelle.peets@chattahoochee.edu">michelle.peets@chattahoochee.edu</a>	1, 2,3,4,	I
Maintenance/Custodial	Anthony Wilder	770-528-4429	<a href="mailto:anthony.wilder@chattahoochee.edu">anthony.wilder@chattahoochee.edu</a>	1, 2,3,4,	I
Medical Assisting- Appalachian	Sonja Caspari	770-975-4006	<a href="mailto:sonja.caspari@chattahoochee.edu">sonja.caspari@chattahoochee.edu</a>	1, 2,3,4,	I
Medical Assisting- Marietta	Amber Tinner	770-732-5915	<a href="mailto:amber.tinner@chattahoochee.edu">amber.tinner@chattahoochee.edu</a>	1, 2,3,4,	I
Occupational Therapist Assistant	Amy Shaffer	770-529-2447	<a href="mailto:ashaffer@chattahoochee.edu">ashaffer@chattahoochee.edu</a>	1,4	I
Paramedicine (including EMS)	Ryan Dehnert	770-975-4240	<a href="mailto:ryan.dehnert@chattahoochee.edu">ryan.dehnert@chattahoochee.edu</a>	1,2,3,4	I
Physical Therapist Assistant	Dr. Stephanie Puffer	770-975-4083	<a href="mailto:spuffer@chattahoochee.edu">spuffer@chattahoochee.edu</a>	1,4	II
Practical Nursing	Jennifer Baker	770-528-4479	<a href="mailto:jennifer.baker@chattahoochee.edu">jennifer.baker@chattahoochee.edu</a>	1, 2,3,4,	I
Public Safety	Tim Hilley	770-529-2317	<a href="mailto:tim.hilley@chattahoochee.edu">tim.hilley@chattahoochee.edu</a>	1,4	II
Radiography	Jamie Bailey	770-975-4055	<a href="mailto:Jamie.Bailey@ChattahoocheeTech.edu">Jamie.Bailey@ChattahoocheeTech.edu</a>	1,4	II
Registered Nursing - ASN	Casaundra Wyatt	770-443-3643	<a href="mailto:casaundra.wyatt@chattahoochee.edu">casaundra.wyatt@chattahoochee.edu</a>	1, 2,3,4,	I
Surgical Technology	Lorraine Wilderman	770-529-3713	<a href="mailto:lorraine.wilderman@chattahoochee.edu">lorraine.wilderman@chattahoochee.edu</a>	1, 2,3,4,	I

D. *Chattahoochee Technical College* engages in contractual agreements with Evergreen Waste, LLC regarding exposure control for the removal of biohazard waste from the following campuses: Marietta, North Metro, Canton, Appalachian, and Paulding.

E. *Chattahoochee Technical College* engages in training on blood borne and airborne pathogens with material that has been specified by the individuals listed above the included Appendix I.C. to meet occupational needs and administered to new employees performing tasks associated with Category I and Category II. If the new

employee or current employee is unsure or has questions regarding the content of the training, the Exposure Control Coordinator offers one-on-one training with those individuals as immediately as possible. Current employees receive the same training on an annual basis. The protocol for the retention of training records is maintained as an electronic record by the exposure control coordinator. While the college had planned on participating in statewide and/or local POD exercises on March 26<sup>th</sup> of 2019, these events were cancelled due to the COVID-19 pandemic outbreak and subsequent "shelter-in-place" orders from the governor's office.

- F. The protocol for the annual review of the *Chattahoochee Technical College* ECP is reviewed by a peer group of ECCs from the Technical College System of Georgia that meets once a year to review the plan as available. The plan is also reviewed annually by the Health and Safety Standing Committee and a newly organized Advisory Committee. The ECP is retained on the Chattahoochee Technical College intranet for employee access under Aerie, Facilities, contained in a folder marked "Exposure Control" on the lower right side of the Facilities page. Both annual reviews have had to be cancelled due to the COVID-19 pandemic outbreak and subsequent "shelter-in-place" orders from the governor's office.

## II. EXPOSURE DETERMINATION

Employees/or students are identified as having occupational exposure to bloodborne/airborne pathogens based on the tasks or activities in which they engage. These tasks or activities are placed into categories as defined by the 1987 joint advisory notice by the U.S. Department of Labor and the U.S. Department of Health and Human Services. The relative risk posed by these tasks or activities, as well as the measures taken to reduce or eliminate risk of occupational exposure are also determined by the category.

**Category I:** A task or activity in which direct contact or exposure to blood, other potentially infectious materials, or airborne pathogens (tuberculosis) is expected and to which standard precautions apply.

**Category II:** A task or activity performed without exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which standard precautions apply, but exposure to another person's blood or to OPIM might occur as an abnormal event or an emergency or may be required to perform unplanned Category I tasks or activities.

**Category III:** A task or activity that does not entail normal or abnormal exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which standard precautions do not apply.

Employees or students who engage in tasks or activities which are designated as Category I or II, as well as their occupational area, are considered to be "covered" by the parameters of the ECP, including part-time, temporary, contract and per-diem

employees.

The following is a list of job and/or student program classifications which have Category I or II occupational exposure. Included is a list of the tasks or activities or groups of closely related tasks or activities in which occupational exposure may occur for these individuals.

**Personal Protective Equipment Required; Work Practice and Engineering Controls; and Housekeeping Measures are the same as those listed for**

**List specific programs/areas falling under the following categories:**

**Job/Program/Title/Occupational/Program Area**

Maintenance  
Housekeeping  
Facilities  
Police/Public Safety/Security  
Associate Degree in Nursing  
Barbering Diploma  
Central Sterile Processing Certificate  
Certified Nursing Assistant  
Clinical Laboratory Technology degree  
Culinary Arts all TTC's, diplomas and degrees  
Dental Assisting Diploma  
Medical Assisting diploma and degree  
Occupational Therapy Assistant degree  
Paramedicine diploma and degree  
Patient Care Technician  
Phlebotomy Technician  
Physical Therapist Assistant  
Practical Nursing Diploma  
Radiography Degree  
Surgical Technology Diploma

**III. IMPLEMENTATION OF METHODS OF EXPOSURE CONTROL**

**A. Standard Precautions:** All covered employees and covered students will use standard precautions as indicated by the task or activity.

**B. Exposure Control Plan:**

1. All covered employees and covered students will receive an explanation of this ECP during their initial training or academic experience, as well as a review on an annual basis. All covered employees and covered students can review this

ECP at any time while performing these tasks or activities by contacting the appropriate individual listed in I.C. or the ECC. Training will be expanded to all employees on campus to include known risk factors and the use of any PPE provided in order to mitigate the spread of the virus that causes COVID-19.

2. If requested, a hard copy of this ECP will be provided free of charge within 3 business days of request.
3. The ECC will review and update the ECP annually, or more frequently if necessary, to reflect any new or modified tasks or activities that affect occupational exposure and to reflect new or revised employee classifications or instructional programs with potential for occupational exposure.

#### **IV. PERSONAL PROTECTIVE EQUIPMENT**

**Follow standard precautions with regard to personal protective equipment for identified Category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:**

- A. Appropriate personal protective equipment (PPE) is provided to covered employees at no cost and available to covered students at the student's expense. Training/recording keeping in the use of PPE for specific tasks is provided by those individuals listed in I.C. Types of PPE that are provided may be found in Appendix IV. A.
- B. All covered employees and covered students using PPE must observe the following precautions:
  1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
  2. Remove PPE after it becomes contaminated and before leaving the work area.
  3. Used PPE may be disposed of in containers specified as biohazard where contamination occurs or regular trash or laundering where no contamination has occurred.
  4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
  5. Utility gloves may be decontaminated for reuse if their integrity is not compromised. Utility gloves should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
  6. Never wash or decontaminate disposable gloves for reuse.
  7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
  8. Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.



## V. DECONTAMINATION

Follow standard precautions with regard to decontamination for identified Category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

- A. Training/record keeping for decontamination.
- B. For each category I and II task document the decontamination method required.

## VI. Engineering and Administrative Controls:

Follow standard precautions with regard to engineering and administrative controls for identified Category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

- A. Engineering and administrative controls are developed and implemented to reduce or eliminate occupational exposure. Specific engineering and administrative controls for specified tasks or activities (delineated by instructional program or department) are listed below:

Task	Engineering/Administrative Control
Handling needles or other sharp instruments	Used needles and other sharps shall not be sheared, bent, broken, recapped or resheathed by hand (except by use of approved methods). <b>Recapping of contaminated needles or other sharps is prohibited.</b> When recapping of contaminated needles is determined to be necessary for a specific procedure it is to be accomplished using resheathing devices, self-sheathing needles or syringes, forceps or other one-handed method of recapping that has been approved by the program director for that course.
Disposing needles, blades, knives or other sharp instruments.	Immediately or as soon as possible after use, disposable syringes and needles, scalpel blades, and other sharp items shall be placed in an approved puncture-resistant container for disposal. The container shall be leakproof on the sides, bottom and top. Approved containers shall be marked with the international biohazard symbol. Such containers shall be easily assessable at the work-site and located in areas where

	needles and other sharps are commonly used.
Handwashing	Faculty and students shall wash their hands immediately or as soon as possible after removal of gloves or other PPE and after hand contact with blood or O.P.I.M. Faculty and staff should use an anti-microbial skin cleaner as provided by the college or institution when washing their hands.
Handling contaminated waste	Waste Containers used for medical waste (non-sharp items) that are contaminated with blood or O.P.I.M. shall be marked with the international bio-hazard symbol and possess covers to limit access and prevent secondary contamination. Waste shall be segregated, handled and stored in accordance with the requirements of the Blood Borne Pathogens Standard.
Handling contaminated linens and other laundry including but not limited to clothing.	Linen and laundry items soiled with blood or other O.P.I.M. shall be placed in bags that are labeled and identify them as contaminated with potential pathogens or biohazards and prevent soaking through and/or leakage to the exterior. Contaminated laundry items shall be handled with gloves, and individuals must wear gowns, eyewear and/or if necessary to comply with standard precautions according to the extent of presence of blood and OPIM.

- B. Protocol and documentation of the inspection, maintenance and replacement of sharps disposal containers is the responsibility of anyone utilizing such containers listed in I.C.
- C. The processes for assessing the need for revising engineering and administrative controls, procedures, or products, and the individuals/groups involved are detailed below:

*Academic Program Advisory Groups examine exposure control methods during advisory group meetings, and the recommendations are discussed with the ECC by the academic program manager(s).*

## **VII. HOUSEKEEPING**

**Follow standard precautions with regard to housekeeping for identified Category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:**

- A. Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
- B. The protocol for handling sharps disposal containers is that they will be stored in designated areas to be picked up on an as needed basis with a contracted disposal service.
- C. The protocol for handling other regulated waste is that it will be stored in designated areas to be picked up on an as needed basis with a contracted disposal service.
- D. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are easily accessible and as close as feasible to the immediate area where sharps are used.
- E. Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
- F. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

## **VIII. LAUNDRY**

**Follow standard precautions with regard to laundry for identified Category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:**

- A. Contaminated articles will be laundered or sent for laundering on an as needed basis as designated by each program director or plan included college department.
- B. The following laundering requirements will be followed:
  - 1. Handle contaminated laundry as little as possible, with minimal agitation.
  - 2. Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use bags marked with the biohazard symbol for this purpose.
  - 3. Wear the following PPE when handling and/or sorting contaminated laundry: gloves, gown, protective eyewear or footwear as necessary to comply with standard precautions according to the extent of presence of blood and OPIM.

## **IX. LABELING AND CONTAINERS**

**Follow standard precautions with regard to labeling and containers for identified Category I and II tasks. The individuals identified in I. C. are responsible for**

### **implementing and documenting the following:**

- A.** The following labeling methods are used in this facility: red bags and biohazard labels are utilized to identify any specimens, contaminated laundry, sharps containers or any other biohazard containers and or receptacles.
- B.** The persons listed in Appendix IX.B. are responsible for ensuring that warning labels are affixed, or red bags are used as required if regulated waste or contaminated equipment is brought into or out of the facility. Covered employees and students are to notify their instructor or supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

### **X.VACCINATION FOR HEPATITIS B**

- A.** Dr. Christine Yarbrough will be responsible for training individuals in I.C., and each covered individual's supervisor will ensure training is provided to covered employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. Each covered individual's supervisor will ensure the employee receives this training in a timely manner. All persons listed in I.C will ensure that the same content training to covered students.
- B.** The hepatitis B vaccination series is available at no cost after initial covered employee training and within 10 days of initial assignment to all covered employees identified in the exposure determination section of this plan. The hepatitis B vaccination series is available to covered students at cost after initial covered student training and within 10 days of initial assignment to all covered students identified in the exposure determination section of this plan.
- C.** Vaccination may be precluded in the following circumstances: 1) documentation exists that the covered employee or covered student has previously received the series; 2) antibody testing reveals that the employee is immune; 3) medical evaluation shows that vaccination is contraindicated; or (4) following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the covered employee or student within 15 days of the completion of the evaluation. It will be limited to whether the covered employee or covered student requires the hepatitis B vaccine and whether the vaccine was administered.
- D.** However, if a covered employee or covered student declines the vaccination, the covered employee or covered student must sign a declination form. Covered employees or covered students who decline may request and obtain the vaccination at a later date at no cost to covered employees or at cost to covered students. Documentation of refusal of the vaccination is kept in the medical records of the individual.
- E.** Vaccination services will be provided by the Acworth Health Department at 4489 Acworth Industrial Drive, Acworth, GA 30101.

### **XI. POST-EXPOSURE FOLLOW-UP**

- A. Should an exposure incident occur, contact the Exposure Control Coordinator at 770-528-3975.
- B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
  1. Document the routes of exposure and how the exposure occurred.
  2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
  3. For blood or OPIM exposure:
    - a. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's/student's health care provider.
    - b. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
    - c. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.
    - d. Assure that the exposed employee/student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
    - e. After obtaining consent, collect exposed employee's/student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
    - f. If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
  4. For airborne pathogen (tuberculosis):
    - a. Immediately after the exposure of covered employee or covered student, the responsible supervisor, the technical college or work unit Exposure Control Coordinator (ECC) and the authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Bloodborne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.
    - b. The exposed covered employee/student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as possible after the incident. The technical college or

work unit is responsible for the cost of a post-exposure follow-up for both covered employees and covered students.

- c. Any covered employee or covered student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

## **XII. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

- A. Those individuals designated in I.C. responsible for the covered employee or student ensures that the health care professional(s) responsible for the covered employee or student hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of this ECP.
- B. Those individuals designated in I.C. responsible for the covered employee or student ensures that the health care professional evaluating a covered employee or student after an exposure incident receives the following:
  1. a description of the covered employee's or covered student's tasks or activities relevant to the exposure incident
  2. route(s) of exposure
  3. circumstances of exposure
  4. if possible, results of the source individual's blood test
  5. relevant covered employee or covered student medical records, including vaccination status
- C. Exposure Control Incidents for the 2019-2020 year included the following:
  1. 10-25-2019 - Student stuck with needle that was used to give a patient medication. Student was sent for blood draw for HIV, HCV and HBV. Case has been closed in accordance with test results.
  2. 12-2-2019 – Student stuck with a needle that had been used on a patient. Patient's blood was tested for HIV by site which results showed negative Student was sent for blood draw for HIV, HCV and HBV. Case has been closed in accordance with test results.
  3. 1-21-2020 – Student injured by glass capillary tube containing another student's blood. Both students were sent for blood draw for HIV, HCV and HBV. Case has been closed in accordance with test results.
  4. 2-11-2020 – **\*\*Sharp injury\*\*** Student stuck with clean needle. Student remediated about procedures handling sharps. Case closed.
  5. Between March 3<sup>rd</sup> and March 23<sup>rd</sup>, 2020, there were seven student self-reported cases of possible or confirmed contact with a confirmed or alleged COVID-19 positive individual, three student self-reported illnesses possibly due to COVID-19, and one adjunct employee with self-reported illness possibly due to COVID-19.

### **XIII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

- A.** The individuals designated in **I.C.** will review the circumstances of all exposure incidents to determine:
  - 1. engineering controls in use at the time
  - 2. administrative practices followed
  - 3. a description of the device being used (including type and brand)
  - 4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
  - 5. location of the incident (O.R., E.R., patient room, etc.)
  - 6. procedure being performed when the incident occurred
  - 7. training records of covered employee or student
  
- B.** The individuals designated in **I.C.** will submit documentation to the Exposure Control Coordinator to record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.
  
- C.** If revisions to this ECP are necessary, the Exposure Control Coordinator will ensure that appropriate changes are made. will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding individuals/occupational areas to the exposure determination list, etc.).
  
- D.** The individuals designated in **I.C.** will review the circumstances of all exposure incidents must include in a written report any steps determined to prevent identical mishaps including but not limited to further training, changes in engineering practices, or excluding certain clinical sites.

### **XIV. COMMUNICATION OF HAZARDS AND TRAINING**

- A.** All covered employees and covered students who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:
  - 1. a copy and explanation of the ECP;
  - 2. an explanation of the ECP and how to obtain a copy;
  - 3. an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
  - 4. an explanation of the use and limitations of engineering controls, work practices, and PPE;
  - 5. an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
  - 6. an explanation of the basis for PPE selection;
  - 7. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the

vaccine will be offered free of charge to covered employees and at cost to covered students;

8. information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
9. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
10. information on the post-exposure evaluation and follow-up that the employer/college is required to provide for the covered employee or covered student following an exposure incident;
11. an explanation of the signs and labels and/or color coding required by the standard and used at this facility;
12. and an opportunity for interactive questions and answers with the person conducting the training session.

**B.** Training materials are available From the Exposure Control Coordinator.

## **XV. RECORDKEEPING**

### **A. Training Records**

1. Training records are completed for each covered employee and covered student upon completion of training. These documents will be kept for at least three years in a file maintained by the department of Human Resources for all employees and in designated folders in student files for program applicable student records maintained by respective program directors. The training records include:
  - a. the dates of the training sessions
  - b. the contents or a summary of the training sessions
  - c. the names and qualifications of persons conducting the training
  - d. the names and job titles/department of all persons attending the training sessions
2. Training records are provided upon request to the covered employee or covered student or the authorized representative of the employee or student within 15 working days. Such requests should be addressed to the department of Human Resources.

### **B. Medical Records**

1. Medical records are maintained for each covered employee or covered student in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."
2. The Human Resources Department of Chattahoochee Technical College is responsible for maintenance of the required medical records. These confidential records are kept in the department of Human Resources at respective campuses for at least the duration of employment or attendance plus 30 years.
3. Covered employee or covered student medical records are provided upon request of the employee or student or to anyone having written consent of the



employee or student within 3 working days. Such requests should be sent to Susan Gordon, Human Resource Director at Chattahoochee Technical College.

**C. Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Christine Yarbrough, Exposure Control Coordinator, Chattahoochee Technical College.

**D. Sharps Injury Log**

1. In addition to the 29 CFR 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:
  - a. Date of the injury
  - b. Type and brand of the device involved (syringe, suture needle)
  - c. Department or work area where the incident occurred explanation of how the incident occurred.
2. The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers redacted from the report. The Sharp's Injury Log will be reviewed by the Exposure Control Committee annually.