PURPOSE

To define the procedure that will be observed when an employee sustains an exposure to potentially contaminated body fluids.

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Presence Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

I. An exposure to potentially contaminated body fluids includes the following incidents:
   A. Percutaneous puncture with a contaminated sharp.
   B. Body fluid contact directly to the mucous membranes.
   C. Contact of body fluids to skin that may be cut, abraded, chapped or with dermatitis.

II. When an employee sustains an exposure to body fluids, the affected site will be thoroughly washed with soap and water. Contact to the eyes would be rinsed with clear water.

III. The employee will report the incident to the charge nurse who will complete an Employee Injury Report and notify the Employee Health Nurse (EHN) or the House Operations Manager (HOM) if she is not available.

IV. The EHN or the HOM will complete a BLOOD AND BODY FLUID EXPOSURE QUESTIONNAIRE to obtain the following information:
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Subject: Employee Exposure to Blood or Body Fluids

A. The date and time of the incident

B. The hospital location where the incident occurred.

C. What infectious material was involved in the exposure.

D. The source of the material (if known).

E. A description of the task being performed when the exposure occurred.

F. How the incident was caused:
   1. By accident
   2. Procedure related
   3. Unusual circumstances (such as equipment malfunction, power outage, etc.)
   4. What Personal Protective Equipment was being used at the time of the incident.
   5. Actions taken as a result of the incident:
      Employee decontamination (exposed site washed eyes rinsed etc.)
      Cleanup completed
      Persons/departments notified

V. When the EHN is off duty, the HOM will complete the BLOOD AND BODY FLUID EXPOSURE QUESTIONNAIRE. The employee will be referred to the EHN on the next business day. However, the employee should see the Occupational Health Physician or the Emergency Department Physician if Occupational Health is not open, immediately for Infectious Disease consultation if the source patient has any one of the following conditions:

A. History of positive HIV test or has AIDS

B. The source patient is a known IV drug user, homosexual or hemophiliac has received multiple blood transfusions or is clinically suspected of being HIV positive.

C. The source patient has a history of hepatitis, a positive hepatitis B surface antigen or a positive B Core antibody.

D. The employee is very concerned and requests evaluation by a physician.

E. The source has West Nile Virus, Syphilis, or Malaria

VI. The EHN (or the HOM) will order an HIV, a Hepatitis Profile (Hepatitis B Surface antigen, Hepatitis B Core antibody and Hepatitis C antibody) on the source patient. Written consent is not required for testing the source patient. (Refer to Illinois Administrative Code-Chapter 1, section 697.120.)
VII. The EHN or the HOM will effect the source patient testing by calling the Registration Desk to obtain a Presence St. Mary's Registration Number. This number will be used for charging the source patient's lab work to Employee Health. (The number will have an "HS" prefix.)

VIII. The EHN or the HOM will copy the portion of the Exposure Questionnaire containing the liability HS number and tests ordered and deliver it to the lab substation.

IX. The EHN, the Occupational Health Physician, Emergency Room Physician or the Infectious Disease Physician will counsel the exposed employee on the potential Blood Borne Pathogen exposure.

X. The Exposed employees will be tested for HIV, Hepatitis B and C and have a Hepatitis B Titer done if he/she has been vaccinated for Hepatitis B. The employee will need to sign a consent form agreeing to be tested for HIV.

XI. The EHN will review the employee's Hepatitis B immunization status to evaluate the need for further testing of the employee.

XII. Should an employee's clothing be contaminated with body fluids, the employee will report the incident to the charge person on duty. The following procedure will be initiated:

   A. The Charge person shall fill out an Employee Injury Form and notify the EHN or the HOM if the EHN is not available.

   B. Scrubs will be obtained for the employee by the EHN or the HOM if they do not have a change of clothing on site.

   C. Soiled Clothing shall be marked with employee name should an exposure occur.

   D. The employee's personal clothing which is contaminated, will be placed in a clear plastic bag, secured and labeled "infectious laundry".

   E. The employee's name, unit and the contents of the bag will be clearly displayed on the bag (i.e." Candy Cane", ER, Personal clothing"). The clothing will be sent out to the facility's contract laundry.

   F. A tag must also be attached to the bag itemizing each article in the bag.

   G. A call will be placed to the linen room to request a pickup of infectious employee laundry.

      1. Linen Room personnel will be available on the day shift. When the incident occurs on the PM or Midnight shifts, the charge nurse of the first day shift after the occurrence will call the Linen Room requesting the pickup.
H. Ask the Director or Supervisor to notify the Director of Materials Management (per OWA) that personal items are going to the commercial laundry.

I. Laundering will be at hospital expense.
   1. An EMPLOYEE INJURY form will be completed by the charge person at the time of the occurrence. A detailed description of each article of clothing will be listed. The form will be completed as policy states and will be filed for reference should the clothing be damaged. The hospitals will be responsible for replacing the employee's clothing if it is damaged during the laundering.

Kevin Bernard
Department Leader

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.

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