

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 285	Rescinds: New Issue
Subject: Exposure Control Plan for Infectious Diseases	NYS Accreditation: 3.1
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish guidelines for members/employees involving situations in which they may come in contact with a person(s) infected with a communicable disease or contact with the bodily fluids of another. Further, to establish policy within the Seneca Falls Police Department relative to the safe handling, packaging, transportation and disposal of infectious or potentially infectious waste.

The Seneca Falls Police Department recognizes that employees may be exposed to communicable diseases, which can be transmitted by direct contact with an infected individual, and/or through contact with the bodily fluids of another. This Exposure Control Plan has been established to minimize the risk of exposure to infected individuals, bodily fluids and infectious waste. Any direct exposure to the bodily fluids of another person should be considered as a possible exposure to a communicable disease. All infectious waste shall be handled in a manner consistent with the procedures set forth in this Exposure Control Plan.

II. POLICY

- A.** The Seneca Falls Police Department's Safety Officer shall be responsible for the coordination of communicable disease exposures.
- B.** The Seneca Falls Police Department will provide all employees with up-to-date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.
- C.** The Seneca Falls Police Department will make available appropriate protective equipment to employees who, through normal duty activities, may come into contact with blood or body fluids. It is the responsibility of the employee to utilize any or all of the equipment as the employee deems necessary. If the employee chooses not to or, due to the urgency of the situation, is unable to utilize any of the equipment, the circumstances will be investigated by a supervisor and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.
- D.** Following any on-duty exposure to a potentially communicable disease, or health/safety issue, the Seneca Falls Police Department will provide a "Designated Officer" (DO) who will assist the exposed employee with obtaining information concerning the "source individual" (see Section III., Definitions, parts C. and H. of this order). The Designated Officer will facilitate the testing of the exposed member as well as ensure that the proper follow-up procedures, such as the exchange of information and the

appropriate treatment, are given to the employee in a timely manner. The Designated Officer will also assist the employee in obtaining any counseling as recommended by the attending physician and will ensure that all information requested by or given to the exposed employee will be held in strict confidence. Additional duties of the Designated Officer are outlined in Section IV.E.2.a-e of this order.

- E. The Seneca Falls Police Department will make available vaccinations for the Hepatitis B-type virus to all sworn personnel who may run the risk of exposure to Hepatitis through contact with blood. If any employee chooses not to receive the vaccination series for any reason, at the time the series is being made available, the employee will sign a declination form which will be retained with the employee's personnel record. Any employee, while still employed by the Seneca Falls Police Department, may choose to receive the vaccinations at a later date by notifying the Designated Officer (DO). All new employees will be offered the vaccinations on their hire date and will complete a form indicating their request to have the vaccination or their refusal.

III. DEFINITIONS

- A. Bodily Fluids: Liquids including blood, semen, and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.
- B. Communicable Disease: Those infectious illnesses that are primarily transmitted through the body fluids of an infected individual or, in the case of Tuberculosis, through the inhalation of infectious airborne particles.
- C. Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- D. Biohazardous Evidence: Any evidence containing blood or body fluids, or any evidence stained or contaminated by blood or body fluids. All evidence of this type is presumed to be hazardous and will be handled accordingly.
*NOTE: Employees will take blood or body fluid stained property into custody only when needed for evidence.
- E. Acquired Immune Deficiency Syndrome (AIDS): AIDS is a disease characterized by complications indicative of an underlying immune deficiency. The viral agent identified with AIDS is known as Human Immuno-deficiency Virus (HIV). As a result of this deficiency, victims develop a variety of infections as well as certain forms of cancer. An AIDS infection is usually characterized by sudden extreme weight loss, swollen glands, joint pain, and ulcerated sores or lesions on the body. However, many infected persons may exhibit no immediate symptoms.

Any persons engaged in high-risk investigatory activities such as those dealing with drug abuse, prostitution, crime scenes where blood or other body fluids are present, serious accident investigation, or are involved in the collection, analysis, and storage of blood-smear and otherwise possibly contaminated evidence are at risk of being exposed to the AIDS virus.

AIDS is a blood borne disease transmitted by direct contact with blood, semen, and possibly other body secretions of an infected person. Sexual activity and intravenous drug abuse are the primary methods of transmission of the AIDS virus.

There is no evidence that the disease is transmitted through casual contact, or through the air.

- F. Tuberculosis (TB):** TB is a highly infectious bacterial disease that primarily infects the lungs of its victims, although it may also be present in the bones and other parts of the body. TB is usually characterized by persistent cough, fatigue, chest pain, breathing difficulty, or spitting up blood. Persons with active TB may appear well, in spite of the fact that they may be in an advanced stage of the disease. High risk conditions include:
1. Having a person displaying TB symptoms or with a known TB history, sneeze, cough, laugh, shout, spit, or project droplets of saliva directly into the face of another.
 2. Drinking from the same glass, eating with the same utensils, or smoking the same cigarette used by a person displaying TB symptoms or with a known TB history.
 3. Performing cardio-pulmonary resuscitation (CPR) on a possible TB infected person without the use of the department-issued CPR mask.
 4. Close contact with persons with poor personal hygiene, especially those with severe coughing or other TB symptoms.
 5. Entering unsanitary environments and overcrowded residences with poor sanitary facilities, particularly if inhabited by known TB carriers.
- G. Hepatitis:** Hepatitis is an infection of the liver caused by the hepatitis virus type A, B or C. Hepatitis A infection is usually characterized by yellowing of the whites of the eyes and skin, fever, fatigue, upset stomach, possible vomiting, abdominal pain, and dark colored urine. Hepatitis B infection carries the same symptoms as Hepatitis A, only more severe in nature and with much longer recovery period. Hepatitis B symptoms also may include skin rashes, muscle aches, and pain in joints. Persons infected with hepatitis may show no symptoms. Hepatitis C has the same symptoms as Hepatitis A and B, yet the form of hepatitis is non-curable. In regards to contracting the disease:
1. Hepatitis A enters through the mouth, multiplies in the liver, and is passed in the feces. The virus can then be carried on an infected person's hands and can be spread by direct contact, or by consuming food or drink that has been handled by the individual. In some cases, it can be spread by consuming contaminated water.
Hepatitis can be spread by casual contact.
 2. Hepatitis B virus can be found in the blood and, to a lesser extent, saliva, semen and other body fluids of an infected person. It is spread by direct contact with infected body fluids; usually by needle stick injury or sexual contact. Hepatitis B virus is not spread by casual contact.
 3. Hepatitis C virus occurs most often in people who received a blood transfusion prior to July 1992 or who have shared needles. Like hepatitis B, hepatitis C is spread by exposure to blood from an infected person, such as through a blood transfusion or sharing needles. The risk of sexual transmission has not been thoroughly studied but appears to be small. Hepatitis C cannot be spread by casual contact.
- H. Ryan White Act:** Federal regulations published in the Federal Register (59 F.R. 13418) and based on Title IV, Subtitle B of the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (Ryan White Act), state that medical facilities are required to evaluate and disclose relevant information concerning Emergency Response Employee

(ERE) exposure to specific airborne and blood borne infectious diseases, including HIV. Disclosure may be made only to designated officers of Emergency Response Employees after a determination is made that the employee was exposed to an infectious disease listed in the federal regulations. The information to be disclosed by the medical facility may not include patient name and address. Disclosure of exposure to infectious diseases is mandated within 48 hours of receipt of a written request for information from the Emergency Response Employee's Designated Officer.

**NOTE:* Federal law does not mandate HIV testing of patients. In those cases in which there is positive or negative evidence of possible HIV infection, the facility must advise the patient that federal law requires disclosure of the information to the requesting Emergency Response Employee through the Designated Officer (DO). Disclosure to the Designated Officer is required, by law, even without the patient's consent.

IV. PROCEDURES

A. Communicable Disease Prevention

1. In order to minimize potential exposure to communicable diseases, employees should exercise UNIVERSAL PRECAUTIONS and assume that all persons are potential carriers.
2. Disposable latex gloves should be worn when it can be reasonably anticipated that the employee may have hand contact with blood, potentially infectious materials, mucous membranes, and when handling or touching contaminated items or surfaces. It is strongly encouraged that disposable latex gloves be carried on the person of all officers at all times. Latex gloves will be provided by the Seneca Falls Police Department.
3. Masks in combination with eye protection devices and a gown or apron should be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, mouth, or uniform contamination can be reasonably anticipated.
4. Plastic mouthpieces or other authorized barrier/resuscitation devices should be used whenever an employee performs CPR.
5. All sharp instruments such as knives, scalpels and needles will be handled with extraordinary care and should be considered to be contaminated items.
 - a. An initial visual search of the area should be conducted, using a flashlight where necessary. Employees should exercise extreme caution when placing their hands in areas where sharp instruments might be hidden. The suspect should also be asked to remove such objects from his person after the employee has conducted a pat-down search.
 - b. Needles will be placed in a puncture-resistant container when being collected for evidence or disposal and transported in this manner from the collection scene to the Property Clerk's Office. The Property Clerk's Office will not accept any needles or potentially bio- hazardous sharp objects that are not properly secured and labeled.
 - c. Needles will not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.

6. Employees should not smoke, eat, drink, or apply cosmetics (including lip balm) or handle contact lenses around body fluid spills or when there is a reasonable likelihood of exposure to communicable diseases.
 7. Any evidence contaminated with body fluids will be dried, boxed or bagged, and labeled as a "BIOHAZARD" to identify potential or known communicable disease contamination. This evidence will include the DWI evidence collection kit as well as the sexual assault evidence kit, and all sexual assault evidence. Evidence collection kits must be labeled before leaving the hospital and will only be accepted by the Property Clerk's Office when appropriately labeled.
 8. Food and drinks will not be kept in or on refrigerators, freezers, shelves, cabinets, or countertops or bench tops where blood or other potentially infectious materials are present.
 9. Employees will wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment.
- B. Transport and Custody of Persons Suspected of Carrying a Communicable Disease**
1. When appropriate protective equipment, such as latex gloves, etc., are available, no employee will refuse to arrest or otherwise physically handle any person who may have a communicable disease.
 2. An individual may be asked to apply a suitable protective covering, such as a bandage or a paper face mask, if the individual is bleeding or otherwise emitting body fluids before being transported by an employee for any reason.
 3. Employees have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his person, or has stated that he has a communicable disease (see B4 below – "Exception").
 4. Employees will document on the appropriate arrest or related report forms when a suspect taken into custody has body fluids on his person, or has stated that he has a communicable disease.

EXCEPTION: All employees are advised to familiarize themselves with Article 27F, Section 2782 of the NYS Public Health Law which specifically prohibits anyone from disclosing HIV INFORMATION, verbally or in writing, when not authorized to do so. A copy of Article 27F, Section 2782 will be kept in the Chief's office and with the Designated Officer for review.

C. Disinfection of Exposed Personnel

1. All open cuts and abrasions should be covered with waterproof bandages before reporting for duty.
2. Any unprotected skin surfaces that come into contact with body fluids should be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying. Hand lotion, when available, should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
 - a. Antiseptic/germicide towelettes or an alcohol-based cleaning solution should be used where soap and water are unavailable.
 - b. Disposable gloves will be rinsed before removal and subsequent disposal. Gloves will be removed by turning the glove inside out from the wrist. The hands and forearms should then be washed.

3. Employees should remove clothing or personal protective equipment that has been contaminated as soon as feasible. Contaminated clothing should be handled carefully and placed in a biohazard bag for laundering. A biohazard tag will be attached to the bag.
 4. Disinfection procedures will be initiated whenever body fluids are spilled, or an individual with body fluids on his person is transported in a departmental vehicle.
 - a. A supervisor will be notified and the vehicle taken to a Town of Seneca Falls garage as soon as possible.
 - b. The employee, wearing appropriate protective equipment (i.e. gloves, apron, and eye protection) will disinfect the affected area using hot water and a 10% bleach solution or Lysol. Special attention will be given to any cracks, crevices or seams that may be holding excess fluid.
 - c. Any excess body fluids will be flushed from the outside of the vehicle with the hose located in the garage.
 5. Cleaning products and equipment will be made available at the Seneca Falls Police Department. Additional supplies will be obtained as needed.
 6. Non-disposable equipment and areas upon which body fluids have been spilled will be disinfected with the cleaning supplies provided by the department, which contain ingredients designed for cleaning of this nature.
 7. All disposable equipment, cleaning materials or evidence contaminated with body fluids will be bagged in department- issued biohazard bags and placed in the designated biohazard disposal containers. The Property Clerk will make arrangements for the proper disposal of the bags that are in the biohazard disposal containers.
 8. The Property Clerk will assist with bagging and labeling of any property considered "biohazardous evidence" and dispose of same as soon as allowable in the manner prescribed by the Department of Environmental Conservation.
- D. Supply Procurement, Storage, and Distribution**
1. Supervisors are responsible for continuously maintaining and storing an adequate amount of communicable disease control supplies for their platoon/unit in a convenient location. These supplies are available through the Property Clerk.
 2. Each member is responsible for any of the supplies for infectious disease control. Protective gloves, other first aid supplies and disinfecting materials will be made readily available and accessible and will be replenished immediately when necessary.
 3. All departmental employees who through normal duties may be exposed to communicable disease will have the following communicable disease control supplies available to them. These supplies will be maintained in all Seneca Falls police vehicles and/or the department, depending on the item:
 - a. Disposable gloves
 - b. Adsorbent cleaning materials
 - c. Barrier resuscitation equipment (CPR mask)
 - d. Goggles or other eye protection
 - e. N95 filtering face masks

- f. Alcohol-based cleaning solution
 - g. Disposable towelettes (70% isopropyl alcohol)
 - h. Waterproof bandages
 - i. Sealable plastic bags, red in color or clearly identified with the biohazard label
 - j. Puncture-resistant containers for sharps (syringes, knives, etc.)
 - k. Biohazard labels
4. Employees using any of the supplies listed above are responsible for their immediate replacement.
 5. Employees are advised to keep disposable gloves in their possession while on patrol. Gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Gloves will not be washed or decontaminated for reuse.
 6. Any item in IV.D., 3a-h above that has been contaminated is to be placed in the biohazard bags provided and placed in a biohazard disposal container at the department for proper disposal.
 7. The Technician Section will keep available a supply of appropriately marked bags, containers, and labels for identification and storage of evidence.
- E. Line-of-Duty Exposures to Communicable Diseases**
1. Any employee who has been bitten by an individual, suffered a needle stick, or who has had physical contact with body fluids of another person in any manner including through the eyes, nose or mouth, while in the line of duty, will be considered to have been exposed to a communicable disease.
 - a. If the exposure is of such a nature as to warrant immediate medical attention (e.g. excessive bleeding), the employee will be transported to the hospital and the Designated Officer will be notified. The Designated Officer (DO) will notify the Chief of Police as soon as possible.
 - b. Officers who are exposed to a **COMMUNICABLE DISEASE** or **HAZARDOUS MATERIALS** while on duty will notify their **SUPERVISOR** immediately. The Seneca Falls Police Department Exposure Report (Appendix A) and a Workers' Compensation Board Employer's Report of Work-Related Accident/Occupational Disease (C-2) will be completed and forwarded to the Office of the Chief. Copies of these reports will be filed in the officer's personnel folder. The original C-2 form will be sent to the Town of Seneca Falls Payroll Clerk for processing.
 - c. As soon as appropriate after exposure, the employee should be tested for evidence of infection. If a test for Hepatitis-B is positive, the Seneca Falls Police Department physician or attending physician will administer gamma-globulin. A written medical opinion by the attending physician must be made available within 15 days.
 - d. Unless disclosure to an appropriate departmental official is authorized by the employee, or by state law, the employee's test results will remain confidential.
 2. In the event of an exposure, the Seneca Falls Police Department will provide the employee with a Designated Officer (DO) who will assist the exposed member in obtaining information and treatment according to the Ryan White Act, as outlined in Section III.H. of this order. The department's "Designated Officer" will be determined

- by the Chief of Police and named in a Chiefs directive Order. The primary responsibilities of the Designated Officer include:
- a. Assuring the exposed employee that he will receive appropriate exposure evaluation and information about the exposure, providing assistance in completing the Request for Information form and submitting the form to the medical facility treating the source individual;
 - b. Acting as a point of contact for receiving reports of possible exposure events of employees from hospitals that identify that an employee transported a patient with an airborne or other high-risk communicable disease;
 - c. Assessing available information to determine whether a possible exposure has occurred;
 - d. Initiating a request for evaluation with the medical facility of the source individual and continue to communicate directly with the employee and facility to ensure appropriate medical follow-up; and
 - e. Maintaining the confidentiality of all information acquired.
3. Any person responsible for potentially exposing the employee to a communicable disease will be encouraged to undergo testing to determine if the source individual has a communicable disease.
 4. Criminal charges may be sought against any person who intentionally acts to expose an employee to a communicable disease. In such cases when an employee feels he has been deliberately exposed to a possible communicable disease by a source individual, the District Attorney's Office and the Seneca Falls Police Department physician will be consulted before charges are filed.
 5. Employees who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or employees of the Seneca Falls Police Department.
 - a. The Seneca Falls Police Department will make all decisions concerning the employee's work status solely on medical opinions and advice of the Seneca Falls Police Department physician.
 - b. At the discretion of the Chief of Police, an employee may be required to be examined by the Seneca Falls Police Department physician to determine if the employee is able to perform his duties without hazard to himself or others.
 6. It is the responsibility of each employee to document and follow-up any situation that might lead to possible infection of the employee or fellow employees. Taking into consideration Article 27F, Section 2782 of the Public Health Law, it is recommended that any employee with knowledge of potential high-risk situations or persons:
 - a. Obtain names of suspected disease carriers, their associates, and any places they may frequent;
 - b. Document possible exposure to disease other than HIV/AIDS as in IV.E.1.b., if exposure may have occurred, or on a Field Interview Form (FIF), if knowledge of a high-risk situation is obtained (Officer Safety). While officers may do an FIF documenting the fact that the person may have an "infectious disease," they may not specify AIDS or HIV specifically.

- c. If an individual transported to a medical facility is suspected of having a communicable disease, the transporting employee will advise any medical service providers attending the individual of the transporting employee's name, IBM number and Seneca Falls Police Department phone number, so that the employee can be notified in the event that the individual tests positive for any disease (TB, Hepatitis).
7. All personnel will treat persons who have contracted a communicable disease fairly, courteously and with dignity.

F. Record Keeping

The Seneca Falls Police Department physician will maintain written records of all incidents involving employees who have been tested for potential exposure to a communicable disease while acting in the line of duty. The records will be stored in a secured area with limited access for the duration of the employee's employment, plus 30 years, and maintained in conformance with applicable privacy laws.

G. Training

1. Upon hire, new employees will be provided the required training for new employees.
The Seneca Falls Police Department will provide a qualified trainer to answer any question(s) the employee may have pertaining to this order.
2. Current employees will receive annual refresher training pertaining to this order.
3. Training records for all employees will be kept in accordance with Seneca Falls Police Department procedures.

H. Review

This plan will be reviewed annually and updated as needed.

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Attachment