

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Communicable Disease	NUMBER: GO 2-34
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1 **INDEX WORDS**

- 2
- 3 AIDS (Acquired Immune Deficiency Syndrome)
- 4 ARC (Aids Related Complex)
- 5 Communicable Diseases
- 6 Diseases
- 7 Evidence (possibly contaminated)
- 8 Exposure control program (communicable diseases)
- 9 Hepatitis B
- 10 Hepatitis C
- 11 HIV (Human Immunodeficiency Virus)
- 12 Infectious diseases
- 13 Infectious Viruses
- 14 Occupational exposure
- 15 Personal protective equipment
- 16 Training
- 17 Tuberculosis

18

19 **POLICY**

20

21 It is the policy of the York County Sheriff's Office to maximize the use of protective equipment

22 when dealing with possible communicable disease exposure situations, to properly report all

23 possible exposures to any communicable disease, and to comply with current state/federal

24 Regulations and OSHA Standards (Section 32.1-45.2, Code of Virginia, 29 Code of Federal

25 Regulations, Part, 1910.1030 and OSHA Instruction CPL 2-2.44B). Communicable disease,

26 especially HIV and Hepatitis B & C, have been identified by health care experts as being a

27 significant risk to emergency medical care providers including fire, EMS, and law enforcement

28 personnel.

29

30 **PURPOSE**

31

32 The purpose of this general order is to identify and educate employees who may have the

33 potential of coming into contact with blood or body fluids, to minimize or eliminate employee

34 exposure to communicable diseases, to establish proper procedure when disposing of or

35 disinfecting contaminated material, and to establish procedures for reporting a possible exposure

36 and follow-up of medical care.

37

38 **DEFINITIONS**

- 40
- 41 • AIDS (Acquired Immune Deficiency Syndrome)
 - 42 ○ A disease in which the infected person's immune system is badly impaired and as a
 - 43 result, the person is susceptible to a variety of infections.
 - 44 ○ AIDS is caused by a virus known as Human Immunodeficiency Virus or HIV.
 - 45 ○ HIV is transmitted by intimate sexual contact, contaminated blood, and body fluids
 - 46 (most often by sharing needles or other drug equipment), and from an infected mother
 - 47 to her baby before or during birth.
 - 48 ○ The risk of getting HIV from a blood transfusion is extremely low; all donated blood
 - 49 has been tested for HIV since 1985.
 - 50 ○ HIV is very fragile and is easily killed outside the body.
 - 51 ○ It is not transmitted by:
 - 52 ▪ Casual contact,
 - 53 ▪ Coughing or sneezing,
 - 54 ▪ Touching,
 - 55 ▪ Hugging or shaking hands,
 - 56 ▪ By sharing equipment,
 - 57 ▪ Bathrooms or kitchens.
 - 58
 - 59 • ARC (AIDS Related Complex or condition)
 - 60 ○ A variety of symptoms caused by HIV infection.
 - 61 ○ These symptoms are usually less severe than those with AIDS and can include:
 - 62 ▪ Loss of appetite,
 - 63 ▪ Weight loss,
 - 64 ▪ Fever,
 - 65 ▪ Night sweats,
 - 66 ▪ Skin rashes,
 - 67 ▪ Diarrhea,
 - 68 ▪ Tiredness,
 - 69 ▪ Lack of resistance to infection, and
 - 70 ▪ Swollen lymph nodes.
 - 71
 - 72 • Body Fluids
 - 73 ○ Fluids that the body makes including:
 - 74 ▪ Blood,
 - 75 ▪ Semen,
 - 76 ▪ Vaginal secretions,
 - 77 ▪ Cerebrospinal fluid,
 - 78 ▪ Synovial fluids,
 - 79 ▪ Pleural fluid,
 - 80 ▪ Peritoneal fluid,
 - 81 ▪ Pericardial fluid,
 - 82 ▪ Amniotic fluid,
 - 83 ▪ Breast milk, and
 - 84 ▪ Saliva.
 - 85
 - Communicable Disease

- 86 ○ An infectious disease capable of being passed to another by contact with an infected
87 person or his/her body fluids or on an object.
88 ○ An infectious virus capable of being passed to another by contact or close contact
89 with an infected person or his/her body fluids or an object.
90
91 ● Communicable Disease Coordinator
92 ○ The individual responsible for the coordination of the Sheriff's Office communicable
93 disease program.
94
95 ● Disinfect
96 ○ A procedure that inactivates most organisms.
97
98 ● Exposure
99 ○ The act of coming in contact with, but not necessarily being infected by, a disease-
100 causing agent.
101
102 ● Exposure Incident
103 ○ A specific eye, mouth, other mucous membrane, intact or non-intact skin, or
104 parenteral contact with blood or other potentially infectious materials that results
105 from the performance of an employee's duties.
106
107 ● Hepatitis A
108 ○ A viral infection that infects the liver and causes no long-term consequence.
109 ○ The effects of the disease are usually mild with symptoms such as:
110 ▪ Fever,
111 ▪ Malaise,
112 ▪ Anorexia,
113 ▪ Nausea, and
114 ▪ Abdominal discomfort,
115 ▪ Followed in a few days by jaundice.
116
117 ○ This type of infection occurs most often in day care centers.
118 ○ It is passed by ingesting contaminated:
119 ▪ Water,
120 ▪ Food,
121 ▪ Milk,
122 ▪ Sliced meats,
123 ▪ Salads,
124 ▪ Raw or undercooked seafood.
125
126 ○ The infection is also found in feces.
127
128 ● Hepatitis B (HBV)
129 ○ A viral infection that infects the liver.
130 ○ The disease can range from mild, even unapparent, to severe or fatal.
131 ○ Hepatitis B is transmitted through:

- 132 ▪ Blood,
- 133 ▪ Dirty needles,
- 134 ▪ Body fluids, and
- 135 ▪ Saliva.
- 136
- 137 ○ A series of vaccines exist to prevent Hepatitis B.
- 138
- 139 • Hepatitis C
 - 140 ○ A viral infection that infects the liver and can lead to serious, permanent liver
 - 141 damage, and in many cases death.
 - 142 ○ Hepatitis C is spread through:
 - 143 ▪ Needle sticks or sharps exposures on the job,
 - 144 ▪ Using IV drugs, or
 - 145 ▪ Transmitted from an infected mother to her baby during birth.
 - 146
 - 147 ○ Most individuals (80%) that are infected have no signs or symptoms.
 - 148 ○ Some experience:
 - 149 ▪ Jaundice,
 - 150 ▪ Fatigue,
 - 151 ▪ Dark urine,
 - 152 ▪ Nausea,
 - 153 ▪ Loss of appetite, and or
 - 154 ▪ Abdominal pain.
 - 155
 - 156 ○ There is no vaccine to prevent Hepatitis C.
- 157
- 158 • HIV (Human Immunodeficiency Virus)
 - 159 ○ The virus that can cause AIDS.
 - 160 ○ Also named HTLV-III or LAV.
 - 161 ○ HIV infects and destroys certain white blood cells, undermining the body's ability to
 - 162 combat infection.
 - 163 ○ HIV is transmitted by:
 - 164 ▪ Infected body fluids
 - 165 ❖ Blood,
 - 166 ❖ Semen,
 - 167 ❖ Vaginal fluids, and
 - 168 ❖ Breast milk.
- 169
- 170 • Infectious Disease
 - 171 ○ Invasion of a body part by pathogenic microorganisms including but not limited to
 - 172 newly identified diseases or infectious viruses by the Centers for Disease Control.
 - 173
- 174 • Infectious Waste
 - 175 ○ Those waste products recognized as presenting a potential exposure hazard either by
 - 176 accidental injection or by improper handling.
 - 177 ○ Examples include those items contaminated by:

- 178 ▪ Blood, or
- 179 ▪ Other potentially infectious materials.
- 180
- 181 • Mucous Membrane
- 182 ○ A moist layer of tissue that lines the:
- 183 ▪ Mouth,
- 184 ▪ Eyes,
- 185 ▪ Nostrils,
- 186 ▪ Vagina,
- 187 ▪ Anus, and
- 188 ▪ Urethra.
- 189
- 190 • Non-Intact Skin
- 191 ○ Skin that is:
- 192 ▪ Chapped,
- 193 ▪ Abraded,
- 194 ▪ Weeping, or
- 195 ▪ Has rashes or eruptions.
- 196
- 197 • Pathogen
- 198 ○ A disease causing substance or microorganism.
- 199
- 200 • Parenteral
- 201 ○ Exposure as a result of piercing or penetrating the skin (ex., needle stick).
- 202
- 203 • Personal Protective Equipment (PPE)
- 204 ○ Specialized clothing or equipment worn or used by employees for protection against a
- 205 hazard.
- 206 ○ General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function
- 207 as protection against a hazard is not considered to be personal protective equipment.
- 208
- 209 • Subcutaneous
- 210 ○ Beneath or introduced beneath the skin. (Example: subcutaneous injection)
- 211
- 212 • Tuberculosis
- 213 ○ A bacterial disease that can be transmitted through:
- 214 ▪ Saliva,
- 215 ▪ Urine,
- 216 ▪ Blood, and
- 217 ▪ Other body fluids.
- 218
- 219 ○ Tuberculosis is an airborne, opportunistic disease and it primarily causes lung
- 220 infection.
- 221 ○ It is primarily transmitted when a person coughs or sneezes and the infected airborne
- 222 droplets are inhaled by others.
- 223 ○ It can also enter the body through infected mucous on the skin.

- 224 ○ No vaccine against tuberculosis exists, but medications are available to treat the
- 225 disease.
- 226 ○ Individuals are screened for exposure to tuberculosis by a PPD skin test and/or chest
- 227 x-ray.

228
229 **PROCEDURES**

- 230
- 231 ● General
- 232 ○ York County Sheriff's Office has established Communicable Disease Guidelines, as
- 233 part of this general order.
- 234 ○ These guidelines explain exposure situations in further detail, as well as explaining
- 235 how to decontaminate yourself and your equipment.
- 236 ○ Each employee is responsible for following the policies and procedures outlined in
- 237 these guidelines and this general order.
- 238 ○ All deputies are at risk and have the potential of:
- 239 ▪ Coming in contact with body fluids, including blood or
- 240 ▪ Having to be in close proximity of individuals who may be contagious with other
- 241 communicable or infectious diseases or viruses.
- 242
- 243 ○ The degree of risk increases with the frequency and extent of exposure.
- 244 ○ While it is impossible to list the measures to be taken for every potential known or yet
- 245 to be discovered communicable and infectious disease, it shall be the policy of the
- 246 Sheriff's Office to follow, known at the time, guidelines established by the Centers
- 247 for Disease Control (CDC) and or the Virginia Department of Health (VDH) with
- 248 regards to recommended PPE and handling of exposures, testing or symptomatic
- 249 employees.
- 250
- 251 ● Communicable Disease Coordinator
- 252 ○ The Sheriff shall appoint a Communicable Disease Coordinator to direct and
- 253 coordinate all phases of the Communicable Disease Prevention and Control Program.
- 254 ○ The Communicable Disease Coordinator shall:
- 255 ▪ Develop an overall strategy for limiting exposure to HIV and HBV, or other
- 256 communicable or infectious diseases and viruses, and for handling of exposure
- 257 incidents.
- 258 ▪ Maintain records associated with known or suspected exposures.
- 259
- 260 ○ The program includes all employees.
- 261 ○ The Communicable Disease and Control Program shall be synonymous with this
- 262 general order.
- 263 ○ The plan adheres to the principles and procedures for the prevention of HIV, HBV,
- 264 and HCV, and other communicable disease or virus exposure as detailed in the
- 265 universal and specific precautions prescribed by the CDC and or VDH.
- 266
- 267 ● Maintaining communicable disease control supplies
- 268 ○ The Sheriff shall ensure that adequate supplies are available for communicable
- 269 disease control within the agency.

- 270 ▪ During times of a pandemic communicable disease control supplies may be
271 scarce or difficult to obtain. During these times, temporary equipment and or
272 operational adjustments may be made to reduce the risk of exposure.
273
- 274 ○ Supervisors are responsible for maintaining an adequate supply of disease control
275 supplies for all affected personnel within their assigned command.
276 ○ Further, supervisors must ensure that:
277 ▪ Personal protective equipment (PPE) is maintained in each vehicle and at the
278 courthouse complex.
279 ▪ Supplies are routinely inspected, replaced, and cleaned.
280 ▪ Requirement to wear protective equipment is followed.
281 ▪ Issued protective equipment shall be worn in all known hazardous situations and
282 in situations when a potential danger exists.
283
- 284 ○ Issued equipment is as follows:
285 ▪ Disposable non-latex gloves,
286 ▪ Disposable booties,
287 ▪ CPR pocket mask with one-way valve,
288 ▪ Disposable facemask,
289 ▪ Face splash shields,
290 ▪ Antiseptic bio-hand cleaner,
291 ▪ Biohazard labels,
292 ▪ Biohazard bags,
293 ▪ Sharps container,
294 ▪ Tyvek suits or gowns.
295
- 296 • Training
297 ○ The Communicable Disease Coordinator shall:
298 ▪ Ensure that all deputies receive a course of instruction on communicable diseases
299 before their initial assignment where exposure may take place.
300 ▪ Retain complete records on instruction of employees to include:
301 ❖ Dates,
302 ❖ Content of training;
303 ❖ Names and qualifications of instructors, and
304 ❖ Names of attending employees.
305
- 306 ▪ Disseminate updated information to all personnel and for appropriate educational
307 programs about communicable diseases.
308 ▪ Provide initial training in communicable disease precautions.
309 ▪ Provide refresher training on occupational exposure protection annually.
310

DISPOSAL AND/OR DISINFECTION OF CONTAMINATED EQUIPMENT

- 312
- 313 ▪ Disposal of contaminated equipment
314 ○ All contaminated materials will be sealed in a plastic biohazard bag issued by the
315 Sheriff's Office.

- 316 ○ Plastic biohazard bags shall be disposed of at authorized locations that accept
- 317 biohazard waste.
- 318 ▪ Biohazard waste should be disposed of as soon as possible.
- 319
- 320 ○ Even though gloves are worn, deputies shall wash off with soap and warm water any
- 321 part of the body that has been exposed to body fluids, blood or hazardous materials.
- 322 ○ In cases where body fluids are exposed to non-intact skin (open wounds, etc.) wash
- 323 area with soap and water.
- 324 ▪ A disinfectant hand sanitizer solution may be used if soap and warm water is not
- 325 available.
- 326
- 327 ▪ Disinfecting contaminated equipment
- 328 ○ Clothing
- 329 ▪ Should be washed with a detergent in warm water or dry-cleaned.
- 330
- 331 ○ Vehicles, police equipment
- 332 ▪ A 1:10 household solution of bleach to water should be used on any equipment
- 333 that will not be stained by bleach.
- 334 ▪ In the event a car seat or equipment would be ruined with bleach, then it should
- 335 be cleaned with a disinfectant soap and warm water solution while wearing
- 336 gloves.
- 337 ▪ An antimicrobial disinfectant may be used following exposure to an infectious
- 338 virus.
- 339 ❖ The Sheriff's Office may coordinate with the Department of Fire and Life
- 340 Safety or other local businesses for the decontamination or disinfecting of
- 341 patrol vehicles.
- 342
- 343 ○ Deputies shall attempt to replenish used equipment as soon as possible.
- 344

345 **OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASES**

- 346
- 347 • Notification
- 348 ○ As soon as practicable, all employees shall document possible exposure to infectious
- 349 fluids or materials or infectious individuals in the form of an incident report in the
- 350 Sheriff's Office RMS.
- 351 ○ In any case, employees shall immediately notify their supervisor of possible
- 352 exposure.
- 353 ○ Section [32.1-45.2](#), Code of Virginia, requires public safety employees to immediately
- 354 notify their agencies of any "possible exposure prone incident."
- 355 ○ Examples of such exposure include:
- 356 ▪ Direct contact with body fluids on chapped or open areas,
- 357 ▪ On the skin or on mucous membranes,
- 358 ▪ Direct mouth-to-mouth resuscitation (CPR) without use of a one-way valve,
- 359 ▪ Receiving a cut or puncture wound as a result of searching or arresting a suspect
- 360 or handling contaminated evidence.

- 406 ❖ Typically, three to six months elapse following an infection for a positive
 407 reaction to occur.
- 408 ❖ One must be tested, immediately following the incident (baseline) and then
 409 after six weeks, three months, and six to twelve months.
- 410 ❖ Treatment for potential HIV infection is available after a high-risk exposure.
 411 Treatment is only started after a consult with the physician and the patient
 412
- 413 ■ Hepatitis B
 - 414 ❖ The HBIG vaccine may be given to unvaccinated individuals if needed and/or
 415 Hepatitis B vaccine started.
 - 416 ❖ A blood test can confirm the presence of hepatitis B virus six to eight weeks
 417 after exposure.
 - 418 ❖ Note that different tests exist for hepatitis B depending on the reason for
 419 testing.
 - 420
 - 421 ■ Hepatitis C
 - 422 ❖ After an exposure, an antibody test for Hepatitis C should be obtained for
 423 baseline and other test done 4-6 months after exposure.
 - 424 ❖ No current post exposure treatment is recommended to prevent HCV
 425 infection.
 - 426
 - 427 ■ Tuberculosis
 - 428 ❖ Screening for latent or active TB is initially performed by a PPD skin test.
 - 429 ❖ If positive, further evaluation with a chest x-ray and possibly sputum culture
 430 is done.
 - 431 ❖ After a potential exposure, a skin test is performed.
 - 432 ❖ If negative, a repeat PPD is performed in 10 weeks, since it takes between 2 -
 433 10 weeks for the tuberculosis test to become positive
 - 434
 - 435 ■ Other infectious viruses
 - 436 ❖ Any recommended quarantine or testing shall be done in accordance with
 437 guidelines established by the Center for Disease Control and or the Virginia
 438 Department of Health.
 - 439
- 440 ● Confidentiality
 - 441 ○ Confidentiality of information concerning test results is paramount.
 - 442 ○ The employee has a right to privacy in employer-maintained information about
 443 his/her health.
 - 444 ○ No need exists for a supervisor to routinely know that a person tests positive for HIV
 445 or hepatitis B.
 - 446 ○ The Sheriff views a breach of confidentiality as a serious disciplinary problem, which
 447 may result in suspension or termination of employment.
 - 448
 - 449 ● Positive Test Results
 - 450 ○ Any person who tests positive for HIV or hepatitis B shall not be summarily removed
 451 from duty.

- 452 ○ The Sheriff's Office shall make no restrictions simply because of diagnosis.
- 453 ○ These diseases are not spread by casual contact.
- 454 ○ The Sheriff will alter an employee's assignment only when he or she can no longer
- 455 perform the required duties.
- 456 ○ The Sheriff's Office shall ensure continued testing, if necessary, of members for
- 457 evidence of infection, and shall provide psychological counseling if necessary.
- 458 ○ Any person who tests positive for tuberculosis may be restricted from working for a
- 459 period of time.
 - 460 ▪ A medical evaluation will determine the stage and type of disease the person has
 - 461 contracted and if he/she is contagious.
 - 462 ▪ A tuberculosis-infected employee who requires medication shall not return to
 - 463 work until the doctor determines he/she is non-communicable.
 - 464 ❖ Tuberculosis is easily transmitted and its incidence in Virginia has recently
 - 465 shown a slight increase.
 - 466
 - 467 ▪ After exposure to tuberculosis, a person may, after a medical evaluation, take
 - 468 medicine to help prevent the disease.
 - 469 ▪ Employees who are either symptomatic of an infectious virus or have tested
 - 470 positive for an infectious virus shall self-quarantine themselves in accordance
 - 471 with guidelines established by the CDC and or VDH.
 - 472 ❖ Employees who test positive for or are symptomatic with an infectious virus
 - 473 may return to duty in accordance with guidelines established by the CDC and
 - 474 or VDH or cleared by a medical doctor to return to duty.
 - 475 ➤ Employees who test positive or are symptomatic with any infectious virus
 - 476 where a fever (99.5 degrees Fahrenheit or higher) is present, shall ONLY
 - 477 return to duty after the employee has been fever free for 72 hours without
 - 478 the use of fever reducing medications.
 - 479
- 480 ● Job Performance
 - 481 ○ Infected employees shall continue working as long as they maintain acceptable
 - 482 performance and do not pose a safety or health threat to themselves or others in the
 - 483 Sheriff's Office.
 - 484 ○ Where feasible, an employee who has medical complications from a communicable
 - 485 disease will either be reassigned to another job or have his/her job restructured so that
 - 486 he/she can remain employed.
 - 487 ○ As necessary, medical documentation shall support requests for job restructure or
 - 488 reassignment.
 - 489 ○ All personnel shall treat such employees in the same manner as employees who suffer
 - 490 from other serious diseases or handicaps that is, fairly, courteously, and with dignity.
 - 491 ○ The Sheriff may require an employee to be examined by a physician designated by
 - 492 the county to determine if he she is able to perform his/her duties without hazard to
 - 493 him/herself or others
 - 494
- 495 ● Discrimination

- 496 ○ The Sheriff expects all personnel to continue working relationships with any fellow
497 employee recognized as having HIV/AIDS/ARC, Hepatitis B, Hepatitis C or non-
498 communicable tuberculosis.
- 499 ○ The Sheriff will consider appropriate corrective or disciplinary action against an
500 employee who threatens or refuses to work with an infected employee or who
501 disrupts the sheriff's office mission.
- 502
- 503 • Records
- 504 ○ The agency maintains a record for each employee detailing incidents of occupational
505 exposure, including:
- 506 ▪ Information on vaccination status.
- 507 ▪ The results of examinations and tests.
- 508 ▪ Health care professionals' written opinion; and any other relevant information.
- 509
- 510 ○ These records are retained by the Sheriff in secure storage for the duration of tenure
511 of employment plus 30 years, and shall not be disclosed or reported without the
512 express written consent of the employee or as required by law.
- 513
- 514 • Reporting of possible exposure
- 515 ○ A determination of exposure will be conducted to identify the following exposure:
- 516 ▪ Contaminated needle-stick injury.
- 517 ▪ Blood or body fluid contact with mucous membrane of eyes, nose, or mouth.
- 518 ▪ Blood or body fluid contact with non-intact skin exposure.
- 519 ▪ Cuts with sharp objects contaminated with blood or body fluid.
- 520 ▪ Injury sustained while cleaning or removing contaminated equipment.
- 521 ▪ Bites resulting in blood exposure.
- 522 ▪ Close contact with a suspected or known individual with an infectious virus.
- 523
- 524 • Reporting steps
- 525 ○ In the event a deputy has been exposed to a communicable disease the following
526 procedures will be followed:
- 527 ▪ The affected member or their supervisor shall follow complete the [Communicable](#)
528 [Disease Report](#) form found in the forms folder in Power DMS.
- 529 ▪ The affected member shall report any possible exposures to his/her immediate
530 supervisor as soon as possible.
- 531 ▪ The supervisor must complete a memo explaining the incident and notify the
532 Communicable Disease Coordinator.
- 533 ▪ The supervisor in conjunction the employee must also complete an Employer's
534 First Report of Accident Form and submit to Human Resources.
- 535 ▪ York county Human Resources employees will process the proper paperwork for
536 Workmen's Compensation.
- 537
- 538 ○ If the results of the investigation were found to be of a "possible risk" then preventive
539 and follow-up medical care will be provided.
- 540 ○ A medical evaluation should occur as soon as possible.

- 541 ○ Testing for infectious viruses should be conducted in accordance with CDC and or
542 VDH guidelines.

543

544 **GENERAL PRECAUTIONS**

545

- 546 • Whenever possible, deputies shall wear the listed personal protective equipment when
547 doing any of the following:

548

- 549 ○ Latex or non-latex gloves
550 ▪ Handling persons or items with any blood or body fluid products (hypodermic
551 needles, syringes, or surfaces soiled with blood or body fluids, gun or knife
552 wounds).

552

- 553 ▪ Packaging and handling such items as evidence.
554 ▪ Cleaning up blood or other secretions, which appear on floors, seats, equipment,
555 handcuffs, shoes, clothing, pens, pencils, etc.?

555

- 556 ○ Face masks or splash shields

557

- 558 ▪ Whenever the following may occur:
559 ❖ Splashes, spray or spatter,
560 ❖ Droplets of potentially infectious fluids endanger contamination through the
561 eyes, nose, or mouth.

561

- 562 ▪ Masks may be worn with other protective devices such as splash shields

562

- 563 ○ Protective outer clothing

564

- 565 ▪ Outer protective clothing such as:
566 ❖ Tyvek type suits,
567 ❖ Aprons,
568 ❖ Head and shoe covers

568

- 569 ▪ Shall be worn as determined by the degree of potential exposure anticipated such
570 as:

571

- 572 ❖ Splashes, sprays or spatter,
573 ❖ Dripping or falling potential infectious fluids,
574 ❖ Walking through pooled or puddled potential infectious fluids.

574

575

- 576 • Handling people

577

- 578 ○ The following precautions should be taken after physical contact with or handling
579 people where possible exposure to infectious fluids exists:

579

- 580 ▪ Wash hands thoroughly for thirty seconds with warm water and soap after
581 removing gloves or after contact with the subject.

581

- 582 ▪ If water is unavailable, use the bio-cleaner found in the communicable disease
583 control kit to decontaminate skin.

582

- 583 ▪ Leather gloves with needle-stick protection shall be worn, if available, when
584 searching persons or dealing in environments, where sharp objects and bodily
585 fluids may reasonably be encountered.

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- 631
- Search techniques shall be used that require suspects to empty their own pockets or purses and remove sharp objects from their persons.
 - Never put your hands where your eyes cannot see.
 - Do not put fingers in or near any person's mouth.
 - Notify other support personnel or law-enforcement officers during a transfer of custody that the suspect has fluids on his or her person, or that the suspect has stated that he or she has a communicable disease.
- The following precautions should be taken during contact with people where exposure to an infectious virus exists:
 - Where possible maintain a distance of at least 6’.
 - Wear a respirator mask.
 - Wear protective gloves.
 - If hand on physical contact is known or anticipated, wear the above along with:
 - ❖ Goggles or a face shield,
 - ❖ Tyvek suit or gown,
 - Do not touch your face following contact,
 - Immediately wash hand with soap and warm water or disinfectant hand sanitizer following contact.
- Handling objects
 - Deputies shall use extra care when handling any sharp objects such as syringes or other sharp objects containing potential infectious fluids.
 - If deputies finds or encounter syringes or other sharp objects, they shall adhere to the following guidelines:
 - Do not bend,
 - Do not recap,
 - Do not manipulate the needle in any way,
 - Place them in sharps containers or container that will prevent the object from piercing the container provided by the Sheriff’s Office,
 - Clearly label the container as containing a Bio-Hazard
- Handling fluids
 - To clean blood or other body fluids:
 - Use regular household bleach diluted 1 part bleach to 10 parts water (or use undiluted bleach, if easier).
 - Bleach dilutions should be prepared at least every 24 hours to retain effectiveness.
 - Wear latex gloves during this procedure.
 - A soiled uniform (by blood or body fluids) should be changed as soon as possible.
 - ❖ Wash in hot water and detergent or dispose of properly.
 - Sheriff’s Office vehicles that are contaminated by body fluids require immediate decontamination.
 - Employees who have the vehicles assigned to them shall notify their supervisor of the spill and arrange for a thorough cleaning as soon as possible.

- 632 ▪ Affected vehicles should bear an "Infectious Disease Contamination" sign upon
633 arrival at a service center and while awaiting decontamination.
634
- 635 • Precautions when bitten
 - 636 ○ The danger of infection through bites is low.
 - 637 ○ If bites involve blood exposure to anyone, a medical evaluation is recommended.
 - 638 ○ Precautionary procedures to minimize the risk of infection include:
 - 639 ▪ Encouraging the wound to bleed by applying gentle pressure to the wound.
 - 640 ▪ Washing the area thoroughly with soap and warm running water.
 - 641 ▪ Seeking medical attention at the nearest hospital (if the skin is broken).
 - 642 ▪ Advising your supervisor, make a report, or follow any other policy for reporting
643 injuries, including the filing of appropriate Worker's Compensation forms.
644
 - 645 • Precautions when punctured by needles or knives
 - 646 ○ If a deputy is cut or punctured by a needle, a knife, or other instrument while
647 searching a suspect or handling contaminated evidence, follow these general
648 guidelines:
 - 649 ▪ Allow the wound to bleed (unless severe bleeding occurs) until all flow ceases.
 - 650 ▪ Cleanse the wound with soap and water.
 - 651 ▪ Seek medical attention as soon as possible after the injury.
 - 652 ❖ A physician will then decide the proper treatment.
 - 653
 - 654 ▪ Advise your supervisor, make a report, or follow any other policy for reporting
655 injuries, including the filing of appropriate Worker's Compensation forms.
656
 - 657 • Precautions at major crime scenes
 - 658 ○ At the crime scene, deputies and investigators confront unusual hazards, especially
659 when the crime scene involves violent behavior such as homicides where large
660 amounts of blood are present.
 - 661 ○ No person at any crime scene shall eat, drink, smoke, use tobacco products or apply
662 make-up.
 - 663 ○ The best protection is to wear disposable latex gloves.
 - 664 ○ Any person with a cut, abrasion, or any other break in the skin on the hands should
665 never handle blood or other body fluids without protection.
 - 666 ○ Uniformed deputies assigned to patrol, investigations, or court duties shall carry latex
667 gloves on their persons at all times.
 - 668 ○ Latex gloves should be changed when they become torn or heavily soiled, if a deputy
669 leaves the crime scene (even temporarily), or after collection of each item of evidence
670 when body fluids are present.
 - 671 ○ If cotton gloves are worn when working with items having potential latent fingerprint
672 value, wear cotton gloves over latex gloves.
 - 673 ○ Hands should be washed after gloves are removed, even if the gloves appear to be
674 intact. Deputies shall take care to avoid contact between skin and soiled gloves.
 - 675 ○ Always keep a plastic bio-disposal bag in the communicable disease control kit to be
676 used only to collect contaminated items (gloves, masks, etc.) until they can be
677 disposed of properly.

- 678 ○ Shoes and boots can become contaminated with blood.
- 679 ▪ Wash with soap and water when leaving the crime scene, or use protective
- 680 disposable shoe coverings.
- 681
- 682 ○ Splash shields and facemasks should be worn when the possibility exists that dried or
- 683 liquid particles of body fluids may strike the face.
- 684 ▪ Particles of dried blood, when scraped, fly in many directions, so wear protection
- 685 when removing the stain for laboratory analysis.
- 686
- 687 ○ While processing the crime scene, be constantly on the alert for sharp objects, such as
- 688 hypodermic needles, razors, knives, broken glass, nails, etc.
- 689 ▪ Use of mirrors may be appropriate while looking under car seats, beds, etc.
- 690
- 691 ○ If practicable, use only disposable items at a crime scene where blood or other body
- 692 fluids are present.
- 693 ○ Decontaminate non-disposal items by autoclaving if possible or if not available
- 694 decontaminate items with a bleach solution of one part bleach to ten parts water.
- 695 ○ Before releasing the crime scene, advise the owner of the potential infection risk and
- 696 suggest that the owner contact a bio-cleaning company.
- 697 ○ Warning labels must be placed on all plastic evidence bags to go to the crime
- 698 laboratory.
- 699

700 VACCINATIONS

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- 702 ● The Sheriff affords all employees who have occupational exposure or a potential for
- 703 exposure to Hepatitis B the opportunity to take the HBV vaccination series at no cost
- 704 within 10 working days of assignment to an occupationally exposed duty.
- 705 ○ During the initial employment physical, applicants will be given a Hepatitis B Titer
- 706 test.
- 707 ○ Results of the test will indicate:
- 708 ▪ Immune
- 709 ▪ No Immunity
- 710 ▪ Low Immunity
- 711
- 712 ○ The Hepatitis B Titer test results will be reported to Sheriff's Office.
- 713
- 714 ▪ If no immunity or low immunity results are received, the applicant, if hired, will
- 715 be afforded, at employers expense, the opportunity to receive either:
- 716 ❖ Hepatitis B 1 or 2 shot booster (Low Immunity)
- 717 ❖ Hepatitis B 3 shot series (No Immunity)
- 718
- 719 ○ Applicants may opt to decline the Hepatitis B booster(s) or series.
- 720 ▪ Applicants, once employed by the Sheriff's Office, who declined the Hepatitis B
- 721 booster(s) or series may request at any time during employment to receive the
- 722 Hepatitis B booster(s) or series which shall be provided at the employer's
- 723 expense.

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- The vaccination shall be provided only after the employee has received training in communicable diseases, is medically fit for the vaccinations, and has not previously received them or shows a low or no immunity following a Hepatitis B titer test if the employee previously received the vaccine.
- Other Vaccinations
 - Vaccinations for viruses may from time to time be available free of charge or at a reduced cost through the County of York or through the employee’s health care plan.
 - Employees are encouraged but not required to be vaccinated against known infectious viruses.