



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # OPS-050: INFECTIOUS DISEASE EXPOSURE PLAN **EFFECTIVE: 02/01/18**

PURPOSE

The purpose of this policy is to standardize guidelines for limiting potential employee exposure to infectious air-borne and/or blood-borne pathogens and also to provide guidance in the event an employee has either come into contact with materials and/or substances containing known or suspected pathogens.

POLICY

Due to the nature of law enforcement, Officers and support personnel may work in environments that could lead to exposure to blood-borne pathogens/communicable diseases. It is the policy of the Chatham County Police Department (CCPD) to continuously take every precaution to minimize potential exposure, while increasing employee understanding of the nature and potential risks of communicable diseases. CCPD employees shall treat all bodily fluids and associated materials as potentially infectious and shall utilize Universal Precautions.

DEFINITIONS

Bodily Fluids - Blood, semen, and vaginal fluids or other secretions that might contain fluids such as saliva, vomit, urine or feces.

Exposure Control Plan - A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

Personal Protective Equipment - Specialized clothing or equipment worn by members for protection against the hazards of on. This does not include standard issue uniforms and work clothes without special protective qualities.

Universal Precautions - Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious of the AIDS (HIV) and Hepatitis B (HBV) viruses.

PROCEDURE

I. RESPONSIBILITIES

- A. Communications Officers shall advise over the radio whenever information is received that dictates the need for the utilization of universal precautions for blood-borne or airborne pathogens or communicable diseases.

- B. Each Officer will be responsible for exercising Universal Precautions when placed in an environment conducive to exposure to contaminants.
 - 1. Officers are to use Department issued Blood-Borne Pathogen Protective Kits.
 - 2. Under no circumstances will any components of the kits be reused.
 - 3. All used items will be replaced through Quartermaster.
- C. Precinct Captains will select a Safety Officer for each Precinct.
 - 1. Safety Officers shall be responsible for ensuring that all Officers have access to protective equipment, disposal procedures, and decontaminating supplies.
 - 2. Safety Officers shall coordinate and oversee all safety related concerns of their respective area of assignment.
- D. Safety Officers will ensure that Precincts have an adequate amount of bio-hazard equipment and supplies of bleach, latex or vinyl gloves, face shields, plastic gowns, shoe coverings, and hair nets readily assessable for Officers use. Supplies should be procured from Quartermaster prior to them being totally depleted.
- E. Supervisors are responsible for ensuring that this policy is enforced.
- F. Universal Precautions will be taken whenever personnel are placed in an environment where there may be an expectation of exposure to HIV or HBV contamination.
 - 1. Personnel will have access to and utilize personal protective equipment such as latex or vinyl gloves, eye protection, protective gowns, and footwear.
 - 2. Antibacterial solutions will also be used when washing hands in all cases.
 - 3. All blood and bodily fluids will be assumed to be infectious.
- G. During “pat downs” and searches, extreme caution will be exercised to avoid cuts and punctures by hidden needles or knives.
 - 1. The subject’s clothes should first be felt by the back of the hand for obvious concealed weapons.
 - 2. Officers should never place their hands directly into the pockets of an individual without conducting a cursory search first.
 - 3. To the greatest extent possible, Officers shall wear protective gloves while conducting searches.
- H. Officers will refrain from smoking, eating, drinking, applying cosmetics or lip balm, and handling contact lenses within the perimeter of a crime scene, particularly when blood and/or bodily fluid is present.
- I. Disposable latex or vinyl gloves will always be worn when in contact with any person, prisoner, witness, or victim, known to have AIDS, HIV, HBV, or any person with exposed blood or other body fluids.
 - 1. Gloves contaminated with body fluids will be placed in bio-hazard bags or receptacles.
 - 2. These bags and receptacles along with “sharps” containers are located in all cruisers and precincts.
- J. All bio-hazard waste will be properly disposed of in the bio-hazard receptacle located in each Precinct.

1. The on-duty supervisor will be responsible for overseeing that bio-hazard waste is collected at each scene.
2. If gloves are not contaminated, they may be discarded in a regular trash receptacle.
- K. Officers will carefully wash their hands with an antibacterial soap and warm water or an antiseptic hand cleaner after contact with a suspected AIDS or other communicable disease carrier and after handling articles contaminated with blood or bodily fluids, even when gloves are used.
- L. All open wounds, scratches, and/or cuts will be properly bandaged and covered prior to reporting for duty or immediately after the injury has occurred on-duty.
- M. Persons under arrest claiming to have a communicable disease will be transported to the jail as soon as practical.
- N. Officers dealing with a person suspected or known to have a communicable disease will notify other responders upon their arrival.
- O. Universal Precautions and Blood-Borne Pathogen Protection Kits shall be used when dealing with deceased bodies, gathering possible contaminated evidence, and while on accident or other emergency scenes. Items used from the Blood-Borne Pathogen Protection Kits shall be discarded as hazardous waste and never reused.
- P. Employee's clothing stained with blood shall be considered contaminated and shall be removed as soon as feasible and discarded as bio-hazard waste. The employee shall notify their supervisor of the occurrence, complete a CCPD Operational Loss Form, and seek medical attention or testing, if applicable.
- Q. All contaminated evidence shall be packaged according to CCPD evidence procedures.
- R. When performing CPR, employees shall use gloves and a CPR mask. CPR masks shall be destroyed after use and replaced.
- S. Officers shall utilize Universal Precautions when entering apparent unsanitary environments.
- T. Officers shall utilize Universal Precautions when interacting with known prostitutes, drug users, and homeless individuals.
- U. In the event an employee may not be sure of exposure, but wishes to be tested, they may do so by notifying their supervisor.

II. FIRST AID AND TREATMENT

- A. In the event that an employee is exposed to blood-borne pathogens, they will:
 1. Immediately cleanse the affected area with warm soapy running water and squeeze around the wound to encourage it to bleed.
 2. Flush the affected area with running water for at least 15 minutes and seek further medical attention.
 3. Report the occupational exposure incident to their supervisor immediately.
 4. Complete a CCPD Injury on Duty (IOD) Form and a CCPD First Aid Form.
 5. Attempt to test the source individual's blood for HIV and HBV as soon as possible. (Voluntary testing is conducted at the Chatham County Health Department)

6. Contact the Chatham County's Risk Management to obtain further instructions on documenting the exposure and testing procedures.
- B. In the event that a blood-borne pathogen exposure occurs, the Officer will seek treatment at the Chatham County Health Department located at 2011 Eisenhower Dr. After 5 p.m., the Officer will be treated at Candler Hospital's Emergency Room under Worker's Compensation.

III. THIRD PARTY TESTING

- A. When an Officer is injured by another person or a significant exposure occurs in a manner conducive to the spread of hepatitis, HIV, or other sexually transmitted diseases, the Officer will request an examination of the individual. B. The Officer must:
 1. Document the possible exposure in the Incident Report.
 2. Advise their Supervisor.
 3. Obtain written consent from the individual.
 4. Provide transportation of individual to testing facility (Department of Health).
- C. Official Code of Georgia §17-10-15 Subsection (b) grants Law Enforcement Officers the right to force persons suspected of having HIV, and possibly infecting an Officer, to submit to an HIV test by petitioning Superior Court, with the following provisions:
 1. There must be a documented attempt to obtain consent to test the potential carrier. This can be done in a supplemental report.
 2. There must be sufficient probable cause for the crime committed, meaning the person tells you that he has HIV, or another reliable person advises you of such.
 3. There must be a sufficient reason to believe that a "significant exposure" has occurred. This is usually proven by broken skin and/or contact with bodily fluids of the carrier. "Significant exposure" is defined in Subsection (g) of the Official Code of Georgia §17-10-15.
- D. Once consent has been denied and the above criteria have been met, the Chatham County District Attorney's Office shall be notified. The Chatham County District Attorney's Office will begin the process of petitioning Superior Court for the blood of the suspected carrier.

IV. BIO-HAZARD DISPOSAL

- A. All disposable items used in an environment conducive to the exposure of blood-borne or air-borne pathogens will be considered bio-hazard waste.
 1. These items include, but are not limited to, soiled or bloody latex gloves, uniforms, or other cloth, paper, or plastic items.
 2. Other equipment such as handcuffs, batons, flashlights, etc. may be decontaminated with water and bleach.
- B. The following procedures set forth by federal regulations will be adhered to at all times:
 1. All bio-hazard waste will be handled with latex or vinyl gloves.

2. Every Officer will be responsible for gathering bio-hazard waste at each incident/accident scene.
 3. Bio-hazard waste will be placed in designated bio-hazard bags and sealed immediately.
 4. Bio-hazard waste will be transported in the trunk of the police unit.
- C. Each Precinct or Unit will have a receptacle for short-term storage of bio-hazard waste. The receptacle should be placed in a secured area.
- D. The designated Precinct Safety Officer will be responsible for notifying the Precinct Commander, or designee, of the receptacle being in need of replacement.
1. Each Precinct will be equipped with a large, red bio-hazard receptacle designated for the storage of bio-hazard waste by public safety personnel.
 2. The Precinct Commander, or designee, will contact the bio-hazard waste disposal company to dispose of the receptacle once it full.
 3. The bio-hazard waste disposal company will replace the used receptacle with a new bio-hazard waste receptacle.

V. DECONTAMINATION

- A. It is essential to decontaminate all objects and equipment whenever an exposure is suspected.
1. All items will be decontaminated with 10 parts warm water to 1 part household bleach.
 2. This solution is effective for only 24 hours; therefore, the solution will be mixed on an as needed basis.
- B. When a vehicle becomes contaminated with blood or other body fluids, the vehicle operator will be responsible for decontamination.
1. The vehicle will then be taken to a carwash and cleaned thoroughly.
 2. The interior may require the carpet to be shampooed and the seats, dash, and other vinyl covering to be cleaned with a solution of bleach and water. Latex or vinyl gloves, face shields, plastic gowns, shoe coverings, and hair nets will be worn during the decontamination process.
- C. In the event that a vehicle is contaminated with large amounts of blood or other body fluids, the vehicle will be towed to the Old Louisville Road garage for decontamination.
- D. The driver of the contaminated vehicle will use a solution of bleach and water to decontaminate the vehicle.
1. A large chemical sprayer filled with the solution will be used to saturate the contaminated area.
 2. The decontaminating Officer will ensure that cross-contamination does not take place by using proper decontamination and disposal procedures, along with proper protective gear.
 3. Any individual coming in contact immediately after decontamination has taken place should be made aware of the initial contamination.

4. Clothing that may have been exposed to blood-borne pathogens will be removed from the wearer as soon as feasible. The clothing will be placed in a bio-hazard bag and discarded as bio-hazard material.
5. Equipment, (e.g., flashlight, handcuffs, and baton) which may become contaminated with blood or other potentially infectious materials, will be decontaminated with a 10:1 bleach solution.
6. All articles used in the decontamination process will be discarded as bio-hazard waste.

VI. HANDLING CONTAMINATED EVIDENCE

- A. Officers handling evidence or any other items believed to be contaminated with bodily fluids will use precautions to prevent exposure or contamination. When packaging contaminated items, personnel will wear face shields with masks, latex gloves, plastic gowns, and hair, and shoe coverings.
- B. All packaged items will be labeled as a "bio-hazard".
- C. Contaminated cloth and paper items collected as evidence will be secured in a drying area.
- D. The drying area will be defined as that area designated by the Criminal Investigations Division Commander to be utilized for air drying articles that have been exposed to moisture.
- E. These items will not be stored in any type of plastic bag or receptacle, but will be placed in paper bags or wrapped in paper.
- F. All other items such as guns, knives, bullets etc. that may have been exposed to contaminants may be placed in plastic bags.
- G. All evidence that may have been in contact with potential contaminants will be labeled accordingly and disposed of as bio-hazard waste.

VII. DRYING AREA

- A. Contaminated items that need to be dried will be taken to the Forensic Office at the Chatham County Administrative Annex.
- B. Personnel not assigned to the Criminal Investigations Division who require access to the drying area, unless accompanied by an investigator, must:
 1. Obtain written permission from the Criminal Investigations Division Commander.
 2. Wear a bio-hazard suit.
- C. All personnel entering the drying area will wear bio-hazard clothing.
- D. Investigators and Forensic Investigators will have a minimum of three complete biohazards suits available for immediate use at all times.

BY ORDER OF:

Original Signature on File

Jeffrey M. Hadley
Chief of Police