

CENTRA WELLNESS NETWORK

Board Adopted Procedure		
Policy	09.04.03.b	Policy Title: Human Resources
Effective Date:	8/09/2012	Subject: Infection Control – Employee Exposure
Review Cycle:	1 year	
Approval Validation Record		
Action	Date	Board Sec'y Initials
Full Board Vote:	8/09/2012	
Minutes Approved:	9/13/2012	
Accountability		
Board Committee:	Personnel Committee	
Agency Function:	Human Resources	
Sunset Review Begins:		
Revised Date:	8/21/2017	P.S. 17
	10/2/2019	P.S. 17
Review Date:	7/22/2013	P.S. 17
	8/25/2014	P.S. 17
	8/25/2015	P.S. 17
	8/22/2016	P.S. 17
	8/27/2018	P.S. 17

CENTRA WELLNESS NETWORK

PROCEDURE 09.04.03b INFECTION CONTROL – EMPLOYEE EXPOSURE

I. PURPOSE STATEMENT:

Centra Wellness Network's (CWN) Governing Body establishes and evaluates policies and related procedures as required by statutory and contractual obligations.

CWN reserves the right in its sole discretion to adopt and implement policies and procedures that ensure a safe, functional and professional workplace that operates with integrity using person-centered focus and planning, trauma informed practices and respect of others, cultural sensitivity and transparency in communication and practice. Organizationally and in practice, CWN is responsive to the needs of clients, community and staff.

Any statements and procedures are subject to review and/or unilateral change, modification, suspension or cancelation in whole or in part of any published/unpublished policies or procedures without notice and without having to give cause, justification, or consideration to any employee. Recognition of these rights and prerogatives of CWN is a term and condition of and maintaining employment.

Policies and Procedures are approved by the Board and/or upon recommendation by the Executive Director or his/her designee.

II. APPLICATION:

Agency Wide

III. DEFINITION:

Exposure: Percutaneous (needle stick, human bite, scratch or cut) or mucous membrane (splash to eyes, nose, or mouth) exposure to blood and other potentially infectious material or a cutaneous exposure when the employee's skin is chapped, abraded, or otherwise non-intact.

Body Fluids & Other Potentially Infectious Materials: Blood, blood products and any and all body fluids.

Infection Control: A method by which a single person, group or agency may prevent and control the spread of infection. (Infection control procedures are based on the risk of exposure to infected materials, but not specific diseases.)

Universal Precautions: System of infectious disease control which assumes that every direct contact with body fluids and potentially infectious material is infectious and requires every covered person exposed to direct contact with body fluids to be protected as though such body fluids were HIV or HBV infected.

HIV/AIDS: AIDS (Acquired Immune Deficiency Syndrome) is initiated by a virus called HIV (Human Immunodeficiency Virus). This virus decreases the body's ability to fight off disease. Persons with AIDS are vulnerable to serious illnesses, which would not be a threat to anyone whose immune system functioned normally. These diseases, rather than the AIDS virus itself, may lead to death.

Hepatitis B (HBV): Viral hepatitis caused by the Hepatitis B virus; formerly known as "serum hepatitis." It is transmitted by needles contaminated with HBV, sexual contact, and introduction of body fluids containing the virus onto mucosal surfaces.

Substantial Risk of Occupational Exposure: Employees in any occupation where reasonable anticipated skin, eye, mucous membrane, or percutaneous contact with blood or other potentially infectious materials may result from the performance of the employee's duties.

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Blood-Borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV, HCV, HAV, HDV, HEV, HIV and MRSA.

IV. POLICY STATEMENT:

The intent of this procedure is to establish guidelines for notification and training for Employees, Interns, Volunteers and Contractors who are considered to be at risk of exposure to HBV, HIV, MRSA and TB. Consistent with this policy CWN implements the following guidelines pertaining to Infection Control.

V. PROCEDURE:

- A. All covered persons are considered to be at risk of exposure to HIV – HBV.
- B. All covered persons will receive written notification that they are considered to be at risk and will receive information regarding benefits and risks associated with HBV testing and immunization.
 - 1. Notification and information for new employees will be provided by Human Resources during initial orientation, as well as in assigned training in the learning management platform. Other covered persons will receive this information through their supervisor.
 - 2. Covered Persons must sign notification acknowledging that they are considered to be at risk of occupational exposure to HBV.
 - 3. The covered person must acknowledge receiving information addressing the medical benefits and risks for both the receipt and non-receipt of the HBV vaccine and will determine whether to elect for HBV blood testing, and/or immunization at this time. CWN Information about Hepatitis B Vaccine for Employees etc.).
- C. Education & Training

CWN will provide ongoing education to covered persons regarding infection control and communicable disease. Training will be scheduled and coordinated by Human Resources.

Content of initial and ongoing information will include:

 - 1. Modes of transmission of HIV; Hepatitis A, B, C Virus; MRSA; TB and the implementation of universal precautions.
 - 2. Location, proper use and disposal of appropriate protective equipment, and contaminated articles.
 - 3. Decontaminating procedures of body fluid exposure in the environment.
 - 4. Procedure to follow subsequent to an exposure.
 - 5. CWN Report of Exposure to Blood or Body Fluids plan.
 - 6. Information regarding vaccine for HBV.
 - 7. Human Resources will ensure that training records include dates, content, trainers, and names of covered persons participating. Records will be maintained by Human Resources.
- D. Human Resources will provide initial information regarding HIV - HBV, Universal Precautions, and Infection Control to new employees (Supervisor provides information to other covered persons) and will provide ongoing training in Universal Precautions and Infection Control to all employees.

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E. Covered Person

Signs forms, Notification and Determination of Treatment Choices and exposure to Blood-Borne Diseases participated in initial training and ongoing updates.

F. Post Exposure

Covered Person Completes Report of Exposure to Blood or Body Fluids immediately and gives to supervisor or designee.

VI. EXHIBITS:

- A. Centra Wellness Network Information About Hepatitis B Vaccine For Employees, Student Interns, Volunteers, And Individual Contractors
- B. Centra Wellness Network Employee Notification And Determination Of Treatment Choices
- C. Exposure To Blood-Borne Disease Notification
- D. Centra Wellness Network Report Of Exposure To Blood Or Body Fluids
- E. Universal Precautions System Training Outline
- F. Hepatitis C/HCV
- G. MRSA

VII. REFERENCES:

Authority and Related Directives Trace	
Federal	OSHSA
State	Mental Health Code Chapter 7, Administrative Code 330.2807.9, 10, 330.2813, MI OSHSA
NMRE	Medicaid Subcontracting Agreement XXI
County	Agreement for the Community Mental Health Board of Manistee and Benzie Counties Sections IX (J) and X (7)
CARF	2018 Behavioral Health Standards
Other	CWN 09.04.03