

**GARRETT-KEYSER-BUTLER COMMUNITY
HEAD START & EARLY HEAD START
COMMUNICABLE DISEASE POLICY**

STUDENTS & STAFF WITH SEXUALLY TRANSMITTED DISEASES
AND/OR COMMUNICABLE DISEASES

The G-K-B Community Head Start & Early Head Start believes that the disease called Acquired Immune Deficiency Syndrome (AIDS) is not a disease that can be spread by casual contact. Students, staff members, substitutes and patrons shall not routinely be denied access from their job, studies or visits in the Head Start & Early Head Start Program because they have been identified as having AIDS.

It is the policy, however, that all persons with AIDS who are employees or students shall be examined by a medical doctor(s) approved by the Board and medical officials from the DeKalb County Board of Health for specific recommendations and reasonable assurances concerning the advisability of the person to continue working at their job, or in the case of a student, to continue attending classes. Such determination will be made on a case by case basis and the final decision to exclude students from school or employees from their job will rest with officials of the DeKalb County Board of Health. Until such a determination is made students will remain home under Homebound instruction and employees will be granted a paid leave of absence. Appeal provisions are provided in the Indiana statute.

The Board will not permit the release of the identity of the person to the public who has been diagnosed by medical doctors as having contracted the AIDS virus.

HEALTH SERVICES PROGRAM

A goal of the Garrett-Keyser-Butler Community Head Start & Early Head Start's Health Services component is to appraise, protect, and promote the health of the pupils. It will also include provision of emergency care for injuries and sudden illnesses incurred as school, as well as the maintenance of pupil and staff records.

G-K-B Head Start & Early Head Start will follow the Communicable Diseases regulations HCD 33(410)AC 1-2) published by ISDH for exclusion of pupils with communicable diseases.

- A.) Student health histories will be maintained and kept up-to-date with relevant health data.
- B.) In-service training of teachers, administrators, and parents on the subject of student health.

Parents are informed of requirements for immunizations, illness that require a physician's statement, etc.

In-service training is given to all teachers involved with students who have medical conditions at the beginning of the year. Trainings may include diabetic teaching, Epilepsy, Tracheotomy care and changing, clean catheterization, bee sting injections and emergencies, Universal Precautions and OSHA's requirements for bloodborne pathogens and Asthma.

All staff persons are trained and re-certified annually in CPR and first aid in case of emergencies.

TRAINING AND HEALTH PRECAUTIONS FOR COMMUNICABLE DISEASES

- Section 1: General. It shall be the policy of the Garrett-Keyser-Butler Head Start & Early Head Start to provide simple and effective precautions against transmission of disease in the program's environment and comply with Indiana Code 16-41-11. Each employee who has duties that require the employee to have direct contact with blood or body fluids in the scope of his/her employment shall receive training and access to the necessary equipment to prevent transmission of communicable diseases.
- Section 2: Training & Necessary Equipment: Before an employee is given an assignment where contact with blood or body fluids is likely, the employee will be provided the necessary training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable diseases. An attendance record of an employee's participation in the training shall be maintained.
- Section 3: Use of Universal Precautions: When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.
- Section 4: Sanctions: If an employee fails to use the universal precautions or fails to attend the training sessions, the employee shall be subject to sanctions, including discipline and dismissal, if warranted, deemed appropriate by the employee's supervisor and Director.

GARRETT-KEYSER-BUTLER COMMUNITY HEAD START & EARLY HEAD START POLICY FOR BLOODBORNE PATHOGENS

It is the intent of the G-K-B Community Head Start & Early Head Start to establish a policy for all program employees whose occupation exposes him/her to blood or other potentially infectious materials, including and not limited to hepatitis B virus and HIV.

This policy applies to all employees whose occupations brings them into contact with blood, pathogenic micro-organism, human body fluids, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva, and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Garrett-Keyser-Butler Head Start & Early Head Start employees will fall under one of the following classifications for exposure determination:

Reasonably anticipated to be exposed to blood and other potentially infectious materials during the course of employment, due to constant exposure to cuts, open wounds, blood and other bodily fluids, and other persons involved with immediate care.

Job classifications in which some of the employees have a higher risk of occasional exposure

Teachers, teacher's aides, home visitors and bus drivers that are involved with children ages 0-5 on a daily basis, are at higher risk of occasional exposure. Personnel handling janitorial duties and contaminated laundry are also at a higher risk.

Reduced risk of exposure

Office personnel, family service aides and kitchen staff have reduced risk of exposure.

****Reporting must occur before the end of the work shift during which the incident occurs. OSHA believes that post exposure prophylaxis, within 24 hours, is acceptable protection for employees.**

CUSTODIAL/JANITORIAL/LAUNDRY

Garrett-Keyser-Butler Head Start & Early Head Start shall provide for the proper cleaning and disinfecting of equipment, work surfaces and areas, after becoming contaminated with blood and/or other potentially infectious material using an appropriate disinfectant.

Cleaning shall be done immediately, or as soon as feasible when surfaces are overtly contaminated by blood and/or other potentially infectious material.

In sick room areas the person in charge of those areas, will disinfect counter tops immediately after any small amount of contamination to the area. If large amounts of blood and/or infectious materials are present the appropriate personnel will be called to the area for proper disinfecting of the area.

Work areas and surfaces shall be cleaned at the end of each day by using the proper disinfecting cleaner on those areas that are high risk of becoming contaminated. (Areas such as counter tops, sinks, floors, bathrooms, and cots).

All bins, pail cans and similar receptacles intended for re-use which have reasonable likelihood of becoming contaminated with blood and/or infectious materials shall be inspected and decontaminated on a regularly scheduled basis. They should be cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Broken glassware which may be contaminated shall not be picked up directly with the hands. It should be cleaned up using mechanical devices such as brooms, dustpans, tongs, or forceps.

Bathroom items such as sinks, toilets, urinals, etc. should be cleaned of any blood and/or infectious materials prior to being worked on, using proper disinfecting materials and using protective equipment (PPE).

Contaminated items such as any PPE, and items used to clean contaminated areas that are disposable must be placed in a sealed red biohazard bag and disposed of appropriately.

ALL FACULTY (ADMINISTRATION AND CLASSROOM PERSONNEL) SHALL COMPLY WITH ALL RULES, REGULATIONS, AND GUIDELINES WITHIN THIS DOCUMENT.

JULY 2007