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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 41.12

SUBJECT: INFECTIOUS DISEASES

EFFECTIVE DATE: 10/01/09

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### PURPOSE:

It is the responsibility of the Champaign Police Department to ensure that all employees are able to perform their duties in a safe and effective manner. The purpose of this policy is to establish procedures relating to occupational exposure to blood or other potentially infectious materials.

### POLICY:

#### 41.12.1 INFECTIOUS DISEASES

##### A. Infectious Disease Precautions.

1. Common sense and caution should be used by employees to limit their exposure to infectious diseases.
2. The minimum number of personnel required shall be involved with any procedure involving the risk of exposure to bloodborne pathogens or contaminated material.
3. All blood and body fluids shall be treated as infectious, although the special hazards and higher risk of transmission with certain body fluids are recognized. Universal precautions will be used in all work activities with any potential for exposure to blood or other body fluids.
4. Employees should wear protective disposable gloves and other protective materials to prevent the transmission of infectious diseases. Direct contact with blood and other bodily fluids should be avoided whenever possible. Employees are required to carry issued personal protective equipment while working and to use it to reduce the risk of exposure.
  - a. Employees wearing protective gloves or other personal protective equipment shall wash their hands with soap and warm water as soon as possible after the contact.

5. Whenever an employee's skin comes in contact with blood or other potentially infectious materials, the employee shall immediately, or as soon as possible, wash their skin with soap and warm water or flush mucous membranes with water following the contact.
  - a. If an employee is in the field at the time of contact, an antiseptic cleaner or towelettes shall be used if/when washing facilities are not available. In such cases, the skin shall still be washed with soap and warm water as soon as possible.
6. Employees shall not eat, drink, smoke, apply lip balm, or handle contact lenses at crime scenes or other areas where body fluids are present or other contagious factors exist.
7. Contaminated needles and other contaminated sharp objects (i.e., knives) shall not be re-capped or removed from their housing unless no alternative is feasible.
8. Contaminated needles and other contaminated sharps shall be placed in closable, puncture-resistant, leak-proof containers and labeled with a fluorescent "Biohazard" label prior to storage or entry into evidence.
9. It is highly recommended that all police personnel utilize the Department locker room to shower and change clothing prior to returning home in order to reduce their family's risk of exposure to bloodborne pathogens.
10. Employees should be aware that certain prescribed medications (particularly steroids and asthma medications) suppress their immune systems and make them more susceptible to infectious diseases. When taking prescription medication, employees should consult with the prescribing physician to determine if their immune system may be compromised.
11. The Hepatitis B vaccination series shall be available at no cost to all employees with reasonably anticipated exposure to blood or other potentially infectious materials.
12. Pregnant employees are advised to report to their physician any direct contact with bodily fluids.
13. Employees shall wear CPR masks whenever they perform cardiopulmonary resuscitation to provide a physical barrier to the risk of exposure.

14. Personal protective equipment issued by the Department should typically be disposable and not laundered or re-used.
15. Personal protective equipment that is penetrated by blood or other potentially infectious materials shall be removed as soon as possible.
16. Personal protective equipment that is penetrated by blood or other potentially infectious materials shall be disposed of by placing the equipment in a "Biohazard" labeled bag and by then placing the bag in a Biohazard Waste Receptacle.
17. All equipment, environmental, and working surfaces shall be thoroughly cleaned and decontaminated after contact with blood or other potentially infectious materials. Decontamination can be accomplished using a 1:100 dilution of common household bleach or an appropriate antimicrobial or antibacterial disinfectant.
18. For the purposes of this policy, there are three (3) categories of exposure risk levels:
  - a. Risk Level I – Employees who may be routinely exposed to bloodborne pathogens.
  - b. Risk Level II – Employees who may not be routinely exposed to bloodborne pathogens but may be exposed under certain conditions.
  - c. Risk Level III – Employees who would not be exposed to bloodborne pathogens in the course of their normal employment.

#### **41.12.2 INFECTIOUS DISEASE TRAINING**

- A. The Deputy Chief of Administration and Professional Standards or their designee will serve as the designated Infection Control Representative.
- B. Newly hired employees shall receive mandatory training on this policy during Field Training.
- C. The Infection Control Representative is responsible for disseminating updated information and coordinating roll call training, in-service training, etc., regarding infectious diseases.
  1. The Infection Control Representative shall maintain records related to any and all:
    - a. Training.
    - b. Reported exposures.

#### **41.12.3 INFECTIOUS DISEASE CONTROL SUPPLIES**

- A. The Infection Control Representative or their designee shall ensure that adequate supplies are available within the department for infectious disease control.
- B. Personal protective equipment, exposure control materials, and disinfecting materials shall be made readily available through an employee's supervisor.
- C. Departmental supplies shall include:

1. Personal protective equipment kits.
2. Disposable gloves.
3. Heavy-duty plastic bags and ties.
4. Spray bottles.
5. Liquid germicidal/virucidal cleaner.
6. Disposable hand wipes.
7. Biohazard warning signs.

#### **D. Personal supplies shall include:**

1. Risk Level I employees will have access to the following:
  - a. Disposable nitrile gloves.
  - b. Protective eyewear.
  - c. Disposable hand wipes.
  - d. CPR mask.
  - e. Particle mask.
  - f. Impervious gown.
  - g. Shoe covers.
  - h. Hair cover.
  - i. Red biohazard bag.
2. Risk Level II employees will have access to the following:
  - a. Disposable nitrile gloves.
  - b. Protective eyewear.
  - c. Disposable hand wipes.
  - d. CPR mask.
  - e. Particle mask.
3. Protective equipment will be issued to Risk Level III employees upon request and/or demonstrated need.

#### **41.12.4 CUSTODY PROCEDURES**

- A. Subjects with blood or potentially infectious material present on their person will be transported separately from other subjects.
- B. An ambulance shall be summoned in situations where an officer has reason to believe that a subject has an infectious disease, is bleeding or vomiting, and requires transport to a medical facility.
- C. Employees shall inform other personnel (police, fire, EMS, correctional) whenever a subject has blood or

potentially infectious materials present or when a subject has made a voluntary statement indicating that they have a contagious or infectious disease.

- D. Universal precautions shall be taken, and appropriate personal protective equipment shall be utilized when a person taken into custody has blood or potentially infectious materials on their person.

#### **41.12.5 VEHICLE DECONTAMINATION**

- A. Decontamination procedures shall be implemented whenever a vehicle's interior or any personal equipment has been exposed to blood or potentially infectious material discharges.
- B. When a departmental vehicle is exposed to blood or other infectious materials and cannot be safely decontaminated by Department personnel, a supervisor shall ensure that the vehicle is marked with a clearly visible "Biohazard" warning and taken to the designated facility for decontamination.
- C. If exigent or unusual circumstances occur requiring immediate decontamination, the recommended procedures are as follows:
  - 1. Personal protective equipment shall be worn during all phases of decontamination.
  - 2. Any excess blood or potentially infectious materials should be wiped up with a disposable absorbent material. Afterward, the absorbent material shall immediately be put into a heavy-duty plastic bag and placed in a designated "Biohazard Waste Receptacle."
  - 3. The contaminated area shall be sprayed with a germicidal/virucidal solution and allowed to air dry.
  - 4. The Infection Control Representative shall ensure that the disposable cleaning materials are destroyed in accordance with applicable federal and state regulations.

#### **41.12.6 CONTAMINATED DEPARTMENT OR PERSONAL PROPERTY**

- A. When Department-issued or personal property is contaminated by potentially infectious materials, and it has been determined that it can be effectively disinfected, the employee should disinfect the property or equipment.
- B. When Department-issued or personal property is contaminated by potentially infectious materials and a supervisor determines that effective disinfection procedures are not practical for contaminated items, they will be placed into a designated "Biohazard Waste Receptacle" for disposal.
  - 1. In such cases, the employee shall document the contamination on an official police report, describe the circumstances through which the property or equipment became contaminated, name the supervisor who confirmed that disinfection procedures were not practical, and name any persons charged in connection with the incident.

- 2. The report will then be forwarded up the chain of command for replacement of the contaminated item(s).

#### **41.12.7 HANDLING AND EVIDENCE STORAGE**

- A. All personnel shall adhere to a precise regimen when handling, processing, and storing potentially contaminated evidence or property.
- B. All items of evidence or property contaminated with potentially infectious materials shall be treated as if they are contaminated.
- C. All items of evidence or property contaminated with potentially infectious materials, as well as packages containing these items, shall be properly packaged in heavy-duty bags, sealed, marked "Biohazard," and handled with proper personal protective equipment.
- D. All evidence or property for disposal shall be placed into a designated "Biohazard Waste Receptacle."

#### **41.12.8 LINE OF DUTY EXPOSURE TO INFECTIOUS DISEASE OR CONTAMINATED MATERIALS**

- A. For the purpose of this policy, the Department recognizes three (3) levels of exposure:

##### **1. Level I:**

Exposure – Contact was limited to merely being in the presence of a person suspected of having a communicable disease.

Response: No special action is required other than decontamination of affected personal protective equipment.

##### **2. Level II:**

Exposure – Exposure of healthy, intact skin to an individual's body fluids.

Response: Complete the Bloodborne Pathogen Exposure forms and Duty Injury forms and forward copies to the Infection Control Representative or his designee through the chain of command.

##### **3. Level III**

Exposure – Contact with infected blood or body fluids through an open wound, mucous membranes, or parenteral routes, a contaminated needlestick, or potentially infectious material contact through eyes, nose, or mouth).

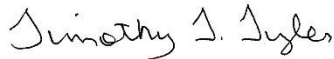
Response: Transport, either by police vehicle or by ambulance, to a medical facility for follow-up care. Notify the Infection Control Representative or his designee as soon as possible. Complete the Bloodborne Pathogen Exposure forms, Duty Injury form, and official police report, and forward the documents to the Infection Control Representative or his designee through the chain of command.

- B. The Infection Control Representative shall ensure that all required medical follow-up work is completed.
- C. The Infection Control Representative shall be responsible for securely maintaining all records regarding all exposure incidents in strict confidence and in accordance with OSHA standards.

#### **41.12.9 EMPLOYEE REQUIREMENTS**

- A. Employees are required to follow the procedures outlined in this policy, including work practice requirements.
- B. Employees are required to notify the Infection Control Representative when proper personal protective equipment is unavailable or appears inadequate to provide appropriate protection from such exposure.
- C. Employees are required to notify the Infection Control Representative of any incidents or observations suggesting the inadequate use of personal protective clothing, equipment, or measures by another employee.

ISSUING AUTHORITY:



Timothy T. Tyler  
Police Chief  
Champaign Police Department