RABUN COUNTY SHERIFF'S OFFICE	Date of Issue		ctive ite	Revision Date
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Subject: UNIVERSAL PRECAUTIONS	Amends: Rescine		Rescind	s:
Index as: General Policies and Procedures Universal Precautions	State Certification Standards: 1.13, 3.11, 5.11			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the practice of Universal Precautions to prevent the spread of communicable diseases.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to provide employees with information and education on the prevention of contagious diseases, as well as up-to-date safety equipment and procedures that will minimize their risks of exposure. It is the policy of the Rabun County Sheriff's Office that all employees take every reasonable measure to prevent the spread of communicable diseases while performing their daily duties in the same and effective manner.

DISCUSSION

The safe performance of daily operations is threatened by contagious diseases, such as the Human Immunodefiency Virus, Hepatitis B or C Virus, and Tuberculosis that can be contracted through exposure to infected blood, air, and several types of body secretions. These procedures are designed to eliminate or minimize exposure to air-borne or blood-borne pathogens through information and training, use of personal protective equipment, decontamination, and disposal procedures.

Since blood-borne and air-borne pathogens are easily transmitted, employees must try to maintain a healthy body. This can be accomplished by exercising regularly, maintaining healthy eating habits, obtaining the proper amount of sleep, taking vitamins as approved by a physician to build up the immune system, and by collecting biohazardous evidence properly. All employees are also encouraged to receive annual physicals by their personal physician.

Personnel with job descriptions identified as having increased risk of exposure to air-borne or blood-borne pathogens include; sworn peace officers, jail officers, nurses/health care staff, and civilian employees having physical contact with inmates or the general public. Work related tasks that may increase risk of exposure to blood-borne and airborne pathogens include, but are not limited to: CPR and first aid procedures; searches of persons, vehicles, buildings, and inmate cells; handling of inmates and suspects; physical contact during the arrest of suspects; handling of evidence; investigating vehicle accidents; handling of deceased persons; and healthcare tasks including giving injections, drawing blood and wound care.

DEFINITIONS

AIR-BORNE PATHOGENS — a disease-causing microorganism transmitted through the air in tiny droplets, and subsequently inhaled by another person. Types include tuberculosis, chicken pox, flu, and the common cold. The most serious airborne pathogen is tuberculosis. Signs of tuberculosis include a productive cough, poor appetite, fatigue, chills, fever, and night sweat.

BIOHAZARD BAG — A leak proof plastic bag used for evidence collection or disposal of materials potentially contaminated with a blood borne pathogen.

BIOHAZARD / SHARPS CONTAINER — A puncture resistant, leak proof, plastic container (usually red) which is designed for disposal of sharp objects such as needles or razors. It can also be used for collection of evidence if the evidence has the ability to puncture a plastic bag.

BLOOD-BORNE PATHOGENS — Microorganisms that are transmitted by infected blood or blood-containing fluids. These pathogens include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

BODY FLUIDS AND SECRETIONS — Blood, semen, amniotic fluid, and vaginal fluids or other secretions that contain visible blood such as saliva, sweat, vomit, urine, feces, breast milk, joint fluid, nasal secretions, or tears.

COMMUNICABLE DISEASES — Infectious diseases transmitted through contact with the bodily fluids of an infected individual.

MUCOUS MEMBRANES — Eyes, mouth, nose, anal, and genital areas.

O.C.G.A. — The Official Code of Georgia Annotated

Source Individual — The person responsible for potentially exposing an employee of the Sheriff's Office to a communicable disease.

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

Personal protective equipment will include the following:

- ➤ Gloves: There are two types of gloves, single-use exam gloves and utility exam gloves. Single use gloves are made of vinyl, latex, or plastic and used for routine universal precautions. Utility gloves are thicker, tougher, and made of rubber or leather and are used for cleaning up biohazard spills;
- Eye and face protection: Goggles, safety glasses with side shields, face shields, and surgical-type facemasks; and
- Resuscitation equipment: One way valve resuscitation masks that isolate personnel from direct contact with a victim's mouth and airway.

UNIVERSAL PRECAUTIONS — A standard developed by the Center for Disease Control (CDC) and adopted by the Occupational Safety and Health Administration (OSHA) which states: "Personnel should treat **ALL** persons and sharp objects as potentially infectious and should utilize proper precautions". The universal precautions include the following elements:

- Treat ALL blood and body fluid as potentially infectious;
- Use protective equipment;
- Employ proper hand-washing techniques;
- Decontaminate any contaminated areas; and
- Dispose of contaminated waste material in the proper manner (i.e., sharps container or biohazard bag).

I. GENERAL PREVENTION

- A. In order to minimize potential exposure to a communicable disease, deputies should assume that all persons are potential carriers of a communicable disease.
- B. Disposable gloves, a blood borne pathogen kit, and a one (1) way CPR barrier mask will be available to all personnel of the Rabun County Sheriff's Office. These items can be drawn from the Patrol Commander,
- C. When needed, deputies shall wear bio-suits, face shields and any other protection devices to prevent exposure.
- D. Disposable gloves will be shall be worn when handling any persons, clothing, or equipment with body fluids on them or if there is a potential for exposure.
- E. Resuscitation equipment shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
- F. All sharp instruments, such as, knifes, scalpels, and needles shall be handled with extreme care, and should be considered as a contaminated item.
- G. Deputies should consider wearing leather gloves when searching for or handling sharp instruments.
- H. Deputies should not place their hands in areas where sharp instruments may be hidden. An initial visual search of an area should be conducted, using a flashlight when necessary. A suspect may also be asked to remove such objects from their person.
- I. Needles should not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.

- J. Needles shall be placed in a puncture resistant (Sharps) container when collected for evidentiary or disposal purposes. A photograph should be taken of the item if needed for court purposes.
- K. Employees should not smoke, eat, drink, or apply makeup around body fluid spills.
- L. It shall be the responsibility of all employees to maintain a clean work area. Any body fluid spills should be properly cleaned as soon as possible.
- M. Any evidence contaminated by body fluids should be air dried, double bagged in plastic bags, and marked to identify potential or known communicable disease contamination. Biohazard labels are available through the Property and Evidence Section or in the evidence storage lockers.

II. HANDLING OF SUSPECTED AIR-BORNE PATHOGENS

- A. Whenever transporting a subject that is coughing severely, or is suspected/known to have tuberculosis, the transporting officer will require the subject to wear a face shield or surgical-type facemask.
- B. When a suspect taken into custody is coughing severely or has stated she/he has a communicable disease, the arresting deputy shall document such on the incident report and verbally relay this information to the booking officer. The booking officer will notify the nursing staff to determine acceptance of custody. If there is not a nurse on duty, the Watch Commander will be required to notify the on-call nursing staff.
- C. If the inmate is refused, the arresting deputy will be required to transport the inmate to the nearest medical facility for clearance by a licensed physician before being accepted into the Rabun County Detention Center.
- D. If the inmate is accepted, a copy of the intake screening and any medications must be forwarded to the medical office. The inmate may be placed in general population.
- E. Subjects diagnosed with active tuberculosis that are not currently taking medication will be housed at the nearest hospital and supervised by an officer until medically cleared by a physician.
- F. Booking officers, during the intake health screening process, should be particularly sensitive to any signs or symptoms of tuberculosis. The officers should also record any specific history regarding tuberculosis including, positive tuberculosis skin test, chest x-rays, or any preventive medications.
- G. If a subject has been diagnosed as having active tuberculosis and is currently being treated with medication, they are not contagious. However, in all instances the nursing staff must be notified immediately.
- H. All persons working inside of the Rabun County Detention Center are at a greater risk for contracting an air-borne pathogen. Therefore, all facility employees are encouraged to wash their hands frequently, especially after handling inmates.

III. HANDLING OF SUSPECTED BLOOD-BORNE PATHOGENS

- A. Types of personal protective equipment:
 - 1. Gloves should be worn when there is a reasonable chance of exposure to infectious materials.
 - a. Single use/disposable gloves (vinyl, latex, plastic) should be used once. After use, turn them inside out as you remove them and throw them away. They shall be worn when handling any persons, clothing, or equipment with body fluids on them as well as during frisk-searches, pat-

downs, and strip-searches. While wearing gloves, avoid touching personal items, face, and eyes.

- b. Leather utility gloves are reusable, once they are decontaminated and inspected for tears, punctures, or cracks, which might cause them to leak (see Decontamination of Non-Disposable Equipment). Rubber utility gloves are not reusable. Utility gloves should be used when cleaning up spills and handling broken glass or other sharp objects. While wearing gloves, avoid touching personal items, face, and eyes.
- 2. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields shall be worn whenever splashes, spray, spatter or droplets of potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Surgical-type facemasks are used for protection from air-borne pathogens.
- 3. Plastic mouthpieces or other authorized barrier/resuscitation equipment shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation. When performing First Aid/CPR, personnel are instructed to "protect yourself first, treat the victim second." Resuscitation equipment is designed to isolate personnel from direct contact with a victim's mouth and airway during CPR. No transmission of HBV or HIV has been documented during CPR however theoretically risk is possible.
- B. In order to minimize potential exposure, employees should assume that ALL blood and body fluids are infectious.
- C. Employees shall use personal protective equipment under all appropriate circumstances UNLESS s/he can demonstrate that, in a specific instance, its use would have prevented the effective delivery of public safety/healthcare services or would have imposed an increased hazard to the safety of himself/herself or another co-worker.
- D. Employees shall not smoke, eat, drink, or apply makeup around body fluid spills.
- E. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty. Non-intact skin is the most common way of being exposed to a communicable disease.
- F. Handling of Needles, Sharp Instruments, and Contaminated Evidence
 - 1. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered contaminated items. Always use appropriate personal protective equipment (i.e. latex or utility gloves, eye and face shields) while handling sharp instruments.
 - Needles shall not be recapped, bent, broken, removed from a disposable syringe, or otherwise
 manipulated by hand. If needles need to be removed for evidence purposes, they will be done so
 by mechanical means by the Rabun County Detention Center Medical Staff or the nearest medical
 facility.
 - 3. Syringes that are collected by an officer for transportation to evidence shall be placed in puncture resistant/leak proof containers after being removed from the needle by medical personnel.
 - 4. Needles being collected for disposal will be placed in a puncture resistant sharps container by the officer and transported to the Rabun County Detention Center to be disposed of in the Medical Office Sharps bin.
 - 5. Broken and potentially contaminated glassware, needles, or other sharp instruments shall not be retrieved by hand, but by other mechanical means (such as a brush and dustpan or equivalent).
 - 6. All sharp objects being collected for evidence purposes will be placed in puncture resistant containers to avoid injury of persons handling the evidence.

7. Any evidence contaminated, or suspected to be contaminated with body fluids shall be placed in a biohazard bag and then in an evidence bag and marked to identify potential communicable disease contamination.

G. Conducting Searches

- Leather or latex gloves shall be worn when searching persons/places or when dealing in environments, such as traffic accidents and crime scenes, where sharp objects and body fluids may be encountered.
- After a cautious frisk of outer garments, suspects should be required to empty their pockets or purses and to remove all sharp objects from their person. Deputies will not place hands in the suspect's pockets or inside waistbands or anywhere they cannot see. Instead, the deputy will request the suspect to turn out the waistband and pull the pockets inside out to show to the deputy.
- 3. Searches of automobiles, or other places, should be conducted using a flashlight, mirror, or other devices where appropriate.

H. Custody and Transportation of Inmates / Suspects

- 1. Deputies should not put their fingers in or near any person's mouth at any time
- Individuals with blood or body fluids on their person, or with open wounds, shall be transported in separate vehicles from other inmates/suspects. The individual may be required to wear suitable protective covering (i.e. Band-Aid or other leak-proof covering) if she/he is bleeding or otherwise emitting body fluids
- 3. When a suspect taken into custody has open bleeding wounds, the arresting officer will be required to transport the inmate to the nearest medical facility for medical clearance by a licensed physician before the inmate will be accepted into the Rabun County Detention Center. All deputies will use gloves while handling the suspect.
- 4. When a suspect taken into custody has fresh minor cuts, or states that she/he has a communicable disease, the arresting deputy shall document such on the incident report and verbally relay this information to the booking officer. The booking deputy will notify the medical staff for recommendation on acceptance of custody and housing assignment. All deputies will use gloves while handling the suspect.
- 5. When a suspect taken into custody has blood present on his/her clothes, the suspect will be required to remove stained clothing as soon as practical. The stained clothing will be placed in a plastic bag, preferably a biohazard bag, by the suspect and sealed. If the stained clothing is going to be used as evidence, all evidence collection procedures will be followed in accordance with the department's Collection and Preservation of Evidence General Orders.
- 6. Before an inmate is transported to another institution or outside the Rabun County Detention Center, the medical section will notify the deputy transporting if such inmate(s) has an infectious or communicable disease. Notification shall be limited to the fact that such inmate has revealed or has been clinically diagnosed as having an infectious or communicable disease and whether such disease is airborne or is transmissible by blood or other body fluids. The specific disease shall not be disclosed (OCGA 42-1-7). The deputy transporting will use all universal precautions procedures that are applicable while handling the inmate.

I. Decontamination of Self

1. Deputies shall remove soiled clothing that has been contaminated with body fluids as soon as practical and with appropriate personal protective equipment.

- 2. Hands should be washed as soon as possible when any unprotected skin surfaces come in contact with body fluids or potentially contaminated articles, there is direct person contact, or whenever gloves are removed. To wash hands, use warm running water and soap for at least 15 30 seconds. Hands should be held with fingers pointing downward while rinsing so that the water runs from wrist to fingers. Hands should be dried and faucet turned off with a paper towel. Do not use bare hands to turn water off or on.
- 3. Alcohol or antiseptic (clear germicidal cleanser) may be used where soap and water are unavailable. Perform proper hand-washing with soap and water as soon as practical.
- 4. Hand lotion may be applied <u>after</u> decontamination to prevent chapping and to seal cracks and cuts on the skin.
- 5. Mucous membranes shall be flushed with water as soon as feasible.

J. Decontamination of Equipment/Work Surfaces

- Non-disposable equipment and work surfaces include any departmental vehicle, handcuffs, restraining equipment, ASP, leather gloves, as well as all surfaces in the Rabun County Detention Center to include mattresses, floors, walls, etc.
- 2. All non-disposable equipment and work surfaces that have contact with blood or other potentially infectious materials must be cleaned and decontaminated in the following manner:
 - a. While wearing appropriate personal protective equipment, officers/inmate workforce shall remove any excess body fluids with an absorbent cloth;
 - b. The Rabun County Detention Center will use the spill kits for any equipment located inside the facility. For all other equipment, a liquid germicidal cleanser shall be used to clean the area or equipment, paying special attention to any cracks, crevices, or seams that may be holding fluids. If bleach or germicidal cleanser is not available, hot water and soap followed by alcohol may be used. All areas will be allowed to air-dry. They should not be wiped off;
 - c. All materials used to decontaminate the equipment will be placed in a biohazard/sharps container or biohazard bag. Biohazard containers (when full) as well as used biohazard bags will be sent to the Rabun County Detention Center Medical Section for disposal in a biohazard bin; and
 - d. If an inmate is directed to clean or decontaminate any equipment or surfaces that have had contact with blood or other potentially infectious materials, s/he will be afforded all personal protective equipment needed. The inmate will be directed by the supervising officer to use decontamination procedures outlined in this policy.

K. Inspections of Workplace

- 1. Supervisors are responsible for the maintenance of a clean and sanitary workplace.
- 2. Supervisors will inspect the workplace during line inspections to ensure these conditions are maintained.
- 3. Line inspections will be conducted in accordance with the agency's Inspections SOP.
- 4. If the line inspection reveals an unsanitary or unclean workplace, the supervisor will take appropriate action to remedy the situation.

IV. SUPPLIES

A. Uniform Patrol Division

- 1. Watch Commanders are responsible for continuously maintaining an adequate stock of disease control supplies at the shift level. This includes, but is not limited to, ensuring that:
 - a. Personal protective equipment in appropriate sizes and quantities, is available;
 - b. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided;
 - c. First aid supplies and disinfecting materials are readily available at all times. Disinfecting materials include disposable towels, alcohol, soap, and liquid germicidal cleanser; and
 - d. All patrol vehicles shall be continuously stocked with the following communicable disease control supplies:
 - (i) Personal protective equipment to include face and eye protective devices, disposable gloves, barrier resuscitation equipment and biohazard bags;
 - (ii) A hand-size bottle of liquid germicidal cleaner;
 - (iii) Disposable towel (70 % isopropyl alcohol);
 - (iv) Utility gloves.
- 2. In addition to the above items, Watch Commanders will have available a small sharps container.
- 3. Deputies that use supplies stored in their vehicles are responsible for ensuring that they are replaced as soon as possible but no later than the end of their shift.
- 4. Materials should be inspected periodically as extreme temperatures may affect them (i.e. latex gloves).
- 5. Deputies are required to keep a set of disposable gloves in their possession at all times while on duty.

B. Criminal Investigations Division

- 1. The Commander, Criminal Investigations Division is responsible for continuously maintaining an adequate stock of disease control supplies at the office. This includes, but is not limited to, ensuring that:
 - a. Personal protective equipment in appropriate sizes and quantities, is available;
 - b. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided; and
 - c. First aid supplies and disinfecting materials are readily available at all times. Disinfecting materials include disposable towels, alcohol, soap, and liquid germicidal cleanser.
- 2. All CID vehicles shall have available for use the following communicable disease control supplies:
 - Personal protective equipment to include face and eye protective devices, disposable gloves, barrier resuscitation equipment, sharps containers for needles and other sharp objects, and biohazard bags;
 - b. A hand-size bottle of liquid germicidal cleaner;

- c. Disposable towel (70% isopropyl alcohol);
- d. Waterproof bandages; and
- e. Utility gloves.
- 3. Officers who use supplies that are stored in their vehicles are responsible for ensuring that they are replaced as soon as possible.
- 4. Materials should be inspected periodically as extreme temperatures may affect them (i.e. latex gloves).

C. Court Services

- 1. The Commander, Court Services Division is responsible for continuously maintaining an adequate stock of disease control supplies in the court services office for all affected personnel working in court services. This includes, but is not limited to, ensuring that:
 - a. Personal protective equipment in appropriate sizes and quantities, is available;
 - b. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided; and
 - c. First aid supplies and disinfecting materials are readily available at all times. Disinfecting materials include disposable towels, alcohol, soap, and liquid germicidal cleanser.

D. Rabun County Detention Center

- 1. The Medical Supervisor is responsible for continuously maintaining an adequate stock of personal protective equipment in appropriate sizes and quantities (not including gloves) as well as first aid supplies for all affected personnel working at the Adult Jail.
- The Watch Commander officer is responsible for continuously maintaining an adequate stock of single use gloves, hypoallergenic gloves for those who are allergic to materials normally provided, and disinfecting materials to include disposable towels, alcohol, soap, and liquid germicidal cleanser.
- Personal Protective Equipment as well as spill kits are located inside of each control room as well as in the booking area. The medical supervisor is responsible for ensuring that the kits remain continuously stocked.
- 4. Liquid germicidal cleanser is available in all control rooms, booking area, and all vehicles. The Watch Commander is responsible for ensuring that an adequate supply is kept in each location.
- 5. All ADC vehicles shall be continuously stocked with personal protective equipment to include face and eye protective devices, disposable gloves, barrier resuscitation equipment; and liquid germicidal cleaner.
- 6. Officers that use any supplies are responsible for ensuring that they are replaced as soon as possible but no later than the end of their shift.
- 7. Materials should be inspected periodically as extreme temperatures may affect them (i.e. latex gloves).
- 8. Officers are required to keep disposable gloves in their possession at all times while on duty.

V. VACCINATIONS / TESTING

- A. Vaccination is the best defense against Hepatitis B. The vaccination is 90% effective and protects for up to seven years. All employees who have been determined to be at risk for occupational exposure to the Hepatitis B virus will be provided with the opportunity to take the Hepatitis B vaccination series at no cost. The vaccination shall be provided, if desired, during the employee orientation period only if the employee has not previously received the vaccination series. The Hepatitis B Vaccination Immunization Record form will be completed and placed in the employee's employment file by the Administrative Assistant. Employees at risk who do not wish to receive the vaccination series must sign a "Hepatitis B Vaccination Declination Form". The declination form will be placed in the employee's confidential file by the Administrative Assistant.
- B. Tuberculosis testing will be offered to all employees. The Rabun County Detention Center medical section will schedule this testing and be responsible for notifying all employees of the scheduled dates.
- C. The Rabun County Government offers a flu vaccine before each flu season. All employees are encouraged to receive this vaccine in order to minimize the risk of contracting the flu virus.

VI. EXPOSURE, EVALUATION, AND TREATMENT

- A. Any person, who has unprotected physical contact with blood or other body fluids of another person while in the line of duty, shall be considered to have been potentially exposed to hepatitis and / or human immunodeficiency disease.
- B. On occasion, suspects or inmates intentionally or accidentally bite officers. When such bites occur, routine medical testing (including assessment of tetanus vaccination status) as well as procedures for exposure should be implemented as soon as possible.
- C. In cases of exposure, the employee will decontaminate the affected area immediately. A supervisor will be contacted and all appropriate First Report of Injury forms as well as an Exposure Incident Report will be completed. The supervisor will also write an incident report to document the means and circumstances under which the exposure occurred. The exposed employee will sign an Exposed Employee Medical Release Form giving authority for the Sheriff's Office to release information to the appropriate medical provider, as well as authority for the medical provider to release information to the Sheriff's Office. If the exposed employee does not sign the medical release form and/or refuses testing, s/he may be subjected to forfeiture of workers compensation benefits.
- D. The employee shall proceed to the nearest health care facility designated by the workers compensation insurance provider for testing of infection and treatment of any injuries. The employee must bring the completed incident report and a copy of the Exposed Employee Medical Release form with him/her for the health care facilities files.
- E. The health care facility will counsel the employee on the possible types of diseases exposed to, the chances of being infected to those diseases, and any treatment that may be necessary.
- F. The designated health care facility will be responsible for reviewing the results of the test with the affected employee and shall ensure continued testing of the employee for evidence of infection.
- G. The designated health care facility will send the Sheriff's Office via mail a report containing the health care providers written opinion, information on any conditions resulting from the exposure that require further evaluation or treatment, and determination as to whether the employee is permitted to return to work. The Administrative Assistant will place the report in the employee's confidential file.
- H. Employees who test positive for HIV or HBV may continue working as long as they maintain acceptable work performance and do not pose a safety and health threat to themselves, the public, or other employees of the Sheriff's Office.

- I. The Sheriff's Office shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the Sheriff's Office designated health care official. The Sheriff's Office will not discriminate against any employee exposed to a blood-borne pathogen.
- J. The Sheriff's Office may require an employee to be examined by a Sheriff's Office designated health care official to determine if he/she is able to perform his/her duties without hazard to him/herself or others.
- K. All employees of the Sheriff's Office shall treat employees who may have contracted a communicable disease fairly, courteously, and with dignity.

VII. TESTING OF SOURCE INDIVIDUAL

- A. Any person responsible for potentially exposing an employee of the Sheriff's Office to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease. The source individual will be required to complete a "Source Individual Medical Release/Refusal Form".
- B. If the source individual consents to testing, he/she will be transported to the same health care facility as the exposed employee.
- C. If the source individual refuses testing and the incident occurred while the source individual was in custody or in the process of being taken into custody, the Rabun County Detention Center Division Commander or designee(s) may apply to the Rabun County Superior Court for an order authorizing the use of any degree of force reasonably necessary to complete the testing procedures (OCGA 42-1-6). If the source individual has the capability of bonding out of jail before this order can be executed, the order can be considered an emergency and the petitioning officer has authority to contact the superior court judge at their place of residence.
- D. The health care facility will counsel the source individual on the possible types of diseases and the chances of being infected with those diseases.
- E. The designated health care facility will be responsible for relaying the results of the test to the source individual and shall attempt continued testing of the source individual for evidence of infection.
- F. The exposed employee will be confidentially informed of the source individual's test results by the health care facility. The exposed employee will be informed that s/he may not disclose the identity and infectious status of the source individual to anyone.
- G. Unless disclosure is authorized in writing by the source individual, all medical evaluations, test results, and any follow-up procedures shall remain confidential and will not be revealed to anyone outside the health care facility and the exposed employee.
- H. Criminal charges may be sought, under OCGA 16-5-60, against any person who intentionally exposes or attempts to expose an employee of the Sheriff's Office to a communicable disease.

VIII. RECORD KEEPING

A. The Administrative Assistant shall maintain an accurate record for each employee having occupational exposure. This record will include information on vaccination status, the results of all examinations, tests, and follow-up procedures, the health care professionals written opinion, and any other information provided by the health care professional.

B. All records of occupational exposure shall be retained in a secured area for a period of ten years past the worker's compensation settlement date. These records may not be disclosed or reported without the express written consent of the employee.

IX. TRAINING

- A. The Sheriff's Office Training Coordinator shall ensure that all employees with risk of occupational exposure are provided a one-hour block of instruction on the prevention of blood-borne diseases during their initial orientation period.
- B. All deputies shall receive annual refresher training on universal precautions. The training coordinator will ensure that the lesson plan is up to date and accurate before the training is conducted for that year.
- C. The training coordinator shall ensure that complete records are maintained on all training related to universal precautions.



By Order of the Sheriff: Chad K. Nichols

Sheriff, Rabun County

RABUN COUNTY SHERIFF'S OFFICE

WORK RELATED EXPOSURE TASK REFERENCE

First Aid/CPR Tasks

TASK	POTENTIAL CONTACT	PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Primary survey of victim	Skin to skin contact	Gloves	
Rescue Breathing/CPR	Skin to skin contact Mouth to mouth contact	Gloves Resuscitation Mouthpiece	
Secondary Survey of Victim	Skin to skin contact	Gloves	
Heimlich Maneuver	Skin to skin contact	Gloves	
Comfort Victim	Skin to skin contact	Gloves	
Bleeding with Spurting Blood	Skin to skin contact	Gloves/Safety glasses	
Fractures	Skin to skin contact	Gloves	
Burns	Skin to skin contact	Gloves	
Seizures	Eye and skin contact	Gloves/Safety glasses/Mask	
Fainting Victim	Skin to skin contact	Gloves	
Containerizing Potentially Infectious Waste	Contact with blood or other body fluids	Gloves/Safety glasses	
Decontamination	Contact with blood or other body fluids	Gloves/Safety glasses	

Law Enforcement Considerations

TASK	POTENTIAL CONTACT	PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Searches of Persons	Skin to skin contact	Gloves (preferably heavy)	
Searches of Vehicles, Buildings, Cells	Contact with blood or other body fluids	Gloves	
Evidence Handling	Contact with blood or other body fluids	Gloves	
Handling Diseased Persons and Body Removal	Skin to skin contact	Gloves/Cover all cuts	
Attending Autopsies	Skin to skin contact	Protective masks, eyewear, gloves, waterproof aprons	

Health Care Provider Tasks

TASK	POTENTIAL CONTACT	PERSONAL PROTECTIVE EQUIPMENT REQUIRED
Giving Injections	Direct injection by needle stick	Gloves - Sharp container
Drawing Blood	Direct injection by needle stick	Gloves - Sharp container