

**(A) INFECTIOUS DISEASES AND  
CLEAN-UP OF POTENTIALLY INFECTIVE ACCIDENTAL SPILLS**

Steps shall be taken to educate students and College employees regarding infectious diseases, such as HIV, and how they are transmitted.

The College shall adopt routine procedures to minimize the transmission of communicable diseases. The most practical approach to managing infective waste is to recognize the potential for causing infection during handling and disposal. All clean-up procedures are to be performed to minimize splashing, spraying or aerosolization of these substances.

- A. Hand washing is a most important preventive measure and shall be done frequently. Use of soap, running water and friction for 30 seconds is a simple technique. Dry with disposable paper towels.
  
- B. Specific precautions shall be taken when there is potential for contact with blood or body fluids.
  - 1. Exposure of open skin lesions or mucous membranes to blood and body fluids shall be avoided.
  - 2. If open lesions (cuts or abrasions) are present, they shall be covered with a bandage or dressing.
  - 3. Disposable latex gloves shall always be worn for clean-up procedures.
  - 4. Face Shields, impervious gowns should be worn for clean-up.
  
- C. Soiled surfaces shall be immediately and thoroughly cleaned, especially if contaminated by blood or body fluids.
  - 1. Cover the spill with disposable paper towels.
  - 2. If the spill is on a counter top or tiled floor covering, saturate the towels with a solution of household bleach and water. Mix 1 part bleach to 10 parts water.
  - 3. In carpeted areas, saturate the towels with an iodophor mixture. Mix 1 part iodophor to 219 parts of water.
  - 4. Either disinfectant shall be left in place for at least 15 minutes before disposing of the paper towels.
  - 5. All disposable materials shall be discarded in a sealable plastic bag.
  - 6. Remove disposable gloves only after all other materials have been placed in the bag, then discard the gloves.
    - a. Pull gloves from the cuff, turning them inside out.
    - b. Pull second glove over the first.

**(B) INFECTIOUS DISEASES AND EMERGENCY CARE**

Recommendations on Precautions for Providers of Pre-hospital Emergency Health Care for Preventing Transmission of Infectious Disease.

- A. Sharp items shall be disposed of in an impermeable, puncture resistant container.
- B. Latex disposable gloves shall be worn when in contact with injured person.
- C. Hands shall be washed thoroughly with soap and water after handling injured persons, blood or body fluids.
- D. Blood and other body fluids can be flushed down the toilet.
- E. Other items for disposal that are contaminated with blood or other body fluids that cannot be flushed down the toilet shall be placed securely in an impervious, heavy duty plastic bag and saturated with a freshly prepared 1:10 bleach solution. The bag shall be sealed and placed inside a second plastic bag which shall be sealed before being discarded into the trash.
- F. Because of the theoretical risk of salivary transmission of infectious disease such as HIV during mouth to mouth resuscitation, a disposable airway shall be used during resuscitation procedures.
- G. Resuscitation equipment and devices known or suspected to be contaminated with blood or other body fluids shall be disposed.
- H. Clean up activities will be governed by **CLEAN UP OF POTENTIALLY INFECTIVE ACCIDENTAL SPILLS POLICY.**

**(C) INFECTIOUS DISEASES AND THE ADMISSION OF STUDENTS**

Based on current evidence, casual person-to-person contact that would occur among college students poses no risk of transmission of serious infectious diseases such as HIV or hepatitis. The existence of an infectious disease will not automatically exclude a prospective student from admission to the College, nor automatically restrict classroom attendance for an admitted student.

- A. Decisions regarding the appropriate educational program for a student with an infectious disease will be made on a case-by-case basis taking into account the student's physical condition and pattern of behavior. Decisions will be made using a team approach and shall involve the student's personal physician and a committee of College personnel involving faculty and student services staff including representatives of the College's allied health disciplines. The student's parents or guardians will be included if he or she is not 18 years of age.
- B. Persons involved in the education of students with infectious diseases shall respect the student's right to privacy, including the maintenance of confidential records. The number of College personnel who are aware of the student's condition shall be kept to the minimum needed to assure proper care of the student. Notification shall be done through a process that insures confidentiality, such as face-to-face contact. Fellow students will not be notified, but all disciplines involving more than casual contact with fellow students or the general public, e.g., all allied health disciplines, shall institute programs of instruction and clinical procedures for infection control.
- C. Individual College programs may have more restrictive admission policies for students with infectious diseases.

**(D) INFECTIOUS DISEASES AND EMPLOYMENT**

Evidence suggests that there is no valid reason to discriminate against persons with serious infectious diseases, such as HIV, in the workplace. Studies show that HIV and many other serious infectious diseases are not transmitted by casual contact such as occurs in most work settings. Furthermore, the Supreme Court's decision in School Board of Nassau County v. Gene H. Arline (1987) holds that infectious disease patients are covered by Section 504 of the Rehabilitation Act of 1973. Also, CDC's transmission studies of HIV show, even in health and home care settings, the risks of viral transmission are extremely low and most cases have been linked to some pre-existing risk factor. Therefore, the existence of a serious infectious disease, such as HIV, will not automatically exclude a prospective employee or provide a basis for reassignment of employees or co-workers or changes in normal workplace procedures except for valid medical reasons noted by a physician or other medical expert.

**(E) INFECTIOUS DISEASES AND ADMISSION TO DAY CARE**

Based on current evidence, casual person-to-person contact that would occur among pre-school children age three and above poses no risk of transmission of serious infectious diseases such as HIV or hepatitis. The existence of an infectious disease will not automatically exclude a pre-school child from services in the Allegany College Day Care Center.

- A. Decisions on whether to exclude or admit a pre-school child to the Allegany College Day Care Center will be made on a case-by-case basis taking into account the youngster's physical condition, neurologic development, and behavior. Decisions will be made using a team approach involving the child's parents or guardians; the child's physician, and a committee of College staff including the Day Care Center Manager, the Dean of Students Services, and selected faculty including representatives of allied health disciplines.
- B. Preschoolers exhibiting certain characteristics or symptoms will be excluded from services in the Day Care Center such as:
  - 1. Those who lack control of body secretions.
  - 2. Those exhibiting behavioral problems such a biting or other aggressive behaviors.
  - 3. Those with potentially infectious lesions.

**(F) HEPATITUS B VACCINATION: Policy/Statement**

It is the policy of Allegany College of Maryland that employees in positions identified as having potential occupational exposure to blood or other potentially infectious materials shall be offered the HBV vaccination free of charge.

The hepatitis vaccination will be made available at a reasonable time and place, within ten (10) working days of assignment, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees may decline the hepatitis B vaccine. Those who decline must sign a statement of waiver. If an employee initially declines the hepatitis B vaccine but at a later date decides to accept the vaccination, the vaccination will be made available at the time to the employee at no cost.

New employees will be required as a condition of employment to have had their hepatitis B immunization. They must provide proof before employment.

If a routine booster dose of the hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available to the employee at no cost.

The college will ensure that the healthcare professional providing hepatitis B vaccine has a copy of the OSHA standard.

The college Personnel Office will be responsible for verification that each employee identified as having an occupational exposure to bloodborne pathogens has had the hepatitis B vaccine or has signed a waiver.

**Post-Exposure Evaluation and Followup**

When an employee incurs an exposure incident, it should be reported to his/her supervisor and to the Personnel Office. An incident report will be completed and maintained in the personnel Office. The individual will be directed to the Health Department for post-exposure evaluation and follow-up in accordance with the OSHA standard.

Notice will be given to the employee that if it is determined that an infection has resulted from the exposure incident, it will be necessary for the employee to communicate back to the Personnel Office as soon as possible to process any insurance work.

**Recordkeeping**

Hepatitis B Vaccine:

The Personnel Office will have a list from all program directors with the names of those employees who have an occupational exposure to bloodborne pathogens. Each employee listed will have in their

personnel file a verification of having been given the hepatitis B vaccine or a statement of waiver.

The Personnel Office will be responsible for assuring that the individual listed have had the vaccine or have signed a statement of waiver.

**Training:**

The training instructor will provide Personnel with a list of those individuals trained. Training records will contain:

- a. Date of training
- b. Name(s) and qualifications of trainer(s), and
- c. Names of individual attending and their job titles.

Training record will be maintained in the Personnel Office for three (3) years from the training date.

Department Heads will be responsible to have the information on all training sessions forwarded to the Personnel Office.

**Post-Exposure Evaluation and Follow-Up:**

The Personnel Office will maintain a master list of reported incidents and maintain with the individual's file a copy of the incident report.

A notation will be made that the individual was referred to the Health Department for evaluation and follow-up in accordance with the OSHA standard. All evaluation and follow-up records for an incident will be maintained by the Health Department in accordance with the OSHA standard.

**(G) UNATTENDED CHILDREN**

In an effort to protect the health and safety of students, faculty, and staff at the Main Campus in Cumberland, Bedford County and Somerset County Campuses in Pennsylvania, all persons doing business on this campus or either of its Pennsylvania Campuses are reminded that they are responsible for any minor children brought to the Campuses. **No** unattended children are allowed on campus.

Even if a child\* is in the company of an adult, the child may not accompany the adult to any class and/or laboratory. There is a very plausible reason for this and it is a matter of safety (Fire Marshal's mandate the number of persons allowed in each classroom and that number may not be exceeded). Additionally, the child's presence may disturb other students in the class.

Efforts to have children cared for elsewhere are the responsibility of the student. However, when possible, Allegany College of Maryland staff members may have additional information about childcare resources.

**\*Child = Any person under the age of eighteen, who is not registered as a credit or continuing education student at the College. Please note that this policy is directed toward presence in classroom and laboratories only.**