



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 10
Communicable Diseases
§1410**

Topic Communicable Diseases

Policy It is the San Mateo County Probation Department is committed to providing a safe work environment for its members. Members should know that they are ultimately responsible for their own health and safety. This policy provides general guidelines to assist in minimizing the risk of contracting and/or spreading communicable diseases.

1410.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the San Mateo County Probation Department - Juvenile Facilities. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1410.2 EXPOSURE CONTROL OFFICER

The Chief Probation Officer will assign a person as the Exposure Control Officer (ECO). The ECO shall develop, assisted by the Medical Director, an exposure control plan that includes (8 CCR 5193):

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how staff may obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that facility staff will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).

- (e) Procedures to ensure youth in custody are not assigned activities where it is reasonably anticipated that they may experience an exposure.
- (f) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 2. Bloodborne pathogen mandates, including (8 CCR 5193).
 - a. Sharps injury log.
 - b. Needleless systems and sharps injury protection.
 3. Airborne transmissible disease mandates, including (8 CCR 5199):
 - a. Engineering and work practice controls related to airborne transmissible diseases.
 - b. Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.
 4. Receiving notifications from medical personnel regarding youth in custody who have been exposed to or infected with a communicable disease and making notifications to staff who have or may have contact with the youth (Health and Safety Code § 121070).
 5. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).
 6. Establishing procedures to ensure that staff request exposure notification from health facilities when transporting a person that may have a communicable disease and that the is notified of any exposure as required by Health and Safety Code § 1797.188.
 7. Informing Staff of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
 8. Establishing procedures to ensure that notification is made to the county health officer, and to the Medical Director of a receiving facility, when a youth in custody who is known or suspected to have tuberculosis is transferred to another facility (15 CCR 1408).
- (g) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other facility members to fulfill the role when the designated officer liaison is not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).

The ECO should also act as the liaison with the Division of Occupational Health and Safety Administration (Cal/OSHA) and may request voluntary compliance inspections. The ECO shall periodically review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1410.3 EXPOSURE PREVENTION AND MITIGATION

1410.3.1 GENERAL PRECAUTIONS

All staff are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to (8 CCR 5193):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1410.4.2 IMMUNIZATIONS

Staff who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1410.4 POST-EXPOSURE

1410.4.1 INITIAL POST-EXPOSURE STEPS

Staff who experience an exposure or suspected exposure shall (8 CCR 5193):

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other exposed skin with soap and water, flush mucous membranes with water).
- (b) Obtain appropriate medical attention.
- (c) Notify a supervisor as soon as practicable.

1410.4.2 REPORTING REQUIREMENTS

The supervisor or designated administrator on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., cleanup, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of the source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply. See the Occupational Disease and Work-Related Injury Reporting and Illness and Injury Prevention policies.

1410.4.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Department staff shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary. The ECO should request a written opinion/evaluation from a treating health care professional that contains only this information (8 CCR 5193):

(a) Whether the staff has been informed of the results of the evaluation

(b) Whether the staff has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment
No other information should be requested or accepted by the ECO.

1410.4.4 COUNSELING

The Department shall provide the staff, and the staff's family, if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1410.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be sought when desired by the exposed member, or when otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the Director or designee to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.

(c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).

(d) Requesting test results or information provided by the source individual pursuant to Health and Safety Code § 121070.

(e) Taking reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).

(f) Under certain circumstances, by obtaining a search warrant for the purpose of HIV testing the source individual when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and/or consult legal counsel to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if the individual refuses.

1410.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the staff written consent (except as required by law).

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1410.7 TRAINING

All staff shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting the staff's potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure, and what steps should be taken if a suspected exposure occurs.