



Bloodborne Pathogen Exposure Instructions

An **exposure incident** refers to the following: eye, mouth, non-intact skin, parenteral, or other mucous-membrane contact with blood or OPIM (other potentially infectious material) during the performance of an employee's job responsibilities. Immediately take these steps:

The **employee** should

1. Administer first aid (clean the wound; flush the eyes and mucous-membrane; etc.).
2. Call your facility administrator.
3. Complete the **Bloodborne Exposure Incident Report (Form OS-005)**.
4. If it was a sharps injury, complete the **Sharps Injury Report (Form OS-014)**.

The **facility administrator** should

1. Identify the source individual and verify that we have these labs on file: HIV, hepatitis C, hepatitis B.
2. If not, obtain a **Consent to Draw and Test Blood (Form OS-006)**, and test the source individual for HIV, hepatitis C, and hepatitis B.
3. **Stat order:** Test the exposed employee for hepatitis B and HIV serological status.
 - Specify that the results are only sent to the human resources coordinator.
 - If the employee declines HIV testing, preserve the baseline blood sample for at least ninety days.
 - If the employee changes their mind during this waiting period, immediately perform the test.
4. Schedule the employee for an immediate medical evaluation.
 - Contact the human resources coordinator about payment.
 - If the employee declines, complete the **Informed Refusal of Medical Evaluation (Form OS-012)**, and send it to the human resources coordinator.
 - Do not encourage an employee to decline a medical evaluation. Explain the risks and help them make a wise decision.
5. Advise the employee to seek medical attention if they experience a fever in the next twelve days.
6. Share a copy of the source individual's lab results with the employee. **However...**

Carefully redact the name, date of birth, social security number, demographic information, health insurance information, and any other identifying information.

“White out” this information; then photocopy it to avoid accidental disclosure.

Remind the employee they are legally bound not to reveal the source individual’s identity or infectious status. Even a verbal disclosure is a violation of federal law.

7. Forward all completed forms and a copy of the source individual’s lab results (identifying information redacted) to the human resources coordinator.
8. Complete the **Sharps Injury Log** app in Podio (identifying information redacted). For confidentiality, be sure to use this app instead of an incident report.

The **HR Coordinator** should

1. Communicate with the healthcare provider and arrange for payment.
2. If the employee declines a medical evaluation, obtain the **Informed Refusal of Medical Evaluation (Form OS-012)** and place it in their medical file.
3. Place the employee’s baseline lab results in their medical file.
4. Place the source individual’s lab results (identifying information redacted) in the employee’s medical file.
5. Send the healthcare provider a copy of the **OSHA bloodborne pathogens standard** (<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>), the completed **Bloodborne Exposure Incident Report (Form OS-005)**, the source individual’s blood test results (identifying information redacted), and relevant employee medical records (including vaccination status and baseline lab results).
6. If the first employee lab test is seronegative for HIV, offer retesting at six weeks, twelve weeks, and six months after the incident (based on recommendations of the consulting physician and current CDC guidelines). Please set reminders and coordinate with the employee.