

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

**GENERAL ORDER NUMBER: 93-1-100**  
**FILE: OPS 5**

**I PURPOSE/POLICY**

The purpose of this general order is to provide a comprehensive infection control system which maximizes protection against communicable diseases for all members of the New Canaan Police Department as well as the general public.

**II RESPONSIBILITY**

It is the responsibility of all Department personnel to adhere to this general order. It is the additional responsibility of the Supervisory and Command Staff to insure its compliance. It shall be the responsibility of the Commander of the Staff Services Division to review this plan annually, updating it if necessary. The Training Office will provide updated training on a yearly basis. Training will also be provided to new employees within 10 days of their assignment where the likelihood of reasonable exposure exists.

**III PROCEDURES**

**A EMPLOYEE EXPOSURE**

1. It is reasonably anticipated that the following positions within the Department may involve exposure to blood, body fluids, and/or other potentially infectious substances in the performance of their duties:
  - a. Chief of Police
  - b. Command Staff
  - c. Supervisory Staff
  - d. Investigations Personnel
  - e. Communications Personnel
  - f. Patrol Officers
  - g. Police Matrons
  - h. Building Maintenance Personnel
  - i. Property Evidence Clerk

j. Clerical Staff

**B** DEFINITIONS

1. For the purpose of this general order, the following terms are defined as follows:

a. Universal Precaution Procedures - The following are examples recommended Personal Protective Equipment that will be used as protection against HIV and HBV transmission:

<u>TASK</u>	<u>LATEX GLOVES</u>	<u>GOWN</u>	<u>MASK</u>	<u>EYEWEAR</u>
Bleeding Control (Spurting Blood)	X	X	X	X
Bleeding Control (Minimal Blood)	X			
Emergency Childbirth Handling, cleaning contaminated items (Normal Situations)	X	X	X	X
(Splash Situations)	X	X	X	X
Rescue/Extrication	X			
Crime Scenes w/Exposed Body Fluids	X			
Crime Scenes w/Large Areas of Fluids	X	X	X	X
Handling/Packaging Evidence/Wet Materials	X	X	X	X

\* Any situations where the presence of airborne diseases (i.e. tuberculosis) is suspected, personnel shall wear a H.E.P.A. mask.

- b. Body Fluids - Liquid secretions including blood, semen, vaginal fluid or saliva.
- c. HBV (Hepatitis B Virus, Serum Hepatitis) - Usually transmitted by sexual contact, shared needles among drug abusers, and to a lesser extent, needle stick injuries. There is no transmission of the HIV and HBV virus via casual or airborne contact. Open wounds should be protected from contact with blood or blood products.
- d. HIV (Human Immunodeficiency Virus) - The virus that causes AIDS (Acquired Immune Deficiency Syndrome) is transmitted through sexual contact, exposure to infected blood or blood components from mother to newborn.

- e. Biological Waste - Discarded blood and blood products, intra-venous tubing, syringes, and other disposable medical supplies such as gauze, materials soiled with blood, and discarded serums and vaccines.
- f. Pathological Waste - Human tissue or body parts.
- g. Sharp - Any item that may cause punctures or cuts including: Hypodermic needles, intra-venous needles, razor blades and knives.
- h. Red Bag - Bags used for containment and disposal of infectious waste shall be red and of sufficient strength to resist ripping and tearing under normal handling conditions. The bags will also be impervious to moisture, leak proof and be conspicuously labeled with the word "Infectious".
- i. Exposure - Situations where an employee comes in contact with the blood, body fluids, secretions, or excretions of any individual.

**C. INFECTIOUS DISEASE PREVENTION**

- 1. All employees will utilize suggested Universal Precautions. All employees will consider all human blood and all human body fluids as infectious for HIV, HBV and other blood borne pathogens. Assume that all persons are potential carriers for infectious diseases. If an airborne disease is suspected, personnel shall utilize a H.E.P.A. mask as a precaution.

**D. WORK PRACTICE CONTROLS**

- 1. The following tasks can be reasonably expected to involve exposure to blood, body fluids, or other potentially infectious materials:
  - a. Providing emergency medical care to injured or ill victims.
  - b. The rescue of victims from hostile environments.
  - c. Extrication of victims from vehicles, machinery, or collapsed excavations or structures.
  - d. Recovery or removal of bodies.
  - e. Response to hazardous materials incidents (both transportation and site) involving infectious substances.
  - f. Custodial arrests.
  - g. Other violent incidents where officers are exposed to contact with the general public.
- 2. All personnel will:
  - a. Utilize all Personal Protective Equipment as a situation dictates. No officer will refuse to arrest, physically handle, or administer first aid measures to any person on the basis that they may have an infectious disease.
  - b. Take preventive measures to avoid being bitten while handling prisoners and/or emotionally disturbed persons and should avoid placing their fingers near any person's mouth.
  - c. Utilize Universal Precautions when dealing with persons who have blood and/or other bodily fluids readily visible.

- d. Not smoke, eat, drink, apply makeup or remove or insert contact lenses around any body fluid spills.

**E. PERSONAL PROTECTIVE EQUIPMENT**

1. The following Personal Protective Equipment will be located within the Holding Facility, Communications Center and each police vehicle:
  - a. Disposable latex gloves
  - b. Disposable gowns or aprons
  - c. Face shields and eye protection
  - d. CPR barrier protection equipment (pocket masks etc.)
  - e. H.E.P.A. mask

**F. WORK PRACTICES**

1. The following procedures are to be followed during performance of officers duties to prevent exposure to infectious diseases:
  - a. Disposable latex gloves will be worn while:
    - 1) Around blood spills, body fluids, secretions, excretions, etc.
    - 2) Handling any person, clothing, or equipment contaminated with body fluid or blood.
    - 3) Searching deceased persons/victims.
    - 4) Fingerprinting persons with open cuts or wounds.
  - b. Masks, protective eyewear, and aprons/gowns should be worn if there is a potential for blood or body fluids to be splashed on an officer.
  - c. Pocket masks or other barrier resuscitation devices shall be used whenever an officer performs CPR or mouth to mouth resuscitation.
  - d. All sharp items such as knives, needles, and scalpels shall be handled with extreme caution and should be considered as potentially infectious. If any of these items are seized as evidence or for disposal they shall be placed in a puncture resistant container.
  - e. Any Personal Protective Equipment or other items contaminated with body fluids will be bagged in the red bio-hazard bags and placed in the proper receptacle at headquarters. It will then be disposed of in compliance with the state law procedure for biologically hazardous waste material.
  - f. H.E.P.A. masks will be worn when airborne diseases are suspected.

**G. DISINFECTION**

1. Hand washing is essential when dealing with body fluids. The hands and any other unprotected skin surface that comes in contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for at least 15 seconds before drying.
2. Disposable latex gloves will be removed immediately after use as follows, always avoiding contact with the outside surface.
  - a. Once gloves are removed they will be placed in a red bio-hazard bag.
  - b. Cleanse hands with hot water and soap as soon as possible.
  - c. Once at headquarters, place the bag containing the gloves in the proper receptacle.
3. Officer will remove any clothing that has been contaminated with body fluids as soon as practical. All officers will maintain additional uniform components for that purpose in their work locker. Contaminated clothing will be placed in a red bio-hazard bag and identified for cleaning or disposal by the department. Any contacted skin area should then be cleansed with soap and hot water. Contaminated clothing should be handled carefully and its exposure to the police headquarters environment should be kept to a minimum.
4. Officers assigned to a department vehicle shall initiate disinfection procedures whenever body fluids are spilled in, or an individual with body fluids on their person is transported in a department vehicle.
5. Non-disposable equipment and areas which have come in contact with body fluids shall be disinfected as follows:
  - a. The excess of body fluids should be first wiped up with approved absorbent materials.
  - b. A freshly prepared solution of one part bleach to ten parts water or a fungicidal/micro-bacterial disinfectant shall be used to clean the area or equipment. Care should be used when using the bleach solution on or near radios or electrical equipment; the solution is corrosive.
6. All disposable equipment and cleaning materials contaminated with body fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste materials.
7. Disposable protective equipment which has not been in direct contact with potentially infectious body fluids may be disposed of with the normal trash.

**H. POST EXPOSURE PROCEDURES**

1. When an on-duty member of the Department, has been exposed, bitten by a person, punctured with a sharp, or subjected to physical contact with the blood of another person, the following procedure should be followed.
  - a. The exposed employee shall notify the Desk Dispatcher requesting a complaint number and a time be assigned for the incident. The Notification General Order (87-7-42) will be followed with the actual sequence being:
    - 1) Shift Supervisor - Will immediately respond to the scene.
    - 2) Division Commanders - Will make the decision if Chief is to be notified.
    - 3) Health Department - Can be notified next business day if office is closed.

- 4) Chief of Police -Will be notified by a Division Commander.
- b. The Shift Supervisor shall treat an exposure as an on-duty injury regardless of whether or not an actual physical injury has been sustained. If numerous members of the Department are exposed at any scene, the Shift Supervisor shall also be responsible for the coordination of the information pursuant to the completion of the necessary reports.
- c. The Shift Supervisor shall evaluate all exposures and determine if the exposed employee(s) are to proceed to an area hospital for initial testing and treatment. If recommended, personnel are advised to undergo antibody testing for the HIV virus as soon as possible.
- d. The Shift Supervisor shall direct the exposed employee(s) to report to the Commander of the Operations Division the next day if not hospitalized, in order to review the employee(s) medical status
  - 1) The exposed employee shall continue to be tested for evidence of infection and shall receive psychological counseling as determined necessary by health care officials.
  - 2) Exposed employees may choose to utilize the services of the Employee Assistance Program (POST) offered by the New Canaan Police Department.
- e. Any person responsible for potentially exposing an employee to an infectious disease shall be encouraged by this department to undergo testing to determine if that person is in fact a carrier of an infectious disease.
- f. The person tested will be guaranteed a copy of the test results and also be asked to sign a waiver in order that the information can be released to the appropriate health care officials.
- g. Upon completion of the appropriate incident/injury reports, the Commander of the Operations Division will contact the exposed employee(s) and offer the appropriate assistance. Such assistance may include but not be limited to: referral to the Employee Assistance Program or arranging for medical examinations or tests. If an officer tests positive for an infectious disease:
  - 1) The department may require the officer to be examined by the appropriate medical personnel to determine if he/she is able to perform their duties without hazard to themselves or others.
  - 2) The department will make all decisions concerning an employee's work status only after meeting with the employee and receiving the medical opinion and advice of the health care officials.
- h. Any person who tests positive for tuberculosis may be restricted from performing full duty during contagious periods as determined by Health Department Officials.
- i. Records of Department members who have been exposed to or treated for infectious diseases will be maintained in the same manner as other line of duty injuries. It shall be kept for a period of time consistent with the schedule for law enforcement personnel records as published by the Chief Records Administrator of the State of Connecticut.

**I. PERSONNEL RESPONSIBILITIES**

1. The Commander of the Staff Services Division shall be responsible for:
  - a. Maintaining an adequate supply of infectious disease control supplies for the department to be placed where needed.
  - b. The proper dispensing of supplies for infectious disease control: Personal Protective Equipment, other first aid supplies, and disinfecting and cleaning materials will be readily available at all times.
  - c. That the marked Bio-hazard receptacles will be located for use in -the non-public areas of the police facility and be emptied as necessary.
  - d. Ensuring that all departmental vehicles are equipped with the following infectious disease control supplies:
    - 1) Disposable gowns or aprons
    - 2) Puncture resistant containers and sealable plastic bags
    - 3) Masks, goggles or visors, and barrier resuscitation equipment
    - 4) Germicidal cleaners and hand-wipes
    - 5) Absorbent cleaning materials
2. Patrol and Investigative officers using supplies stored in police vehicles are responsible for their immediate replacement.

**J. REMOVAL OF INFECTIOUS WASTE**

1. The Commander of the Staff Services Division, Shift Supervisors, and the Commander of the Investigative Section will ensure that all red liner bags are removed from the receptacles when full. The Commander of the Staff Services Division will notify the Health Department to make arrangements for the transportation and disposal of infectious waste. Once the waste is removed, the above personnel will make certain a new red bio-hazard liner bag is placed in the receptacle and the container is ready for use.
2. If a New Canaan Volunteer Ambulance Corps Ambulance is present at the scene of an accident or incident where police personnel have used disposable Personnel Protective Equipment, the soiled equipment may be disposed of in the waste container located in the body of the ambulance. The New Canaan Volunteer Ambulance Corps will not be called to a scene merely for disposal of soiled equipment. All police vehicles will contain red bio-hazard plastic bags in the trunk for disposal of these items. No bagged soiled equipment of any kind will be left in a police vehicle for any length of time and in most cases should be disposed of as quickly as possible in the containers at police headquarters or in the ambulance.

**K. EVIDENCE AND RECOVERED PROPERTY**

1. Personnel shall use universal precaution techniques when collecting, preserving, packaging, and storing evidence and/or recovered property.

**L. WARNING LABELS AND SIGNS**

1. Containers used by the department for bio-hazard waste, contaminated laundry, and sharps will be identified by:
  - a. **BIO-HAZARD SIGN** - For sharps and containers
  - b. **RED BAGS** - For contaminated waste and laundry
    - 1) Under no circumstance should any officer wash contaminated laundry in a personal washing machine.
    - 2) Any equipment that is contaminated will be tagged with a bio-hazard label until it is cleaned. Each individual officer is responsible for the cleaning of the police vehicle and related equipment upon completion of any incident which requires those actions.

**M. TRAINING REQUIREMENTS**

1. All Department members will receive general training on blood borne diseases, this general order, and OSHA requirements. The training will consist of:
  - a. Review of the general order
  - b. Epidemiology of blood borne diseases
  - c. Modes of transmission
  - d. Exposure tasks
  - e. Protective equipment
  - f. Use of protective equipment
  - g. Information concerning the HBV vaccination
  - h. Emergency actions with regard to exposure to body fluids
  - i. Exposure procedures
  - j. Post-exposure procedures
  - k. Explanation of bio-hazard signs and labels
    1. Airborne and Blood borne diseases
2. The initial training, if not provided at POSTC, will be part of an employee's Field Training Program and update training will be held on an annual basis.
  - a. Both the initial and annual training are mandatory
  - b. Training and attendance records will be kept in accordance with the provisions outlined in general order 87-8-43, Training.

**N. HEPATITIS B VACCINATION**

1. All employees who perform duties as outlined in this policy will be offered the Hepatitis B vaccination series at no cost.



- a. For uniform personnel, the first vaccination will be offered at the beginning of their Field Training Program.
2. Employees have the following options concerning receiving the vaccination series, all of which will require a signed acknowledgement:
- a. Acceptance/Acknowledgement will be signed and vaccinations administered.
  - b. Refusal on the grounds that individual has already received the vaccinations; the department will need verification of previous participation.
  - c. Refusal - Employee will sign a declination waiver. Should the employee wish the vaccination at any future time, it will be made available upon the employee's request. (A copy of the Consent/ Declination form for the Hepatitis B Vaccination Form for the Hepatitis B Vaccination Form is attached)

#### **IV DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

#### **V EFFECTIVE DATE**

This general order approved by the Police Commission on April 21, 1993 and is effective May 17, 1993.

Revised June 2000  
Revised November 2000

Per Order

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Edward J. Nadriczny  
Chief of Police