

ORC: _____
OAC: _____
CFSR: _____
Board: V.VI
Other: _____

Next Review Date: 3/26

Last Reviewed: 3/23

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3E

**SUBJECT: STAFF AND COMMUNICABLE
DISEASE**

Approved by: Executive Council

Effective Date: 11/10/88

Date(s) of Revision: 6/9/93; 5/31/01; 4/1/03; 6/14/06; 9/24/07; 8/3/09; 2/16/11; Jun 17, 2014; Sep 26, 2017; Mar 28, 2023

Responsible for Implementation: All Staff, Professional Development, Medical Staff

FCCS trains and requires all staff to follow universal precautions in order to prevent exposure to blood and other potentially infectious bodily fluids.

Procedures:

- 1) All Staff will be **trained in precautionary procedures** as part of orientation. These procedures shall also be part of refresher training provided to direct service staff on an annual basis.
- 2) For employees who may come in contact with bodily fluids FCCS will make available equipment (e.g. rubber gloves, biohazard kits, etc.) to minimize the risks of such contact.
- 3) Any employee who uses needles or has other biohazardous material is required to follow OSHA **infectious waste disposal guidelines**. Each agency restroom has a certified biohazard container available for needle disposal. In addition, the Nurse Supervisor's office has a certified biohazard container available for needle disposal. A private contractor will provide Facilities & Maintenance staff with special leak proof containers for needles and other small sharps. The contractor will also provide a biohazard red bag container for material such as gauze or cotton that may be contaminated with blood. The contracted vendor provides the agency's Nurse

Supervisor with boxes/containers for disposal of all biohazardous waste. Facilities & Maintenance staff check the containers in all building restrooms to determine if containers need replaced due to fullness. Once the sharps boxes/containers are full, Facilities & Maintenance staff give full containers to the Nurse Supervisor who then ships the containers to the contracted vendor for medical waste disposal. Any biohazard red bag containers needing disposal are also given to the Nurse Supervisor who then ships them to the contracted vendor for medical waste disposal.

- 4) Within the context of minimizing risks of further illness to the infected person and transmission of the disease to others, **no employee or contract provider will be discriminated against** on the basis of having a communicable disease.
- 5) FCCS will respect the **rights of privacy and confidentiality** of any employee, or other person engaged by Children Services with a communicable disease. Dissemination of information concerning an infected person's condition will occur **only when necessary** to protect others from an increased risk of infection.
- 6) If a **health condition is seen to be interfering with an employee's job performance**, supervisors should contact Human Resources.