

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Training for Health Care and Correctional Personnel Regarding Communicable Diseases

Policy Number: 507.03.14

Effective Date: 02/10/2022

Page Number: 1 of 7

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All employees with a risk of Occupational Exposure will receive initial and annual training on the hazards associated with blood and other potentially infectious materials and the protective measures to be taken to minimize or eliminate the risk of Occupational Exposure. The type of training will be appropriate to the employee's background and responsibilities. This policy is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders, including private and county prisons.

II. Authority:

- A. GDC Standard Operating Procedures (SOPs): 507.04.74 Exposure Control Plan: Bloodborne Pathogens, 507.04.75 Hepatitis B Vaccination, Post-Exposure Evaluation and Follow-Up;
- B. NCCHC 2018 Adult Standards: P-C-03, P-C-04, and P-B-01;
- C. ACA Standard: 5-ACI-6A-25 (Mandatory);
- D. Occupational Exposure to Bloodborne Pathogens -Final Rule -Department of Labor, Occupational Safety and Health Administration;
- E. O.S.H.A. Compliance Directive: CPL 2-2.44 D, Enforcement Procedures for Occupational Exposures to Bloodborne Pathogens;
- F. Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Sexually Transmitted Disease Policy, Georgia Department of Human Resources, Division of Public Health;
- G. Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public Safety Workers; and

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H. MMWR: Recommendations for Prevention and Control of Hepatitis C Virus (HCV) Infection and HCV Related Chronic Diseases; Vol.47, No. RR-19.

III. Definition:

- A. **Bloodborne Pathogens** - Disease causing organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Syphilis and Human Immunodeficiency Virus (HIV).
- B. **Exposure Incident** - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (e.g., needle stick) contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- C. **Occupational Exposure** - Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Refer to SOP 507.04.74 Exposure Control Plan for the lists of employees in each category.
 - 1. Category 1: All employees in this category have a risk of Occupational Exposure in the performance of their tasks/duties.
 - 2. Category 2: Some employees in this category may have a risk of Occupational Exposure in the performance of certain tasks/duties. These tasks are listed in Section I of the Infection Control Manual. Employees in this category should be evaluated individually to determine who would be performing tasks/duties that may put them at risk for Occupational Exposure.
- D. **Personal Protective Equipment** - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) are not intended to function as a protection.
- E. **Standard Precautions** - An approach designed to reduce the risk of transmission of microorganisms (germs) from both recognized and unrecognized sources of infection. All body fluids and substances are treated as infectious.

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IV. Statement of Policy and Applicable Procedures:

A. Orientation and Training Regarding Bloodborne Pathogens and Exposure Control Procedures for Employees with Occupational Exposure Risk (Health and Non-Health Care Employees).

1. During new hire orientation and within ten (10) days of employment, all GDC and Contractor/Vendor employees (including part-time) with a risk of Occupational Exposure will receive training regarding Bloodborne Pathogens and exposure control procedures.
2. Training will be provided during work hours and at no cost to the employee before their initial assignment to tasks where Occupational Exposure may take place. Training shall be provided at least annually thereafter. Documentation of training must include who attended, instructor signature, date, time, and must be maintained in the Staff development Log.
3. Additional training will be conducted when changes such as modification of tasks/procedures affect the employee's Occupational Exposure or the OSHA Standards; state and federal law are changed. The additional training may be limited to addressing the changes.
4. Training materials will be appropriate in content and vocabulary to the educational level of employees.
5. At a minimum the orientation and annual training will include:
 - a. An accessible copy of OSHA's Final Rule regarding Occupational Exposure to Bloodborne Pathogens, Respiratory Protection Standard and the Centers for Disease Control and Prevention's (CDC) Guidelines for Preventing the Transmission of Tuberculosis in Health Care Facilities (See Infection Control Manual, Reference Section).

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- b. A general explanation of the epidemiology and symptoms of bloodborne diseases & airborne pathogens (such as tuberculosis);
- c. An explanation of the modes of transmission of Bloodborne Pathogens and airborne pathogens (such as tuberculosis);
- d. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood, tuberculosis, and other potentially infectious materials;
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and Personal Protective Equipment;
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of Personal Protective Equipment;
- h. An explanation of the basis for selection of Personal Protective Equipment;
- i. Information on the Hepatitis B vaccine including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be provided free of charge during normal working hours;
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- k. An explanation of the procedure to follow if an Exposure Incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;

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- l. Information on the post-exposure evaluation and follow-up that will be made available to employees following an Exposure Incident;
 - m. An explanation of the signs, labels and color-coding that identify blood and other potentially infectious material.
 - n. An explanation of the signage required for respiratory isolation areas.
 - o. Information regarding the employee tuberculin skin testing program.
 - p. Information on how to access his or her medical records.
6. The person conducting training will be knowledgeable in the subject matter contained in the training. This may include health care providers or non-health care providers with specialized training in the area of bloodborne and airborne pathogens (such as tuberculosis). The training will provide opportunities for the person conducting the training sessions to answer questions.

B. Training of Health Care Employees.

1. In addition to the training described above, all GDC and contract vendor health care employees will receive orientation and training related to Standard Precautions that may include the following:
 - a. Infection control manual.
 - b. Standard blood and body fluid precautions.
 - c. Personal Protective Equipment kits and their location in the facility. e.g., spill kits.
 - d. Disinfection/sterilization procedures .

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- e. Definitions and disposal of regulated waste.
- f. Isolation procedures.
- g. HBV, HCV, Syphilis, HIV and TB infection and disease.
- h. Exposure Control Plan and OSHA Final Rule for Bloodborne Pathogens.
- i. Tuberculosis prevention and control.

C. Record Keeping.

1. Training records will include the following information:
 - a. The dates of the training sessions;
 - b. The contents or a summary of the training sessions;
 - c. The name and qualifications of individuals conducting the training; and signatures or approved e-learning curriculum.
 - d. The names and job titles of all individuals attending the training.
2. Documentation of training regarding communicable diseases will be placed in each employee's personnel file (See Health Records Manual). The Infection Control Coordinator at the facility will maintain copies of the training records located in the Staff Development Log.
3. Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.
4. Employee training records will be provided upon request to employees, to employee representatives, and OSHA inspectors for examination and copy.

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5. Training records are not confidential documents.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.