

Routine Procedures For Sanitation And Hygiene
When Handling Body Fluids

AR-4075.1

PURPOSE.

To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges are handled properly.

DEFINITIONS.

- I. Occupational Exposure - For the purpose of this administrative regulation 'Occupational Exposure' means reasonable anticipated skin, eye, mucous membrane, or parenteral (piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.) contact with blood or other potential infectious materials (OPIMS) that may result from the performance of the employees duties. OPIMS include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva, etc.

For the purpose of this regulation, employees of the school district, by job classification have been divided into three categories:

- I. CATEGORY I: All employees in the following job classifications in this school district have occupational exposure and should be issued a first aid kit containing the necessary protective clothing and disinfectants needed to render first aid or for cleaning up after a body spills;

Custodians, secretaries, school nurses, bus drivers, athletic director, trainers, coaches, special education teachers, and para-educators who work with exceptional children who may render first aid, and supervisors of playgrounds.

- II. CATEGORY II: Some employees in the following classifications in this school district may have an occasional exposure and should have ready access to a first aid kit with protective clothing and disinfectants available should exposure be eminent:
Building principal, teachers, teacher's aides, para-educators, cooks and persons who occasionally render first aid.

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III. CATEGORY III: Some employees in the central administration and the clerical personnel are unlikely to have any exposure.

The following is a list of tasks and procedures or groups of closely related tasks and procedures in the school district which are to be followed when occupational exposure occurs or is likely to occur:

EQUIPMENT NEEDED.

Hand Soap	Dust Pans	Disposable Plastic Bags
Paper Towels	Water	Disposable Rubber Gloves
Mops	Buckets	Non-Disposable Household Gloves

Disinfectant: Use a tuberculocidal germicidal disinfectant which has been EPA approved to be effective with both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV) or a solution of 5.25% sodium hypochlorite (household bleach) diluted 1:100 (approximately $\frac{1}{4}$ cup of bleach per one gallon of water).¹

PROCEDURES.

I. General

- A. Wash hands and wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- B. Wear new disposable gloves each time and discard contaminated gloves after each use.
- C. Wash hands each time after handling fluids and contaminated articles, whether or not gloves are worn.
- D. Discard disposable items including: tampons, used bandages, and dressings into plastic-lined trash containers with lid. Close all bags, label, and discard daily.
- E. Do not reuse plastic bags.
- F. Use disposable tissues, not handkerchiefs, for nasal drainage or wiping saliva. Dispose of used tissues properly and do not reuse.

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- G. Use paper towels to pick up and discard solid waste materials such as vomitus or feces.
- H. Use disposable items to handle body fluids whenever possible.

REMINDER: All disposable items and supplies used to handle OPIMS body fluids should be bagged, labeled, and disposed of daily.

II. Hand Washing

- A. Use hand soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off.
- B. Rub hands together for approximately ten seconds to work up a lather.
- C. Scrub between fingers, knuckles, back of hands, and around nails.
- D. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- E. Use paper towels to thoroughly dry hands. Turn off water faucet using the paper towel.

III. For Washable Surfaces

- A. For tables, desks, etc.
 - 1. Wear non-disposable/household gloves.
 - 2. Use a tuberculocidal germicidal disinfectant which has been EPA approved to be effective with both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV) or a solution of 5.25% sodium hypochlorite (household bleach) diluted 1:100. Either is suitable for use.
 - 3. When a tuberculocidal germicidal disinfectant is used, handle with care:
 - a. Gloves should be worn since the solution is irritating to the skin.
 - b. Avoid applying on metal since it will corrode most metals.

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4. Apply with a sponge or cloth applicator. Thoroughly wet the surface. Rinse applicator in disinfectant solution. If necessary, polish surface with a dry cloth.
5. Allow to air dry.

B. For floors.

1. Wear non-disposable/household gloves if fluids could get on hands.
2. Use tuberculocidal disinfectant.
3. Use the two bucket system -- one bucket to wash the soiled surface and one bucket to rinse as follows:
 - a. In bucket #1, dip, wring, mop up body fluid spill.
 - b. Dip mop in bucket #1, wring and mop once more.
 - c. Dip, wring out mop in bucket #1.
 - d. Put mop in bucket #2 (rinse bucket) that has a clean tuberculocidal disinfectant.
 - e. Mop area with clean disinfectant solution.
 - f. Return mop to bucket #1, rinse and wring out. This keeps the rinse bucket clean for second spill in the area.
 - g. Place used mops in plastic bag, label appropriately, and send to laundry.
4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
5. Rinse non-disposable cleaning equipment (dust pans, buckets) in disinfectant.
6. Dispose disinfectant solution down sanitary drain.
7. Wash gloves in disinfectant solution or with soap and water. Hang up to air dry.
8. Wash hands as previously instructed.

IV. For Use on Non-washable Surfaces (rugs, upholstery) or in School Transportation Vehicles:

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- A. Wear household or disposable gloves if fluids could get on hands.
 - B. Apply a sanitary absorbing or encapsulating agent, let dry or solidify, vacuum or remove with a dust pan and broom or a spatula. (Note: The combination of the spill and the chemical agent could result in a very slippery encapsulated waste product. Care should be taken to limit traffic in the area to authorized clean-up personnel.)
 - C. Apply rug or upholstery shampoo as directed. Vacuum again according to directions on shampoo container.
 - D. If a sanitizing carpet cleaner is available, use with water extraction method. Following the directions on the label. (An appropriate sanitizing carpet cleaner is Sanex - 2 ounces per gallon of water.)
 - E. Clean dust pan and broom, if used. Rinse in disinfectant solution.
 - F. Air dry.
 - G. Wash hands as previously instructed.
- V. For Soiled Washable Materials: (clothing, towels, etc.)
- A. Rinse item under running water using gloved hands. (household or disposable)
 - B. Place item in plastic bag, label and seal until item is washed. Plastic bags containing soiled washable material must be clearly identified if outside laundry service is used.
 - C. Wash hands as previously instructed.
 - D. Wipe sink with paper towels, discard towels.
 - E. Wash soiled items separately, using hot water and bleach if possible.
 - F. Discard plastic bag in regular trash container.
 - G. Wash hands as previously instructed after handling soiled items.
- VI. For Diaper Change:

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- A. Gather equipment.
- B. Wash hands and wear disposable gloves.
- C. Perform diaper change and do thorough genital cleaning.
- D. Dispose of soiled diaper and gloves in a labeled plastic bag.
- E. Dispose of plastic bag in regular trash.
- F. Wash hands.

VII. For Dish Care:

- A. In special areas where extra sanitation precautions must be taken the following procedures are to be followed:
 - 1. Wear non-disposable gloves to protect hands from chapping and hot water.
 - 2. Dish Washing:
 - a. Dish pans must be used.
 - b. Use hot, soapy water.
 - c. Dip in sanitizing solution. (An appropriate food contact surface sanitizer is F-25 sanitizer - 1 ounce per 4 gallons of water.
 - d. Drain dry.
 - 3. The dishwashing area should be separate from hand washing and diapered areas.

References: U.S. Department of Labor-OSHA, Washington, D. C.

OSHA Instruction CPL 2-2.44B. February 1990.

U.S. Department of Labor-OSHA, Washington D. C.
OSHA Instruction CPL 2-2.44C. February 1990.

U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, Atlanta, Georgia. Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers. February 1989.

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Federal Register, 29 CFR Part 1910.1030, Pages
64175 thru 64182. Occupational Exposure to
Bloodborne Pathogens; Final Rule. December 6,
1991.

1. OSHA Instruction CPL 2-2.44C states: "Products registered by the EPA as HIV-effective are not necessarily tuberculocidal and are therefore not necessarily effective against HBV which is more resistant to inactivation than is HIV...."

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