

## HYGIENE PRECAUTIONS AND PROCEDURES

The Board of Education, in order to promote and ensure the health and safety of all students and staff, adopts the following policy on hygiene and sanitary procedures for dealing with exposure to and contact with blood and other body fluids.

To prevent and/or minimize the transmission of contagious or communicable diseases or infections within the school community, all employees of the school district shall utilize appropriate precautions when providing first aid or otherwise dealing with situations that involve exposure to blood and other body fluids. Such precautionary measures will be followed uniformly in all instances and shall be applicable in all buildings and facilities throughout the school district.

The Superintendent of Schools is responsible for developing appropriate procedures to implement this policy and for informing all staff of such procedures and ensuring compliance with them. The failure by any employee to utilize such procedures may form the basis for disciplinary action.

Cross-ref: 5191, Students with HIV-Related Illness

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## HYGIENE PRECAUTIONS AND PROCEDURES REGULATION

### GENERAL GUIDELINES FOR INFECTION CONTROL

These guidelines and procedures should be followed by ALL STAFF and ALL STUDENTS at ALL TIMES to eliminate and minimize transmission of all infectious disease.

**HANDWASHING** - **Handwashing is the single most important** procedure for preventing transmission of infectious organisms. Proper Handwashing procedures follow:

Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.

Wet hands thoroughly under warm running water and dispense soap into wet hands.

Rub and scrub hands together for approximately 15 seconds to work up a lather.

Scrub knuckles, back of hands, nails and between fingers.

Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.

Use paper towels to thoroughly dry hands.

After drying hands, use the towel to turn off the faucet.

Discard paper towels into appropriate plastic lined waste receptacle.

Allow sufficient time for handwashing:

after using the toilet. before meals, snacks and preparing food. after handling soiled garments, menstrual pads, soiled diapers. after blowing nose. after touching potentially contaminated objects, soiled materials, etc., after removing disposable gloves, after contact with blood or other body fluids.

Schools *must* assure convenient and accessible handwashing facilities for all staff and students. Handwashing materials should always be available: dispenser-style liquid soap, paper towels and plastic-lined baskets for disposal.

When handwashing facilities are not available a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed.

Additional ways to control infections follow.

1. Cover mouth when coughing or sneezing.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, mouth.
4. Stay home when sick, i.e., fever, diarrhea, vomiting, excessive sneezing, coughing.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items, i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations.
9. Refrain from sharing eating utensils, drinking cups or water bottles.

*Standard Operating Procedures for Blood-Body Fluid Clean-Up*

Blood/body fluid clean-up materials should be readily accessible to any employee who may be faced with a situation that would involve handling or clean-up of blood/body fluid spills. These materials should be provided to each staff member or placed in each classroom, office, gym, locker room and other areas where a spill may occur. These materials may be packaged into a readily accessible container (i.e., self-sealing plastic bag).

Clean-up materials are:

1. Disposable latex gloves - 2 pair.
2. Disposable paper towels - 3.
3. Sanitary absorbent material (Optional).
4. Plastic bags with twist seals - 1.
5. Liquid soap packet or alcohol towelettes.
6. Gauze pads - 5.
7. Band-aids - assorted sizes.

Instructions for use:

1. Wear disposable gloves before handling blood/body fluids.
2. Provide first aid treatment.
3. Soak up spilled blood/body fluid with disposable towels or sanitary absorbent material.
4. Vigorously clean with soap and water.
5. Disinfect with EPA-approved disinfectant (Appendix I).
6. Place all soiled materials in a plastic bag.
7. Remove gloves, turning inside out during removal, and place in plastic bag of soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.
8. Wash hands thoroughly with soap and water using Handwashing procedures.
9. Larger blood/body fluid spills should be referred to appropriate personnel; keep students/staff away from the area.

*Procedure:*

1. Whenever possible, the injured person should be encouraged to care for his/her own minor bleeding or injury once s/he is stabilized. Respond with barrier equipment (gloves). However, the absence of barrier equipment should not preclude providing assistance to a person with a bleeding injury. Whenever possible take individual to health office for appropriate care.
2. School personnel should have on hand disposable latex gloves, plastic bags, disposable towels, disposable soap or alcohol towelettes, (or dispenser soap and water), sanitary absorbent agent, and bleach (1:10) or an EPA-approved disinfectant.

3. Safety glasses, goggles, face mask should be worn prior to any situation where splashes of blood/body fluids may occur. Examples of such situations include: a. extreme medical emergencies. b. occupational/technical programs, i.e. dental assistant.
4. Wear disposable latex gloves whenever faced with a situation involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, hands and all other affected areas should be washed with dispenser soap and water immediately after contact.
5. If blood or body fluids are spilled on another person, use the following procedures:
  - a. When the skin is intact, have the person wash using a disposable soap or alcohol towelette or dispenser soap under running water. Towels should be discarded in a sealable plastic bag. The person must wash hands using proper procedures.
  - b. If open lesions or wounds have come in contact with blood from another person, scrub with soap and running water. A skin disinfectant (i.e., 70% alcohol, Betadine, Hibiclens) should be applied after washing.
  - c. If an individual gets blood in the eyes, flood exposed area with running water at room temperature for 1 to 2 minutes. Take individual to eye wash station if one is available. If in mouth rinse with water for 1-2 minutes and spit out.
  - d. In the absence of soap and running water, wipe contaminated skin with soap towelette, alcohol wipe or spray skin with diluted bleach (1:10) solution and wipe off. Dispose of all cleaning items in plastic bag which can be sealed.
6. Clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant:
  - a. Use paper towels or tissues to wipe up small soiled areas. After the spill is removed, use clean paper towels and soap and water to clean area.
  - b. Apply a sanitary absorbent agent for larger soiled areas. After the spill is absorbed, vacuum or sweep up material. Discard material in a sealable plastic bag.
  - c. Disinfect area with an EPA-approved disinfectant according to manufacturer's instructions.
7. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately:
  - a. Apply sanitary absorbent agent, let dry and vacuum. Discard material in a sealable plastic bag.
  - b. Apply a sanitary shampoo with a brush or an extractor and revacuum. Discard material in a sealable plastic bag.
  - c. Spray with an EPA-approved disinfectant according to manufacturers instructions.
8. Clean equipment and dispose of all disposable materials:
  - a. Soiled tissues and flushable waste can be flushed in a toilet. Discard paper towels and vacuum bag or sweep into a plastic bag, seal and dispose of according to procedure.
  - b. Rinse broom and dustpan in disinfectant solution after removing debris.
  - c. Soak mop in disinfectant solution for a minimum of 20 minutes and rinse thoroughly.
  - d. Used disinfectant solution should be promptly poured down a drain.

9. Personal clothing soaked with blood/body fluids should be rinsed wearing gloves, placed in a sealable plastic bag and sent home for laundering. Other non-disposable items (i.e., sheets, towels, etc) soaked with blood/body fluids should be rinsed wearing gloves and placed in a sealable plastic bag. Then wash in the hottest water available (160 degrees Fahrenheit) with laundry soap; bleach may be added if water doesn't reach 160 degrees Fahrenheit. Dry in hot dryer or dispose of as medical waste. The skin in contact with the contaminated garment should be washed as indicated in 5A.
10. Remove disposable gloves and discard in a sealable plastic bag. Avoid touching skin with soiled gloves.
11. Wash hands thoroughly with soap and water using Handwashing procedures.
12. Plastic bags containing contaminated waste should be secured and disposed of daily according to procedure.
13. Store all disinfectants in safe areas inaccessible to students.
14. Dumpsters should be located in a safe area away from the playground or other areas used by students.
15. All staff/students should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments or devices that have potential for penetrating the skin.

To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After use, disposable syringes, needles, razor blades and other sharp instruments should be placed in a puncture-resistant, closable, leak-proof container within close proximity for eventual disposal and labeled as "Medical or Infectious Waste" or color coded. This color coding communicates special handling.

NOTE: Students must be cautioned not to touch any discarded needles, syringes or other sharps found on school property, but instead to report the incident to the school office immediately. The school nurse or other staff person should remove the item and appropriately dispose of it in a puncture-proof "Medical Waste" container. A tool such as pliers, forceps or tweezers should be used to pick up sharp items.

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**HYGIENE PRECAUTIONS AND PROCEDURES EXHIBIT****STANDARD OPERATING PROCEDURE FOR CLASSROOM TEACHERS**

1. All school personnel should have on hand disposable latex gloves, plastic bags, disposable towels, disposable soap or alcohol towelettes (or dispenser soap and water), sanitary absorbent agent, and bleach or an EPA-approved disinfectant.
2. If an accident involving a blood spill occurs, the individual should be encouraged to tend to his/her own injury. For example: if a student has bloody nose, hand him/her the tissues and instruct to pinch nose. If this is not possible follow blood/body clean-up procedures:
  - a. Wear disposable latex gloves and use disposable towels/tissues for each injury.
  - b. Any blood stained first aid materials should be placed in a sealable plastic bag.
  - c. Clean and disinfect all soiled surfaces immediately; follow standard operating procedures or contact the appropriate personnel for clean-up.
  - d. Discard all disposable cleaning materials in a sealable plastic bag.
  - e. Remove gloves following proper procedures.
  - f. Wash hands thoroughly with soap and water using Handwashing procedures.
3. Apply sanitary absorbent agent for larger soiled areas. Keep students away from area of blood/body fluid spill until area is cleaned and disinfected. Follow standard operating procedures or call appropriate personnel for clean-up.

## STANDARD OPERATING PROCEDURE FOR DRAMA CLASS

1. If an injury occurs and results in a blood/body fluid spill, encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible, follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using proper procedures.
  
2. Make-up equipment such as sponges, eye or lip make-up applicators should not be shared. If student has acne or open lesions on the face or mouth, this recommendation is especially important. Use of make-up that is packaged individually is the most effective in preventing the transmission of pathogens. Students that frequently participate in drama productions should purchase their own make-up kits.



## STANDARD OPERATING PROCEDURE FOR MUSIC CLASS

1. If an injury occurs and results in a blood/body fluid spill, encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using proper procedure.
  
2. Students should have their own mouthpiece or instrument. this is not practical, thoroughly cleanse mouthpiece by washing with soap and warm water. A small bottle brush (often available from the science lab in your building) or cloth should be used to clean the inside of the mouthpiece. Follow this by soaking mouthpiece in a bleach solution (1 part bleach to 10 parts water) for 10 minutes. Wash, rinse, and dry before reusing. (Caution: make sure that the bleach solution will not harm or stain the instrument finish).
  
3. Another option is the following: Sterisol Germicide (E.P.A. Registration No. 2767-5) is a special musical instrument disinfectant. A 30 second exposure to Sterisol will destroy a wide variety of organisms and infections including aerobic and anaerobic organisms, Vincent's Infection (Trench Mouth), Typhoid, Diphtheria, Streptococci, and E. coli. It can be used to disinfect mouthpieces or poured directly into instruments to sanitize the entire instrument. It will not harm finish on wood or metal instruments. Sterisol comes in concentrate and is used after mixing 2 oz. of concentrate to 1 qt. of water. Rinsing of instrument or mouth piece after soaking in Sterisol is recommended. Rinse until red color of Sterisol disappears. It is manufactured by Person-Hickrill Laboratories, Glendale, Arizona and can be purchased from Lyon, P.O. Box 1003, Elkhart, IN 46515 (219) 294-6602.

## STANDARD OPERATING PROCEDURE FOR THE LABORATORY

1. If blood stick procedures are conducted in the school, single-use, sterile lancets should be used. Proper handwashing before and after the procedure must be observed. Prior to lancing, the area should be cleaned with an alcohol swab. Dispose of used lancets in a puncture-proof container labeled as "Infectious Waste." The skin puncture should be thoroughly washed with dispenser-style soap and water and covered with a bandage.
2. If blood/body fluid spills occur, Standard Operating Procedure for cleanup should be followed. If lab coats or smocks are soiled by a blood spill, place the soiled garment in a sealable plastic bag to be taken home for laundering. Skin in contact with the soiled garment should be washed with dispenser soap and running water.
3. If a blood/body fluid spill occurs on any equipment (i.e., machinery, tools, cutlery), the following procedures should be used:
  - a. wear gloves; use disposable towels to wipe up the spill;
  - b. vigorously scrub the area with soap and water;
  - c. wipe the area with a disinfectant and allow to air dry for 2 to 3 minutes before reusing the equipment;
  - d. remove and dispose of gloves and other disposable cleaning materials in a sealable plastic bag; and
  - e. wash hands thoroughly with soap and water using Handwashing procedures.

STANDARD OPERATING PROCEDURE FOR OCCUPATIONAL AND  
TECHNICAL EDUCATION

1. If an injury occurs and results in a blood/body fluid spill, encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using Handwashing procedures.
2. If a student gets blood in the eyes or mouth, flood exposed area with running water at room temperature for 1 to 2 minutes. Take student to eye wash station if one is available. Report the incident to appropriate health service personnel.
3. Any clothing soiled by a blood/body fluid spill should be removed, placed in a sealable plastic bag and sent home for laundering. Skin in contact with the contaminated garment should be washed with dispenser-style soap and running water.
4. If a blood and/or body fluid spill occurs on any equipment (i.e. machinery, tools, cutlery), the following procedures should be used:
  - a. Wear gloves, use disposable towels to wipe up the spill.
  - b. Vigorously scrub the area with soap and water.
  - c. Wipe the area with a disinfectant and allow to air dry for 2 to 3 minutes before reusing the equipment.
  - d. Remove and dispose of gloves and other disposable cleaning materials in a sealable plastic bag.
  - e. Wash hands thoroughly.
5. In cosmetology classes, materials used for make-up application (i.e., sponges, mascara, lip and eye brushes and pencils) should not be shared. Also other equipment (i.e., scissors, comb, brushes) should not be shared.

STANDARD OPERATING PROCEDURE FOR ATHLETICS AND  
PHYSICAL EDUCATION

1. Use of proper protective equipment and adherence to safety procedures in all athletic activities are appropriate prevention strategies for reducing the risk of blood/body fluid spills.
2. Students with open lesions (i.e., cuts, sores, acne with draining lesions) should not participate in close physical contact sports unless the lesions are dry, scabbed over or can be effectively and securely dressed with a bandage or gauze.
3. During practices and competitions, coaches should always have on hand disposable latex gloves, sealable plastic bags, paper towels, sanitary absorbent material, disposable alcohol towelettes, liquid soap and water, alcohol and bleach or another disinfectant.
4. If an injury occurs and results in a blood/body fluid spill, encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using Handwashing procedures.
5. If open lesions or wounds have come in contact with blood from another person, the affected area should be scrubbed with soap and running water. A skin disinfectant (i.e., 70% alcohol, Betadine, Hibiclens) should be applied after washing.
6. When the skin is intact, have the player wear gloves and wash his/her own skin using a disposable towel containing soap and water or with soap under running water. Gloves and towels should be discarded in a plastic bag. Player should wash hands using Handwashing procedures.
7. If a player gets blood in the eyes, flood exposed area with running water at room temperature for 1 to 2 minutes, take player to eye wash station if one is available. Report incident to appropriate personnel (i.e., school nurse).
8. If a player gets blood in the mouth rinse with tap water for 1-2 minutes and spit out. Report incident to appropriate personnel (i.e., school nurse).
9. Do not permit students to share razors.
10. Fluids provided for players should be dispensed in individual, single-use disposable cups to prevent saliva transfer among players. Drinking bottles shared among players can be a source of infection. Several outbreaks viral meningitis have been attributed to this practice.

## STANDARD OPERATING PROCEDURES FOR SPECIAL EDUCATION CLASSROOM, DAY CARE AND EARLY CHILDHOOD

The special classroom may pose some increased risk of infection for both the staff and students. Students who have special needs should have a written procedure to follow to meet their special health care needs. It is essential that routine procedures be followed by staff and students to maintain a clean and safe environment for all and to avoid cross-contamination.

Everyone should practice proper handwashing techniques, before and after assisting children with feedings, running noses, diapering, etc. Wearing a clean smock over street clothes is also advisable. Spills need to be promptly removed, play areas and articles routinely cleaned. Waste receptacle with disposable plastic bags need to be accessible and emptied daily.

1. All school personnel should have on hand disposable latex gloves, plastic bags, disposable towels, disposable soap or alcohol towelettes (or dispenser soap and water), sanitary absorbent agent, and bleach (1:10) or an EPA-approved disinfectant.
2. If an accident involving a blood/body fluid spill occurs, the individual should be encouraged to tend to his/her own injury. For example: if student has bloody nose hand him/her the tissues and instruct to pinch nose. If this is not possible follow blood/body clean-up procedures:
  - a. Wear disposable latex gloves and use disposable towels/tissues for each injury.
  - b. Any blood-stained first aid materials should be placed in a sealable plastic bag.
  - c. Clean and disinfect all soiled surfaces immediately; follow standard operating procedures or contact the appropriate personnel for clean-up.
  - d. Discard all disposable cleaning materials in a sealable plastic bag.
  - e. Remove gloves following proper procedures.
  - f. Wash hands thoroughly with soap and water using Handwashing procedures.
3. Apply sanitary absorbent agent for larger soiled areas. Keep students away from area of blood/body fluid spill until area is cleaned and disinfected. Follow standard operating procedures or call appropriate personnel for clean-up.
4. Assisting with the Change of a Menstrual Pad Equipment needed includes:
  - a. Disposable latex gloves.
  - b. Disposable towels.
  - c. Readily accessible handwashing facility including dispenser-style liquid soap.
  - d. Plastic bag for disposal.
  - e. Clean pad (and belt if needed).
  - f. Clean clothes.

## Procedure:

- a. Wear disposable gloves when assisting a student with limited physical or mental abilities in changing menstrual pads.
- b. Prepare disposable towel with soap and water.
- c. Wear gloves, remove soiled pad and clothing and place in separate plastic bags. Send clothing home to parent in plastic bag.
- d. Clean any blood from students's skin with soap, water and disposable towel. Place in disposable bag with soiled pad.
- e. Wash gloved hands.
- f. Put clean pad and clothes on student.
- g. Encourage student to wash her own hands if hands become soiled or if she participates in the procedure.
- h. Still wearing gloves, clean up minor blood spills on toilet seat or floor per standard operating procedure. For major blood spills, contact school custodian.
- i. Remove gloves and place in disposable plastic bag with soiled pad.
- j. Wash hands thoroughly with soap and water using Handwashing procedures.

## 5. Diapering

## Equipment needed includes:

- a. Changing table: student's own bed, cot, mat or safe, firm nonporous surface (clean and sanitized).
- b. Readily accessible handwashing facility, including hot and cold running water, liquid soap and disposable paper towels.
- c. Supplies for cleaning student's skin, disposable baby wipes, soap, water and cotton balls or soft tissue and clean disposable diaper.
- d. Plastic bags for student's soiled clothing.
- e. Covered waste receptacle inaccessible to students lined with a disposable plastic bag for disposable diapers.
- f. The use of cloth diapers is discouraged. However, if cloth diapers are used, a covered receptacle lined with a disposable plastic bag should be used. Soiled cloth diapers should be stored in an area inaccessible to the students.
- g. Plastic bag ties or masking tape for sealing disposable plastic bags at time of discard.
- h. Disposable latex gloves.
- i. Disinfectant for cleaning changing surface.

## Procedures:

- a. Wash hands and put on disposable latex gloves.
- b. Place student on clean changing surface (do not leave unattended).
- c. Remove soiled diaper folding inward, wrapping the diaper in its own plastic liner and place in appropriate receptacle.

- d. If other **clothing is soiled, remove, rinse using** gloves and place it directly in a plastic bag that can be marked with student's name and secure; send home at the end of the day.
- e. Cleanse the perineum and buttocks thoroughly with disposable baby wipes or soap and water; move from front to back to prevent urinary tract infections, paying particular attention to skin creases.
- f. Use disinfectant to clean changing area and other contaminated surfaces according to standard operating procedure.
- g. Remove gloves.
- h. Rinse well and dry skin prior to applying clean diaper.
- i. Wash student's hands.
- j. Wash own hands.
- k. Return student to class activity.
- l. Wear disposable plastic gloves to rinse and wring out in toilet any cloth diaper soiled with feces.
- m. After rinsing, place the cloth diaper in the appropriate receptacle.
- n. Remove gloves and discard them in the appropriate receptacle.
- o. Wash hands according to Handwashing procedures.
- p. Report abnormal conditions to the appropriate personnel, school nurse or school administrator.

## 6. Guidelines for Classroom Cleanliness

### Equipment:

- a. Lab coat or smock (large blouse or shirt to cover street clothes).
- b. Covered waste receptacles with disposable plastic bags.
- c. Plastic bags that can be labeled and sealed for individual's soiled laundry.
- d. Disposable plastic gloves.
- e. Disinfectant.
- f. Handwashing facility, including hot and cold running water, liquid soap and disposable paper towels.

### Procedure:

- a. Wash hands.
- b. If a lab coat or smock is worn:
  - i. use a clean garment each day.
  - ii. always hang the garment right side out when leaving the work area for breaks or lunch.
- c. If there are open cuts, abrasions, or weeping lesions on hands, wear disposable plastic gloves.
  - i. Use a new pair of gloves in each situation in which hand washing is indicated.
  - ii. Discard used gloves in plastic bag in covered waste receptacle.

- d. Store and handle clean clothing and linens separately from soiled clothing and linens.
  - i. Immediately place each student's soiled clothing and linens in an individually labeled plastic bag, which is to be sealed and sent home at the end of the day.
  - ii. Immediately place all soiled school linens in a plastic bag in a covered waste receptacle. Launder linens daily.
7. The following are techniques for storing, cleaning, and disposing of classroom equipment, supplies and other items:
  - a. Use only washable toys and educational tools with diapered and/or drooling children. Provide equipment for each child group so that items are not shared between groups.
  - b. Hard-surfaced toys should be washed daily; stuffed toys should be washed weekly, more often when heavily soiled. Whenever possible, a toy that is mouthed should be washed before other children handle it.
  - c. Immediately after use, discard any soiled disposable items by placing them in a plastic bag in a covered waste receptacle.
  - d. Store each student's personal grooming items (combs, brushes, toothbrushes) separately.
  - e. In handling disposable diapers, at least once a day seal and discard the disposable plastic bag used to line the covered receptacle.
8. When laundry facilities are available at school, launder diapers, sheets or other cloth items soiled in the school setting daily.
  - a. Launder diapers or other items soaked with body fluids separately.
  - b. Presoak heavily soiled items.
  - c. Follow the manufacturer's directions on the label to determine the amount of detergent to be added.
  - d. If the material is bleachable, add 1/2 cup of household bleach to the wash cycle.
  - e. If the material is not colorfast, add 1/2 cup nonchlorine bleach (e.g., Chlorox II, Borateam, etc.) to wash cycle.
  - f. Use hot cycle on washer and dryer.
  - g. Seal and discard the soiled plastic bag used covered waste receptacle at least once a day.
9. Establish a routine cleaning and disinfecting schedule.
  - a. Clean protective floor pads, bolsters, wedges, and so forth after each nonambulatory student has been removed and at the end of each day.
  - b. Wash all toys with soap and water and rinse thoroughly as needed and at the end of each day.
  - c. Clean all equipment at the end of each day. If a rug or carpet becomes soiled, clean it immediately according to procedures.
  - d. Clean changing surface, bathtubs, sinks, portable potties, and toilet seats after each use. Rinse with clear water and wipe dry.
  - e. Seal and discard the soiled plastic bag used to line the covered waste receptacle at least once a day.



## STANDARD OPERATING PROCEDURE FOR THE PLAYGROUND

1. Playground monitors should have access to clean-up kits equipped with disposable latex gloves, disposable towels, and disposable soap and/or alcohol towelettes. If gloves are not available, appropriate barrier materials (i.e., paper towels, tissues, cloth, clothing) should be used. However, the absence of barrier materials should not preclude providing assistance to a person with a bleeding injury.
2. If an injury occurs and results in a blood/body fluid spill, encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using Handwashing procedures.
3. Playground monitors should be alert to any blood/body fluid spills on equipment or grounds and should contact appropriate personnel for clean-up.
4. Students must be cautioned not to touch any discarded needles, syringes or other sharps found on school property, but instead should report the incident to the school office immediately. The school nurse or other staff person should remove the item and appropriately dispose of it in a puncture-proof medical waste container. A tool such as pliers, forceps or tweezers should be used to pick up sharp items.

## STANDARD OPERATING PROCEDURE FOR THE SCHOOL HEALTH OFFICE

The school nurse or designated health service personnel have the responsibility to protect self, students and staff from transmission of infectious diseases. Adherence to infection control procedures including universal precautions must be strictly practiced at all times.

1. The school health office must be equipped at all times with all essential materials/equipment to provide complete, effective handwashing; first-aid; blood/body fluid clean up; waste disposal; and disinfection of special equipment (thermometers, diabetic monitoring, catheters, suctioning materials etc.).
2. School health personnel must use protective barrier equipment and measures to prevent skin and mucous membrane exposure to any blood/body fluids during routine care, emergencies and/or accidents.
  - a. Wash hands before and after all contact with an individual and associated materials using proper handwashing procedures.
  - b. Use gloves for any procedure with potential for exposure to blood/body fluids.
  - c. Use mouth piece for resuscitation to eliminate mouth-to-mouth contact in CPR situation.
  - d. Place used syringes, needles, lancets (all sharp instruments) immediately in nearby puncture proof impermeable container labeled medical or infectious waste. Never re-cap a syringe.
  - e. Dispose of all contaminated materials into a covered waste receptacle lined with disposable plastic bag.
  - f. Call a custodian for clean-up of large blood/body fluid spill.
3. The school nurse must maintain documentation/record keeping of each individual incident requiring care and treatment. Maintain confidentiality of health records by securing records in a locked file.
4. The school health office has an extreme high priority for cleaning on a daily basis. The area must be dusted daily and all work surfaces cleaned with an EPA approved disinfectant. All trash and materials used in treatment must be appropriately bagged and disposed of daily. Bathrooms connected to the school health office should be cleaned according to standard operating procedures previously discussed.
  - a. Any materials, tools, or equipment used must be disinfected immediately following use.
  - b. Fabric mattresses and pillows should be covered with plastic which can be thoroughly cleaned with soap and water and an EPA-approved disinfectant in case of blood/body fluid spill.
  - c. Bedding and towels are to be changed and laundered on a regular schedule. If contaminated from blood/body fluid spill, immediately remove placing in sealable plastic bag, label and follow laundering instruction.
  - d. Disposable examination paper can be used to cover sheets and pillows to minimize laundering.

- e. Maintain storage areas for clean linens, equipment and disposable items. These areas must be separate from areas used for storage of soiled items.
  - f. Follow standard operating procedures identified for special education classroom related to assisting with change of a menstrual pad, diapering, or fecal or urine accidents.
5. If health personnel are handling regulated medical waste, follow standard operating procedures for "Regulated Medical Waste Disposal."
6. Following any percutaneous injury the health service personnel should advise the employee/student or legal guardian regarding the need for a tetanus vaccination. Follow procedure for incident of exposure.

## STANDARD OPERATING PROCEDURE FOR BUS DRIVERS

1. All bus drivers should have training in basic first aid. Each bus should be equipped with a first aid kit and blood/body fluid clean-up materials, including sanitary absorbent material.
2. If an injury occurs and results in a blood/body fluid spill encourage the individual to clean and dress his/her own wounds, bloody nose, etc. If this is not possible, follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly using disposable soap or alcohol towelette. Wash hands with soap and running water using Handwashing procedures upon return to bus garage.
3. Keep students away from the area where the incident occurred.
4. When absorbent agents are used to clean vomitus, blood, or other body fluids, the dry materials (i.e., absorbent powder or paper towels) should be applied, allowed to absorb, and then picked up. This waste material should be placed in a plastic bag that is tightly closed and tied, and then disposed in proper receptacle upon return to garage.
5. Follow Standard Operating Procedure for soiled, hard washable surfaces as applies to inside of bus upon return to bus garage.

STANDARD OPERATING PROCEDURE FOR FOOD SERVICE  
WORKERS

1. Maintain a clean area of the kitchen for preparing and serving food. A separate area of the kitchen should be designated for cleanup.
2. During cleanup, food from soiled dishes should be scrapped into a plastic-lined, covered waste receptacle. Disposable dishes and utensils should also be placed in this receptacle. Liquids should be poured into the sink drain. Non-disposable dishes and utensils should be rinsed with warm water before being placed in the dishwasher.
3. Sinks, counter tops, tables, chairs, trays and any other areas where food or liquids have been discarded or spilled should be cleaned.
4. Before removing clean dishes from the dishwasher for storage, proper handwashing procedures should be followed.
5. If an injury occurs and results in a blood/body fluid spill, follow Standard Operating Procedure for Clean-Up; however, the individual should be encouraged/supported to clean and dress his/her own wounds, bloody nose, etc. If this is not possible follow Standard Operating Procedure:
  - a. Wear disposable latex gloves and use disposable towels/clean gauze for each injury.
  - b. Any blood-stained first aid supplies should be placed in a sealable plastic bag.
  - c. Follow proper glove removal procedures and place in a sealable plastic bag.
  - d. Wash hands thoroughly with soap and water using proper procedures.
6. If a blood/body fluid spill occurs on any equipment (i.e., machinery, tools, cutlery), the following procedures should be used:
  - a. Wear gloves and use disposable towels to wipe up the spill.
  - b. Vigorously scrub the area with soap and water.
  - c. Wipe the area with a disinfectant and allow to air dry for 2 to 3 minutes before reusing the equipment.
  - d. Remove and dispose of gloves and other disposable cleaning materials in a sealable plastic bag.
  - e. Wash hands thoroughly with soap and water using proper procedures.
7. It is highly recommended that plastic gloves be worn during food preparation and serving tongs, forks, spatulas or other devices must be used when handling ready-to-eat foods.
8. Food service handlers with cold-flu-like symptoms, diarrhea, etc. should not prepare or serve food.

9. Open sores and cuts should be covered with a bandage, and gloves should be used throughout the work day: change gloves frequently.
10. Employees must wash hands: prior to preparation and serving of food, after using toilet, after blowing nose, following break, after handling any blood or body fluids. **Employees must wash hands frequently.**

STANDARD OPERATING PROCEDURE FOR  
CUSTODIAN/MAINTENANCE

1. Gloves. Latex rubber or vinyl gloves must be worn when cleaning restrooms and for other activities where custodians may come in contact with blood/body fluids during regular or emergency cleaning tasks. Household rubber gloves can be used. However, they should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.
2. Mop Water. Generally, mop water should be changed when the mop is not visible through the solution. Mop water must be changed after it is used to clean blood/body fluid spills. Dirty mop water should be carefully poured down the drain, to prevent splashing or spilling on to clean areas. After use, mops should be soaked in a disinfectant solution for 20 minutes.
3. Restroom Cleaning. Floors, toilets, and sinks of all restrooms should be cleaned and disinfected daily with an EPA-approved disinfectant:
  - a. Toilet paper, paper towels, and dispenser soap should be restocked on a daily basis.
  - b. Busy restrooms should be checked throughout the day and restocked when necessary.
  - c. Overflowing toilets or blocked drains should be placed "out-of-service" until repaired and cleaned. These repairs should be given high priority.
4. Garbage and waste receptacle. All garbage cans and waste paper baskets should have plastic liners and must be changed daily. Plastic liners should be tied as part of the removal and disposal process. Any plastic liner that contains blood/body fluid waste should be double bagged and then discarded in the normal trash.
5. Disinfectant. Select an intermediate-level disinfectant which will kill vegetative bacteria, fungi, tubercle bacillus, and virus. Select an agent that is registered with the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in schools. Use all products according to the manufacturer's instructions. Agents should belong to one of the following classes of disinfectants:
  - a. Sodium hypochlorite (1:10 dilution of household bleach).  
This solution must be made fresh for each use.  
Effective against HIV and Hepatitis B.
  - b. Ethyl or isopropyl alcohol (70-90 percent).
  - c. Quaternary ammonium germicidal detergent solution (2 percent aqueous solution).
  - d. Iodophor germicidal detergent (500 ppm available iodine).
  - e. Phenolic germicidal detergent solution (1 percent aqueous solution).

6. The Health Office should be considered as a high priority for cleaning on a daily basis. These rooms must be cleaned and disinfected. Special attention should be given to all work surfaces. All trash should be double bagged and discarded each day. The health office may contain regulated medical waste that requires special handling. Refer to "Regulated Medical Waste Disposal" section.
7. When responding to an incident resulting in a blood or body fluid spill, follow Standard Operating Procedure for CleanUp. Adherence to following all the steps in the Clean-Up procedure is critical for decreasing transmission of infectious diseases in the school environment.
8. Follow frequent Handwashing procedures throughout the day especially after removing gloves.

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