

## **Emergency Plan: Appendix E Biohazard Safety Plan**

- I. Protective equipment located in the adult workroom counter drawer and at the youth services desk will include:
  - Rubber gloves
  - Antiseptic agent
  - Soap
  - First Aid Kit
  - Closeable plastic bags for disposal of contaminated material
  - Emergency guidelines
  
- II. Guidelines to follow when helping any person with an injury or handling any material which is considered to be contaminated with blood or other bodily fluids. [Other potentially infectious material is defined as the following: human bodily fluids: saliva in dental procedures, semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal and amniotic fluids.]
  - A. Put on gloves before handling bags and containers that are left by patrons.
  - B. Put on gloves before applying band-aids or cleaning up after any incidents.
  - C. After you have finished, remove gloves and put them in the plastic bag provided for that purpose and deposit in a waste container.
  - D. Wash your hands immediately if you have been exposed to blood.
  - E. Notify the library cleaning service to clean and disinfect any contaminated surface with an antiseptic agent.
  - F. Call 911 for any emergency situation. Never supply medications (including aspirin) to anyone
  - G. Report all incidents involving exposure to blood or other bodily fluids to the Library Director and the library cleaning service before the end of the work shift. The incident report should contain the names of the staff and victim, a description of the accident, and a determination of whether an exposure incident occurred.
  - H. If you have been exposed to blood or other bodily fluids, notify the staff member in charge of the building who will refer you to a designated medical facility.
  
- III. Blood Borne Pathogens
  - A. While normal library operations are not likely to involve circumstances exposing employees or customers to blood borne pathogens, the Forest Park Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposure to blood borne pathogens.
  - B. No particular job classification of the Library has occupational exposure as part of the duties. However, emergencies may occur with staff or customers, particularly youth or the elderly, to which Library employees in all classifications may be called upon to respond with assistance. or emergencies with “out of control” individuals could present an individual threat.
  - C. All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposure. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life threatening diseases.

- D. In emergency or other such circumstances when contact with blood or other potentially infectious materials may result, it is the Library's policy to treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other blood borne pathogens. Work practice controls shall be used to eliminate or minimize employee exposures. If the possibility of exposure remains, personal protective equipment shall also be used.
1. At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined. Personal protective clothing, such as gloves, masks and gowns, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers and blood tinged materials. The quarantine shall be effective until thorough cleanup and disposal is completed.
  2. The Library provides hand-washing facilities that must be used by the affected employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup and disposals shall be kept as required by regulations.
- E. The Library shall provide directly or through System, State or association programs, annual in-service training for employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow up as provided in the regulations.