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ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED
PROCEDURES FOR LIMITING EXPOSURE TO BLOODBORNE PATHOGENS

A. PURPOSE

Granite School District is committed to providing a safe and healthy work environment for all employees. The following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030.

B. GUIDELINES

1. Blood and other body fluids are biohazards. While the risk of infection in a school setting is low, employees must assume all blood and body fluids (wet or dry) are potential sources of infection. Body fluids include blood (including drainage from cuts and wounds), saliva, vaginal fluids, breast milk, feces, urine, vomit, semen, and respiratory secretions. Bloodborne pathogens are infectious microorganisms in body fluids that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV).

The checklist below shall be followed in the event an employee must provide first aid:

- Each school shall maintain a complete first aid kit (see Emergency Response Plan).
- Call for emergency care as needed.
- Wash hands.
- Cover any broken skin with a waterproof dressing, wear disposable gloves, eye protection and other personal protective equipment (PPE).
- Encourage needle stick wounds to bleed by squeezing gently.
- Clean and cover the wound with a waterproof dressing.
- Remove gloves and wash hands after assisting.
- Correctly dispose of needles/syringes in biohazard disposal receptacle.
- Dispose of used gloves and disposable towels into plastic bags.
- Contact the parents of injured student and/or refer injured party to seek appropriate medical attention.

- Document the event.

The checklist below shall be followed in the event an employee must clean up blood or other body fluids:

- Make the area safe, prevent inadvertent contact with the spill, and cordon off the area as necessary.
 - Cover any broken skin with a waterproof dressing, wear disposable gloves, eye protection, and other personal protective equipment (PPE).
 - Check for sharps and broken glass. If present, remove safely and place in suitable container. Any sharp items contaminated with blood should be placed in a puncture-proof container and incinerated. Granite School District has medical waste disposal service available.
 - Visible contamination shall be wiped by gloved hands using disposable towels and decontaminated with an approved disinfectant.
 - Items soiled with body fluids shall be doubled-bagged in plastic bags (place with gloved hands into a plastic bag, tie the bag closed, place in another plastic bag, and tie again for disposal or to await laundering). Place a biohazard emblem on the outside bag.
 - Spray area with disinfectant and let sit for the appropriate dwell time (typically 10 minutes; read the label to see disinfectant product's dwell time).
 - Wash linen soiled with body fluid in hot water for 25 minutes. Bleach should be used when appropriate.
 - Wash hands thoroughly with soap and water after exposure to blood/body fluids, whether gloved or not. Proper hand washing includes use of soap and running water and vigorous rubbing of palms, back of hands, between fingers, and under nails for 20 seconds.
2. All necessary supplies (PPE, gloves, bags, hazardous emblems, and disinfectant) are available from the district warehouse.
 3. Certain at-risk individuals are eligible to receive a hepatitis B vaccination at Granite School District's expense.
 4. An employee that is exposed to blood or a body fluid while at work where universal precautions were not able to be used, or where unprotected body parts have come into contact with body fluids, should file a Post Exposure report with the Workers Compensation administrator in Human Resources.
 5. For additional instructions, refer to the Emergency Quick Reference Guide available in each school/work location. Other questions may be directed to Nurse Services at 385.646.4526.

/s/

Dr. Martin Bates
Superintendent