

Central Linn School District

Exposure Control Plan Handbook

Administrative Implementation Document

Supporting Policy: EBBAA – Infection Control and Bloodborne Pathogens

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1. Purpose

The purpose of this Exposure Control Plan Handbook is to establish administrative procedures and practices designed to reduce occupational exposure to bloodborne pathogens and other potentially infectious materials.

This handbook operationalizes the district's responsibilities under applicable state and federal law and supports Board Policy **EBBAA – Infection Control and Bloodborne Pathogens**.

This document is an **administrative handbook**. It is **not a board-adopted policy** and may be updated as needed to reflect changes in law, procedures, or operational practices.

2. District-Specific Roles and Responsibilities

To ensure consistent and effective implementation of this Exposure Control Plan, administrative responsibilities are assigned as follows. These roles may be adjusted by administration as operational needs require.

Superintendent / Designee - Provides overall administrative oversight for infection control and bloodborne pathogen practices and ensures that appropriate procedures are implemented districtwide.

Building or Program Administrator - Ensures that employees in their assigned building or program:

- Are informed of exposure prevention procedures;
- Know the location of first-aid and body fluid cleanup kits; and
- Understand reporting procedures following an exposure incident.

District Office / Operations Designee

- Coordinates required training;
- Maintains documentation related to training, exposure incidents, and vaccinations;
- Maintains sharps disposal containers where applicable.
- Ensures the availability of personal protective equipment (PPE) such as;
 - Gloves
 - Masks / respirators
 - Eye protection (goggles or safety glasses)
 - Face shields
 - Protective gowns or smocks
 - Lab coats or protective clothing
 - Protective aprons
 - Hearing protection
 - Head protection
 - Protective footwear
 - Chemical-resistant protective gear
 - Heat-resistant protective gear
 - Cut-resistant protective gear

Employees - Employees are responsible for:

- Following standard precautions;
- Using provided PPE as required;
- Participating in required training; and
- Promptly reporting exposure incidents according to established procedures.

3. Exposure Determination

The district identifies job classifications and tasks in which occupational exposure may occur.

Exposure determination is made **without regard to the use of personal protective equipment**.

Exposure determinations will be reviewed when job duties, assignments, or procedures change.

Tasks that may result in exposure include, but are not limited to:

- Rendering first aid;
- Cleaning blood or body fluid spills;
- Assisting with injections such as epinephrine or glucagon; and
- Handling contaminated materials or sharps.

4. Standard Precautions

The district follows **standard precautions**, which require that all human blood and certain body fluids be treated as potentially infectious.

Standard precautions apply in all settings where occupational exposure may occur.

5. Engineering and Work Practice Controls

Engineering and work practice controls are used to eliminate or minimize employee exposure, including:

- Approved sharps disposal containers where applicable;
- Handwashing facilities or approved alternatives;
- Procedures for safe handling, cleanup, and disposal of contaminated materials.

6. Personal Protective Equipment (PPE)

PPE is maintained in accessible locations, and employees receive instruction on proper use, removal, and disposal. The district provides appropriate PPE at no cost to employees when occupational exposure may occur. PPE may include:

- Disposable gloves;
- Protective barriers for cleanup;
- Eye or face protection when splash or spray is anticipated.

7. Housekeeping and Spill Cleanup

- Blood and body fluid spills are cleaned promptly using approved procedures;
- Appropriate disinfectants are used according to manufacturer instructions;
- Contaminated waste is disposed of in accordance with applicable regulations;
- First-aid and body fluid cleanup kits are available in close proximity to employees and in district vehicles, including buses.

8. Post-Exposure Evaluation and Follow-Up

Following a reported exposure incident, the district makes available a confidential medical evaluation and follow-up, which includes:

- Documentation of the exposure incident;
- Medical evaluation and recommended treatment;
- Communication of results to the employee; and
- Maintenance of records as required by law.

9. Training Requirements

Training is provided:

- At the time of initial assignment to tasks involving potential exposure; and
- At least annually thereafter.

Training includes:

- Information on bloodborne pathogens;
- Review of this Exposure Control Plan Handbook;
- Proper use of PPE;
- Emergency response and reporting procedures; and
- Location and contents of first-aid and cleanup kits.

10. Documentation and Recordkeeping

Records are maintained and made accessible to employees as required by law. The district maintains required documentation, including:

- Training records;
- Exposure incident documentation; and
- Sharps injury logs when applicable.

11. Annual Review and Updates

This Exposure Control Plan Handbook is reviewed:

- At least annually;
- When new tasks, procedures, or positions affect occupational exposure; and
- When new technology or safer medical devices become available.

12. Alignment Crosswalk: EBBAA ↔ Exposure Control Plan Handbook

EBBAA Requirement	Handbook Section
Standard precautions	Section 5
Exposure Control Plan requirement	Entire handbook
Annual review	Section 14
PPE provision	Section 7
Training	Section 11
Post-exposure follow-up	Section 10
Sharps documentation	Section 12
Employee access	Section 15
Student instruction	Section 13

13. Administrative Compliance Checklist

- ☐ Handbook accessible to employees
- ☐ Job classifications with exposure identified
- ☐ First-aid and cleanup kits stocked and accessible
- ☐ PPE available at no cost
- ☐ Training scheduled and documented
- ☐ Post-exposure procedures identified
- ☐ Sharps injury log maintained when applicable
- ☐ Annual review completed

14. Access to the Plan

This handbook is made accessible to employees in accordance with applicable legal requirements.

15. Exposure Control Forms and Procedures (Administrative Tools)

The following forms and procedures support consistent implementation of this Exposure Control Plan Handbook. These tools are administrative in nature and may be updated as needed.

A. Exposure Incident Reporting Procedure

Employees who experience or observe a potential exposure incident shall:

1. Immediately wash the affected area with soap and water or flush mucous membranes with clean water.
2. Notify their immediate supervisor or building/program administrator as soon as practicable.
3. Complete an **Exposure Incident Report Form**.
4. Follow instructions provided for post-exposure medical evaluation and follow-up.

B. Exposure Incident Report Form (Administrative)

At a minimum, the report shall document:

- Date and time of the incident
- Location of the incident
- Description of the exposure
- Tasks being performed at the time
- Identification of the source individual, if known
- PPE in use at the time of exposure

C. Training Documentation

Training records shall include:

- Employee name and job classification
- Date of training
- Training content outline
- Name and qualifications of the trainer

D. Sharps Injury Log (When Applicable)

When medical sharps are used, a sharps injury log shall be maintained documenting:

- Type and brand of device involved
- Location of the incident
- Description of the incident

16. Legal Framework and Regulatory Alignment (Reference Section)

This Exposure Control Plan Handbook is structured to align with applicable state and federal requirements governing infection control and bloodborne pathogens in public school settings.

This section is provided for reference and administrative clarity only.

Federal Regulations

- **29 CFR 1910.1030** – Occupational Exposure to Bloodborne Pathogens
- **29 CFR 1910.1020** – Access to Employee Exposure and Medical Records

Oregon Administrative Rules

- **OAR 437-002-1059** – Bloodborne Pathogens
- **OAR 437-002-0161** – First-Aid Supplies
- **OAR 437-002-1030** – Recordkeeping
- **OAR 437-002-1035** – Sharps Injury Log

Oregon Department of Education / School Operations

- **OAR 581-022-0705** – Health Education
- **OAR 581-022-1440** – Safety and Supervision
- **OAR 581-053-0240** and **OAR 581-053-0640** – Transportation Safety and Emergency Equipment

This reference list does not expand policy obligations and is intended solely to support administrative understanding and implementation.