

VENTURA COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE

REGULATION NO. 3514.5

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Communicable, Contagious or Infectious Disease Control
for all Employees of the Ventura County Office of Education

It is the intent of the County Board of Education and the County Superintendent of Schools to cooperate with local health authorities, other governmental agencies, school and community college districts, employees, students, parents/guardians, and community members to promulgate educational materials, in-service training, and recommended procedures for the prevention and control of severe communicable, contagious, or infectious disease.

SEVERE COMMUNICABLE, CONTAGIOUS, OR INFECTIOUS DISEASE

If there is an identified case of a severe communicable, contagious, or infectious disease among employees, including, but not limited to, Hepatitis, Cytomegalovirus (CMV), Human Immunodeficiency Virus (HIV) Infection, Acquired Immune Deficiency Syndrome (AIDS), and Herpes, the course of action will be based on current state and federal laws and on currently accepted medical and public health procedures. If appropriate, the County Superintendent of Schools will be notified by the appropriate division administrator, and may elect to implement the procedural review process outlined below. Each case will be reviewed on a case-by-case basis specifically according to this administrative regulation. Each decision will be based in part on medical advice and the recommendation of a review panel.

PROCEDURAL REVIEW

1. The County Superintendent of Schools/designee shall convene a review panel composed of:
 - a. The County Superintendent of Schools/designee (Chairperson).
 - b. The employee's physician or a statement from the employee's physician. The statement shall specify whether the employee (a) should work under any particular restrictions, (b) poses a substantial and immediate health or safety risk to others, or (c) is subject to substantial health risk if exposed to common viruses or other infectious agents carried by other workers or students (if the employee is exposed to students in the course of his/her duties).

- c. The County Superintendent's appointed medical consultant.
 - d. A Health professional from the County Department of Public Health.
 - e. Other appropriate personnel.
2. The employee with an identified communicable, contagious, or infectious disease shall be notified and shall have the opportunity to provide input for consideration by the review committee. This input may be presented orally and/or in writing.
 3. The review panel will assess the employee's situation related to the control of the communicable, contagious, or infectious disease in schools, programs, or offices of the Ventura County Office of Education and make recommendations to the County Superintendent of Schools. The panel will consider: (a) the nature of the risk (how the disease is transmitted); (b) the duration of the risk (how long the carrier is contagious or infectious); (c) the severity of the risk (what is the potential for harm to other parties or to the infected person); (d) the probability the disease will be transmitted and will cause varying degrees of harm; (e) current medical information; (f) wishes of the employee.
 4. The review panel may consider the safety of the employee, other employees and students, and the control of the communicable, contagious, or infectious disease when developing recommendations regarding the status of an employee with a communicable, contagious, or infectious disease.
 5. Within ten (10) working days of the review panel's final meeting, the review panel will prepare and present written recommendations regarding the case to the County Superintendent of Schools.
 6. The employee's status will be monitored by the appropriate division administrator by communicating with the employee's personal physician.

SUPERINTENDENT'S DETERMINATION

The County Superintendent of Schools will determine the appropriate course of action based in part on medical advice and the recommendations of the review panel. These actions may include requiring a medical evaluation at the County Office of Education's expense, medical leave, reassignment of the employee, or other reasonable accommodations in accordance with the rules, practices, and regulations of the County Office of Education, applicable federal and state laws, and other guidelines. The County Superintendent of Schools' decision shall be communicated to the employee in writing and shall include a copy of the review panel's recommendations when applicable.

RELEASE OF INFORMATION

1. A release of medical information form signed by the employee shall be obtained to provide confidential medical information and records to the panel members and need-to-know employees. Such release forms shall be prepared under the direction of legal counsel.
2. Confidential medical information concerning the employee's health condition may be provided only as necessary and after obtaining a written authorization from the employee. The following employees may be provided such information: those responsible for making work assignments, those implementing steps to accommodate the infected employee, or those in the immediate work area of the infected employee as necessary to protect him/her from risk of disease.

PRIVACY RIGHTS

1. The number of personnel informed of the employee's condition shall be the minimum needed to detect situations in which the potential for transmission of the disease may increase.
2. It is the responsibility of all employees to respect the confidentiality of medical information provided to them and the individual's right to privacy. No employee who has access to confidential medical information shall provide the information to any unauthorized person.

NOTE: HEALTH AND SAFETY CODE 199.37 SPECIFICALLY PROVIDES PENALTIES OF BETWEEN \$1,000 AND \$5,000 FOR THE DISCLOSURE OF THE RESULT OF A BLOOD TEST TO DETECT AIDS WITHOUT WRITTEN AUTHORIZATION OF THE PERSON TESTED. MOREOVER, IF THIS DISCLOSURE LEADS TO "ECONOMIC, BODILY, OR PSYCHOLOGICAL HARM" TO THE PERSON WITH AIDS, THE FINE CAN BE UP TO \$10,000 AND/OR ONE YEAR IN JAIL.

NEWS MEDIA CONTACT

Legal counsel shall be the authorized spokesperson for matters relating to severe communicable, contagious, and infectious diseases of employees in offices, schools and programs operated by the County Superintendent of Schools. All medical issues related to severe communicable, contagious, or infectious diseases shall be referred to the County Health officer.

PERIODIC IN-SERVICE AND INFORMATION DISSEMINATION

The County Superintendent of Schools will provide employees with new information relative to communicable, contagious, or infectious diseases. The information will include, but not be limited to, the nature and extent of the diseases, modes of transmission, and risk- reduction measures.

PREVENTIVE MEDICAL MEASURES

Due to the possibility that a communicable, contagious, or infectious disease carrier may go undetected, it is essential that information and training on communicable, contagious, or infectious disease prevention techniques be provided to employees where appropriate. See Communicable and Infectious Disease Prevention, Appendix II, for specific guidelines to be implemented.

REVIEW OF COMMUNICABLE DISEASE POLICY AND REGULATIONS

Policies and administrative regulations related to communicable, contagious, or infectious disease shall be reviewed as appropriate to reflect the latest medical and/or legal considerations.

Legal References:

GOVERNMENT CODE

3542.2

APPENDIX I

DEFINITION OF TERMS

AIDS - ACQUIRED IMMUNE DEFICIENCY SYNDROME: A disease that breaks down a part of the body's immune system, leaving its victim vulnerable to a variety of life-threatening illnesses.

COMMUNICABLE DISEASE: An illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person or animal or a reservoir to a susceptible host--either directly as from an infected person, or indirectly, through the agency of an intermediate host.

CONTAGIOUS: A lay term meaning "communicable."

CYTOMEGALOVIRUS (CMV): A virus that has been included in the herpes virus family. It rarely causes symptoms but may affect an unborn infant if the mother becomes infected during the first three months of pregnancy.

HEPATITIS B: A viral infection involving the liver, whose symptoms may include poor appetite, abdominal pain, nausea, vomiting, fever, jaundice, joint pain, and skin rash. Transmission of infection is usually by direct contact with infected blood on open wounds, but may occur from contact with infected saliva on open wounds.

HERPES SIMPLEX: An infectious disease caused by the Herpes Simplex virus. Affected sites usually occur where the mucous membrane joins the skin.

HIV INFECTION - HUMAN IMMUNODEFICIENCY VIRUS: A condition in which a person has developed specific antibodies in response to being exposed to the AIDS virus. This person will be infected for the rest of his/her life and is capable of infecting others even though he/she may not have AIDS.

INFECTED PERSON: A person who harbors an infectious agent and who has either manifest disease or asymptomatic infection from whom the infectious agent can be acquired.

INFECTIOUS AGENT: An organism that is capable of producing infection or infectious disease.

INFECTIOUS DISEASE: A clinically apparent disease resulting from an infection.

APPENDIX II

COMMUNICABLE & INFECTIOUS DISEASE PREVENTION

General Information

1. All references to gloves in this appendix shall mean non-sterile, non-latex disposable gloves.
2. The single most important practice is hand washing. Always lather hands with soap 10-15 seconds and rinse under running water for at least 10 seconds immediately upon removal of gloves, after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, applying pressure to a bleeding injury or helping a student in the bathroom.
3. Hands should always be washed before drinking, eating and before and after going to the bathroom.
4. If there are open cuts, abrasions or weeping dermatitis on hands, refrain from all direct student care.
5. Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up. If a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and RE-VACUUM. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Handling Blood and Body Fluids

The following precautions shall be used in the handling of blood and bodily fluids. Taken from "Guidelines for Handling Body Fluids in Schools", published by the State Department of Education, with additional guidelines for health care workers added as may be appropriate for handling severely handicapped students.

1. Gloves shall be worn when handling or touching blood and body fluids, mucous membranes, non-intact skin, semen, secretions, and when coming in contact with surfaces, materials and objects exposed to them. The following are examples of situations requiring the use of gloves:
 - a. Care of nose bleeds, bleeding gums, cuts or wounds or students who masturbate.

- b. Care of or disposal of blood soiled clothing, bandages, menstrual pads, etc.
- c. Administering all specialized physical health care procedures such as gastrostomy feedings, catheterizations, suctioning (mouth-nose-tracheostomy), colostomy or ureterostomy bag changes, postural drainage and percussion, injections, etc.
- d. Examination of mouths or weeping eyes.
- e. Wiping a runny nose.
- f. Applying pressure to a bleeding injury.
- g. Helping a student in the bathroom, changing diapers or handling vomitus, urine or feces.

Gloves should be changed after contact with each student.

- 1. Masks and protective eye wear should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure to mucous membranes of the mouth, nose and eyes.
- 2. Gowns or smocks should be worn if soiling of clothing by body fluids, secretions or excretions is anticipated.
- 3. Hands should be washed thoroughly after removing gowns or gloves.
- 4. Hands and body surfaces should be washed immediately if they accidentally become contaminated with blood, blood- soiled items, or secretions.
- 5. Personnel with open skin lesions (such as chapped or cracking skin, eczema, sores, cuts or wounds) must particularly take care to avoid contact with blood, blood-soiled items, or secretions, and should cover their lesions with occlusive dressings or gloves as possible. School personnel should refrain from direct student care.
- 6. Extraordinary care should be taken to prevent accidental wounds from potentially contaminated sharp instruments, such as needles, scissors, or knives. Needles should never be recapped, removed from disposable syringes or otherwise manipulated by hand. Following use, disposable syringes, needles and all other sharp items that may be contaminated should be placed in a puncture-resistant container for disposal.

7. Blood spills should be cleaned up promptly with a freshly prepared disinfectant solution of bleach (10 parts water to 1 part bleach). Disposable towels should be used whenever possible, and mops should be rinsed in the disinfectant.
8. Articles and clothing soiled with blood should be placed in leak-proof plastic bags and labeled "Blood Precautions" for proper disposal or for washing at the individual's home. For specific protocols regarding handling of blood, please refer to the State Department of Education's publication, "Techniques for Preventing the Spread of Infectious Diseases", (see Hepatitis B Protocol).

Cleanup of Body Fluids

The procedure for cleaning up spills of any body secretions is as follows:

1. Wear gloves.
2. Place tissues, paper towels, diapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag and dispose of these materials daily.
3. Place gloves and bag inside second plastic bag.
4. Tie the bag securely and place into the trash and dispose of daily.
5. Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1 2 cups to one gallon of water.)
6. Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
7. Wash hands with soap and water.*

Laundry Instructions

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual.

If the material is bleachable, add 2 cup household bleach to the wash cycle. If material is not colorfast, add 2 cup non-chlorine bleach (e.g., Clorox II, Borateem) to the wash cycle.

Disposal of Gloves

Gloves are to be disposed of in the following manner:

1. Remove gloves using proper technique. This skill will be demonstrated during Bloodborne Pathogen Training annually by the Health Specialists.
2. Place gloves in a wastebasket with other disposable items soiled with body fluids (i.e. diapers, etc.) This wastebasket should be separated from the wastebasket used for other purposes. This wastebasket should have a plastic bag lining and a cover. Using proper techniques demonstrated by the Health Specialist, the custodian will remove and dispose of this plastic bag containing the soiled items on a daily basis.