

**Takoma Park / Silver Spring Security Office Bloodborne Pathogen Exposure Control Plan**

**Facility Name:** Montgomery College-Takoma Park / Silver Spring Campus  
 Department of Public Safety & Emergency Management  
 State of Maryland

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**EXPOSURE TO INFECTIOUS DISEASE:**

Exposure occurs when the infectious agent has the opportunity to enter the body.

8. **Percutaneous Exposure** occurs when blood or body fluid enters the body through a cut, abrasion, insect bite, or other open wound in the body.  
**Talking to or touching an infected person cannot transmit Bloodborne diseases.**

b. **Mucocutaneous Exposure** occurs when blood or body fluid contacts the mucus membranes of the eyes, nose, or mouth. TB and Meningitis are airborne diseases that are transmitted by droplet infection, and may contact the mucus membranes by being in the presence of a carrier who coughs or sneezes.

**EXPOSURE DETERMINATION;**

Job Classification in which all employees have occupational exposure:

<b>Position Title</b>	<b>The number of employees holding Position</b>	<b>Full-time or Temporary</b>
Security Manager	1 – TP/SS Campus	Full-time
Security Administrative	1 – TP/SS Campus	Full-time
Security Shift Supervisors	4 – TP/SS Campus	Full-time
Security Officers	20+ TP/SS Campus	Full-time
Security Temporaries	4 + TP/SS Campus	Temporary
Building Services Manager	1 - TP/SS Campus	FT
Building Services Supervisors	3 - TP/SS Campus	FT
Building Services employees	32 - TP/SS Campus	FT
Facilities Trades - Plumber	1 - TP/SS Campus	FT

Job Classification in which some employees have occupational exposure, and the task/procedure, which results in exposure: See the above Job Classification Grid. The temporary positions listed above currently have no job classifications for which some employees have occupational exposure.

Employees listed above have occupational exposure to Bloodborne Pathogens due to the following job classifications:

- In the performance of emergency medical care and/or minor medical calls as needed.
  - In the performance of routine duties where altercations may occur.
- In the performance of routine duties related to cleaning restrooms, bodily fluids cleanup following injuries or medical situations on campus, such as athletics or sports injuries, employee/student/visitor health problems.
- In the performance of routine duties related to plumbing repairs, sewer back-ups etc.

## **IMPLEMENTATION SCHEDULE**

### **Universal Precautions:**

Universal precautions shall be observed within the Facilities and Public Safety Department to prevent contact with blood and other potentially infectious fluids and materials **at all times**. All substances, blood, and other bodily fluids shall be considered infectious **at all times** and treated as such.

### **Controls:**

Engineering and work practice controls shall be used to eliminate or minimize exposures within the Facilities and Public Safety Department. Personal protective equipment (PPE) shall be used in conjunction with controls.

### **Engineering Controls:**

The Facilities and Public Safety Department shall initiate the following engineering controls, and the schedule for their review and maintenance:

- The Facilities and Public Safety Department shall have a disposable sharps container available and shall be used whenever appropriate.
- The disposable sharps container shall be inspected each shift.

Tongs shall be kept with the sharps container for use to pick up needles and other sharps.

Facilities Office will ensure broken glass boxes are provided in laboratories and other areas where the need is indicated by repeated occurrence of broken glass in trash containers.

Employee hand washing facility is available at all times in buildings around campus. Most buildings are open to access from 7:00 am to 10:30 pm. Public Safety staff also have 24-hour access to hand washing room 101 of the CB Building for Public Safety. Facilities staff have access to hand washing facilities in some of the janitor closets, and in all restrooms. Employees working in restrooms must wash their hands prior to leaving the restroom.

The Department reviews its engineering controls annually to ensure their effectiveness, and solicits input for this review from all staff.

### **Control (PPE):**

The Facilities and Public Safety Department shall issue protective gloves and masks to be worn as part of their uniform equipment.

The Facilities and Public Safety medical jump bags shall have an ample supply of protective equipment to include gloves, eyewear, masks, and bio-bags.

**Schedule:**

All Public Safety Officers shall be responsible for inspection of their masks and gloves on a daily basis.

All Public Safety Officers shall be responsible for inspection of personal protective equipment located in all medical jump bags and treatment rooms.

All Public Safety Officers shall be responsible for reporting lack of and/or defect of personal protective equipment. Reports shall be made directed to the Campus Facilities and Public Safety Manager **in writing**.

**Exposure Procedure:**

- An “Exposure Incident” is when an employee suffers one or more of the following:
  - Needlestick
  - Cut by contaminated sharp
  - Blood or body fluid on your broken skin
  - Blood or body fluid in a mucous membrane (eyes, nose, mouth)
  - Bloody tissues, pads, bandages, textiles,

“Bodily fluids” means: Vomit, Eye discharge Nose or throat discharge, Blood, Feces, and Urine.

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- “Sharps” means - Used needles, Broken glass or other sharp objects contaminated with blood.

**A. Immediate Self-Care:**

- Percutaneous: wipe off excess blood from skin and scrub area with soap and water or antiseptic cleaner for 5-10 minutes. If the wound is bleeding, allow bleeding to remove any contaminants. If soap and water are not immediately available, apply alcohol until proper disinfecting measure can be taken.
- Mucocutaneous: flushing eye(s) thoroughly for a minimum of 15 minutes and/or rinse mouth with saline or water.
- As soon as patient care allows, wash your hands and the wound thoroughly. If mucocutaneous exposure, wash face and flush eyes as necessary.
- Have the emergency department Physician assess and provide treatment for wound as needed.

**B. Follow-Up Procedure:**

- After self-care, immediately notify direct supervisor and manager of Facilities or Public Safety. Supervisors and managers must immediately contact the Environmental Safety Manager and the HRSTM office for referral to the Concentra walk-in clinic. Regardless of the type of exposure, the employee

must visit the 24-hour clinic and see a physician for BBP exposure. Environmental Safety will provide guidance and coordinate with the employee, the clinic, and HRSTM.

- Documentation of the circumstances concerning the incident shall be made by the Senior Public Safety Officer on duty through a Public Safety Incident Report including all details, witnesses, and pictures as applies.

### **C. Personal Protective Equipment (PPE):**

Consider any patient's blood or bodily fluids to be infectious. Clothing that has been contaminated by blood or other potentially infectious materials must be removed as soon as feasible.

#### **Gloves:**

- All personnel must don appropriate protective gloves **PRIOR** to arrival at the scene of any EMS incident.
- Gloves **MUST** be worn:
  - Anytime contact with blood or bodily fluids are possible.
  - During the decontamination and/or disinfecting equipment.
- Gloves may only be removed when it has been determined the risk of exposure to a communicable disease does not exist.

#### **Masks:**

- Are utilized any time blood or bodily fluids may splash in face or droplet infection is suspected.
- Are utilized any time potential or known TB or meningitis patient, place mask on the patient.
- Pocket masks with one way valve shall be used to prevent the transmission of disease when mouth to mouth ventilation's are performed.

#### **Eye Protection:**

- Utilized any time blood or bodily fluids could splash in eyes, such as active bleeding, vomiting or in dealing with mentally disturbed individuals.

#### **Gowns:**

- Indicated for situations such as childbirth or uncontrolled bleeding. Contaminated clothing is considered infectious.

*Protection of broken skin should be made with a Band-Aid or a dressing. Never leave any contaminated material at the scene.*

## **WORK PRACTICE CONTROLS**

The Facilities and Public Safety Department shall follow the below procedures:

### **General Requirements:**

- Facilities and Public Safety Personnel shall wear gloves on every medical incident and shall arrive at the scene wearing such.
- The responding crew shall assess the scene and determine the need for further protection such as eyewear masks and/or gowns.

### **Hand Washing:**

- Facilities and Public Safety Officers following contact with any patient, upon completion of the medical incident, shall wash their hands thoroughly prior to touching themselves and/or others.

### ***To remove disposable gloves:***

- Pinch off the cuff of the left hand and pull the left glove over and off the left hand. Repeat the same procedure for the right glove.
- Remove paper towels from the dispenser and use the towel to turn on the water to a warm (not hot) temperature. Discard the paper towel in the refuse container.
- Wash hands and use antibacterial soap (approximately 1 teaspoon to clean. Hands shall remain below elbow level while washing. Work soap in circular motion for approximately two minutes. Assure fingernails are clean.
- Rinse hands thoroughly. Use paper towels to turn off the water and dispose of the paper towels in the refuse container.

In a situation where running water is not immediately available the employee shall use either disinfectant towelettes or waterless hand cleaner. As soon practical the employee shall wash their hands in the above-prescribed manner.

## **DISPOSABLE AND REUSABLE SHARPS**

The following procedure for handling sharps shall be followed:

In medical situations where needles or other sharp items are used by the patient, such as diabetic insulin, anaphylactic shock, etc., the following procedure shall be implemented:

- Have the patient dispose of the sharps in a sharp container as soon as possible.
- Never leave sharps lying around.
- Never leave any contaminated material at the scene.

Sharps Containers shall be inspected each shift and disposed of when full. The container is placed in a red bio-bag and delivered to the medical waste boxes managed by the Biology Laboratory Coordinator of each campus. Notify the Lab Coordinator or leave clear note explaining the source of the sharps container. Unidentified sharps containers will be reported to Environmental Safety and will lead to investigation for the source.

## **EQUIPMENT DECONTAMINATION**

The charge person (the primary person handling the call) cleans all non-disposable equipment used in patient care after each use. This includes the bed, splints, cervical collars, stethoscopes, etc.

Any equipment that comes in contact with blood or bodily fluids needs to be cleaned and disinfected. The procedure to disinfect includes:

- Wearing gloves and other protective devices as needed.
- Clean item(s) by using one or more of the following agents:
  - A freshly mixed solution of 1 part bleach to 9 parts water on surfaces. Air-dry and rinse.
- All disposable sharps equipment is placed in sharp containers.
- Items such as contaminated dressing, sheets, etc., shall be placed in a red bio-bag and transported to the hospital with the patient. Laundry is placed in the red bio bag and disposed of as soon as possible.

If you need further disposal instructions contact the Environmental Safety Office for disposal instructions at 240-567-4308.

## **HEPATITIS B VACCINATION**

Hepatitis B vaccinations and routine booster shots will be provided at no charge to the employee by:

Concentra  
803 Russell Avenue Suite 1A & 1B  
Gaithersburg, Maryland 20897  
Phone: 301-869-0700

Confidential post-exposure evaluation and follow-up by Secure Medical Care of Gaithersburg will be made available to a staff member following a report of an exposure incident.

Employee's not willing to participate in obtaining the vaccination shall submit a declination Hepatitis B vaccination form to the Human Resources Department.

**An employee may request the Hepatitis B vaccine series at any time, even after submitting the declination form**

#### **INFORMATION AND TRAINING**

Initial Training for new employees will be coordinated through the Environmental Safety Office prior to the employee performing tasks where occupational exposure might take place. If the employee is unable to attend the New Hire Safety Orientation, they will take the online BBP Prevention Training through MC Learns, and supervisors or managers will provide instructions regarding the vaccine, declination, and exposure incident follow-up actions.