



## EXPOSURE CONTROL PLAN AND EMPLOYEE TRAINING

**POLICY:** Federal and State laws require that all employees be taught to treat the blood and body fluids of all individuals as potentially infectious (AIDS, Hepatitis B or other bloodborne pathogens). This is true even if you, the Member (or a household member), know you are not infected with a blood borne disease. Because you are in a self directed program you are the managing employer of your employee (caregiver). Therefore you must:

- help your caregiver understand “universal precautions” which are the recommended actions to use when handling blood or body fluids
- explain to the caregiver(s) what they should do if they are exposed to blood or body fluid during their orientation and every year at the caregiver’s annual date of hire
- train your caregiver about any potential exposures they may experience working with you
- use this document to help you train your caregiver(s)
- have the caregiver(s) read the Bloodborne Pathogen booklet and take the test at the end (they have to take this test each year)

**DETERMINE POSSIBLE EXPOSURE:** As a Member, it is your job to decide which personal care tasks your caregiver(s) does for you that may expose them to blood or body fluids. For example, you would list disposing of your needles if you are diabetic. Your timesheet may also help you identify tasks that expose your caregiver(s) to blood or body fluids.

The tasks your caregiver(s) will perform that might cause them to come in contact with blood or body fluids are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Examples of tasks that expose caregivers are:**

- Handling of blood, blood products or body fluids
- Caring for the site after diabetic testing has occurred
- Wound care
- Catheter Care
- Bowel Program
- Contact with mucous membranes or non-intact skin (wiping mouth and nose)
- Cleaning or processing of contaminated equipment (blood sugar monitor)
- Performing CPR and basic First Aid
- Handling of soiled linen (laundry, clothes)
- Contact with contaminated surfaces (cleaning toilet or tub, other household cleaning)

Of course, accidents can also happen. For example, you may get cut and need help applying a Band-Aid. Your caregiver(s) needs to know how to avoid touching your blood if that happens. This also keeps you safe from germs and blood borne diseases your caregiver might have.

**WHAT TO DO:** Your next step is to list what the caregiver should do in each situation. Consumer Direct will provide you and your caregiver with handouts on Handwashing, Waste Disposal and Personal Protective Equipment for you to use when training your caregiver(s).

The best protection for your caregiver is the use of Personal Protective Equipment (PPE). An example of PPE is gloves. Whenever blood is involved your caregiver should wear disposable gloves; regular, reusable rubber gloves can be worn for cleaning and other housekeeping tasks. It is your responsibility to have gloves available for your caregiver(s) at all times. Your Program Coordinator at Consumer Direct can assist you with locating a source for gloves. Remember, the caregiver is NOT responsible for buying gloves. Beyond what is recommended on the handouts, please let your caregiver(s) know the following:

1. Gloves are located \_\_\_\_\_.
2. Contaminated sharps (needles, razors) must be put in containers that can be closed, cannot be punctured, do not leak and are labeled with a sticker that says “Sharps Container”. The container is located \_\_\_\_\_.
3. Broken glass that may have blood on it is picked up using a brush and dust pan and placed in a sharps container.
4. Laundry Disinfectant is kept \_\_\_\_\_.
5. Household Disinfectant or Bleach/Water Solution is kept \_\_\_\_\_.

Instruct caregivers that eating, drinking, smoking, applying makeup, etc., and handling contact lenses is prohibited in work areas where there is a reasonable likelihood of occupational exposure. All food and drink should not be stored in refrigerators, freezers, shelves, cabinets or on countertops where blood or other potentially infectious materials are present.

Again, please review the handouts that Consumer Direct has provided to you and your caregivers that explain how caregivers can protect themselves from exposure to blood or body fluids. It is a good idea to keep the handouts in a place in your home where you and your caregiver can refer to them, when necessary (for example, in your Training Manual or near the refrigerator.)

**HEPATITIS B VACCINATION:** When you hire your caregiver(s), you need to let them know that they can get a Hepatitis B Vaccination. You must sign a Hepatitis B Vaccination Approval Form is included in the employee’s enrollment packet provided by Consumer Direct. If your caregiver decides to receive the vaccination, the healthcare worker giving the vaccine to them will describe the benefits of the vaccine, how long the vaccine is good for and the side effects of the vaccine before giving the vaccine.

The caregiver does not have to pay for the vaccine. If initially they say they do not want the vaccine, they can change their mind at any time and receive the vaccine. If your caregiver does not want the vaccine or they already have had it, they must check the “Decline” box on the Hepatitis B Vaccination Approval Form (in the employee packet). The form must be mailed to Consumer Direct so it can be placed in the caregiver’s personal medical file.

**POST EXPOSURE FOLLOW-UP:** If your caregiver comes in contact with your or another household member's blood or body fluid:

You, the Member/Managing Party must:

- tell the caregiver that they can receive a confidential medical evaluation and get a Hepatitis B vaccine (within 24 hours)
- document how the caregiver was exposed (i.e., rubbed their eye) and by whom
- get tested for HIV, Hepatitis C, and/or Hepatitis B infection if your caregiver asks you or your household member to. If you know you or a household member have one of these diseases, the testing is waived

The caregiver should:

- clean the wound, flush eyes or other mucous membrane (the place of contact)
- go to a clinic or hospital for a medical evaluation and blood testing
- request that the individual responsible for the exposure be tested and the results be released to the caregiver's treating physician or health care professional.

An exposed caregiver will receive a copy of their evaluating health care professional's written opinion within 15 days after completion of the evaluation. The Evaluation will include whether the caregiver has been told about any medical conditions resulting from the exposure that require further evaluation or treatment and whether the exposed employee should receive the Hepatitis B vaccination and if they did receive the vaccination.

**The caregiver must report the exposure to the Injury Hotline  
1-888-541-1701 as soon as possible after the exposure occurs.**

**A copy of Consumer Direct's Exposure Control Plan is available, free of charge, by calling Consumer Direct toll free at 1-888-398-8409.**