
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

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SUBJECT: Prevention of Communicable Disease

REFERENCE: CALEA Ch 41

CROSS REFERENCE:
(OSHA) Bloodborne Pathogen Standard 29 CFR 1910.1030.
Medical Record Standard 1910.20

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I. PURPOSE

- A. To provide procedural guidelines to minimize or eliminate an employee's risk of exposure to communicable diseases.
- B. To establish guidelines governing the decontamination of Department equipment contaminated with regulated waste.

II. DEFINITIONS

- A. Bodily Fluids - Blood, semen, vaginal fluids, or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.
- B. Blood borne Pathogens - Microorganisms that are present in human blood and can cause disease in humans. These include: Hepatitis B, Hepatitis C, HIV, and Syphilis.
- C. Communicable Disease - A disease that can be readily spread from one person to another.

- D. Exposure Control Manual - A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.
- E. Occupational Exposure - Reasonably anticipated skin, eye, mucus membrane, or parenteral (intramuscular injection) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- F. O.P.I.M. (Other Potentially Infectious Materials) - Semen, vaginal secretions.
- G. Additional Personal Protective Equipment - Specialized equipment worn by members for protection against the hazards of infection.

III. GENERAL DISEASE PREVENTION GUIDELINES

- A. This agency's exposure control manual shall provide the overall strategy for limiting exposure to communicable diseases and responding to potential exposure incidents. The plan will be made readily accessible to every employee within the Department that may have a reasonable likelihood of occupational exposure to communicable disease.
- B. This agency subscribes to the principles and practices for prevention of communicable disease in accordance with the Occupational Safety and Health Administration (OSHA) Blood borne Pathogens Standard, 29 C.F.R. 1910.1030. and Medical Records Standard, 29 C.F.R. 1910.20.
- C. An employee(s) uniform or work clothing will be utilized as personal protective equipment.
 - 1. Additional personnel protective equipment is available in units, work areas, and vehicles where body substance isolation occurs.
- D. This Department practices "body substance isolation." All unprotected contact with blood or bodily fluids should be avoided.

IV. WORKPLACE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT

- A. In order to minimize potential exposure, officers should assume that all persons are potential carriers of communicable diseases.
- B. All unprotected contact with blood or bodily fluids should be avoided.
- C. When appropriate protective equipment is available, no employee shall refuse to arrest or otherwise physically handle any person who may carry a communicable disease.
- D. Employees shall use protective gear under all appropriate circumstances unless the member can demonstrate that in a specific instance, its use would

have prevented the effective delivery of health care or public safety services or would have imposed an increased hazard to their safety or the safety of another co-worker.

1. All such instances shall be recorded on a miscellaneous report by the employee and forwarded to the Infection Control Officer. The occurrence shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future.
- E. Disposable gloves shall be worn when handling any persons, clothing, or equipment with bodily fluids on them.
 - F. Masks in combination with eye protection devices, such as goggles or glasses 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.
 - G. Gowns or other outer garments shall be worn as determined by the degree of exposure anticipated. Employees attending an autopsy will wear a gown, face mask, and face shield when in the same room that the autopsy is being performed.
 - H. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered contaminated items.
 1. Disposable gloves or their protective equivalent shall be worn when searching persons or places or dealing in environments, such as accident scenes, where sharp objects and bodily fluids may reasonably be encountered.
 2. Searches of automobiles or other places should be conducted using a flashlight, mirror, or other devices where appropriate. Subsequent to 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.
 3. Needles shall not be recapped, bent, broken, removed from a disposable syringe, or otherwise manipulated by hand.
 4. Needles shall be placed in Departmentally provided, puncture-resistant, leak proof containers that are marked as bio hazardous, when being collected for evidence, disposal, or transportation purposes.
 - I. Employees shall not smoke, eat, drink, or apply makeup around bodily fluid spills.
 - J. Officers are required to keep a minimum of two pairs of disposable gloves in their possession while on either motor or foot patrol. Officers shall also maintain the Department provided liquid germicidal cleaner in a location that can be readily accessible.

V. CUSTODY AND TRANSPORTATION OF PRISONERS

- A. Officers should not put their fingers in or near any person's mouth.
- B. Individuals with bodily fluids on their persons shall be transported in separate vehicles from other persons. The individual may be required to wear a suitable protective covering if he is bleeding or otherwise emitting bodily fluids.

- C. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has bodily fluids present on his person, or has stated that they have a communicable disease.
- D. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has bodily fluids on their person, or has stated that they have a communicable disease.

VI. HOUSEKEEPING

- A. Supervisors and their employees are responsible for the maintenance of a clean and sanitary workplace and shall conduct periodic inspections to ensure that these conditions are maintained.
- B. All supervisory personnel shall determine and implement procedures for cleaning and decontamination based on the location within the facility or work environment, the type of surface or equipment to be cleaned, and procedures to be performed in the area. These procedures are subject to the review and approval of the Infection Control Officer.
- C. All equipment and environmental work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials.
- D. Any protective coverings used in laboratory, evidence custody, or enforcement operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.
 1. The items will be placed in appropriate biohazard packaging and deposited in a biohazard receptacle device located in the Police Logistics Unit or the Crime Scene Investigation Unit.
- E. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as bio hazardous, decontaminated as soon as feasible following contamination as well as inspected and decontaminated on a regularly scheduled basis.
- F. Employees can decontaminate small areas of clothing by washing the garment with hot water, detergent and a small amount of peroxide or by professional dry cleaning items.
- G. An employee's contaminated clothing will be handled as little as possible. These garments will be placed in appropriately marked biohazard containers or bags and transferred to the Infection Control Officer.
 1. The Infection Control Officer will take control of the property during the employee's tour of duty for processing.
 - a. If the Infection Control Officer is unavailable or unable to respond to take custody of the clothing, the property will be turned into the Property/Logistics Unit or placed into a designated property collection device or room. The officer will attach a completed and supervisory approved property report to the packaged bio-hazardous property.
 - (1) A copy of the property report will be forwarded to the Infection Control Officer.

2. Employees that have a reasonable likelihood of exposure to blood or body substances should maintain a change of clothing at their Division/Unit.

VII. EXPOSURE INCIDENT

- A. Any person who has unprotected physical contact with blood or other bodily fluids of another person while in the line of duty shall be considered to have been potentially exposed to an infectious disease.
- B. An exposure incident occurs when the employee is exposed to any of the following circumstances:
 1. Needle-stick injury.
 2. Break in skin caused by a potentially contaminated object.
 3. Splash of blood or other potentially infectious material onto eyes, mucus membranes, or non-intact skin.
 4. Airborne infected disease patient coughing "droplets" on employee, that are ingested or absorbed by the employee through eyes, mucus membrane, or non-intact skin.
 5. Other exposure the member may feel is significant.
- C. In cases of exposure, the employee's supervisor shall be contacted. The supervisor shall assure that all appropriate injured on duty forms and documents are completed and forwarded directly to the Timekeeper's office, through the Chain of Command. The Original Workman's Compensation Exposure Form and Copies of all Incidents Reports relating to the incident will be forwarded to the Infection Control Officer.
- D. When an on duty exposure takes place, the on-duty or on-call Infection Control Officer will be notified immediately.
 1. The Infection Control Officer will evaluate the exposure to access whether medical attention is necessary. If medical attention is required the Infection Control Officer will notify a designated medical physician and arrange medical treatment through the nearest medical facility.

VIII. EVIDENCE COLLECTION

- A. Employees engaged in evidence collection involving items contaminated or suspected of having been exposed to bodily fluids will wear appropriate biohazard equipment for that particular situation.
- B. Contaminated evidence should be placed in properly marked biohazard containers/packaging.
- C. Any evidence contaminated with bodily fluids shall be completely dried, double bagged, and marked to identify potential or known communicable disease contamination.
- D. Clothing that is evidence will be properly tagged as such, with all necessary reports. Such evidence will then be turned over to Identification personnel for proper drying.
- E. Bio hazard evidence will be deposited at the Police Property Unit or a designated evidence locker room at the divisions/units.

IX. DISPOSAL OF BIO HAZARD WASTE MATERIALS

- A. Departmental materials of a disposable nature that have been used to deliver public safety services to either the general public or Department personnel which have been exposed to bodily fluids (blood, urine, feces, saliva, sputum, vomit, tears, sweat, pus, etc.) whether confirmed or suspected will be disposed of in a bio hazard receptacle container located at the Police Property/Logistics Unit, or other Department facility after the items have been properly placed in bio hazard packaging. A green "not evidence" sticker will be placed on the outside of the bag.
- B. Fire/EMS (Emergency Medical Service) personnel will be responsible for the collection and disposal of biohazard waste products (bandages, gauze, packaging, etc.) discarded by them while aiding a victim of a medical emergency. These types of emergencies may include, but not necessarily be limited to: shootings, stabbing, motor vehicle accident situations, etc.
 1. Officers observing or made aware of uncollected material should inform Fire/EMS personnel of the situation so that they can collect the waste prior to their departure from the scene.
 - a. Officers discovering or made aware of bio hazard waste material inadvertently left at the scene by Fire/EMS personnel will be responsible for disposal of said material. The material will be placed in an appropriate biohazard container prior to disposal in a biohazard receptacle device located at the Police Property/Logistics Unit.
 - b. The officer that retrieves the biohazard material will document the incident on a miscellaneous report, forwarding a copy to the Chief's Office.

X. DISINFECTION

- A. Any unprotected skin surfaces that come into contact with bodily fluids shall be thoroughly washed as soon as possible with hot running water and soap for at least 15 seconds before rinsing and drying.
 1. Alcohol, waterless hand cleaner, or antiseptic towelettes may be used where soap and water are unavailable.
 2. Disposable gloves should be rinsed before removal and hands and forearms should then be washed.
 3. Skin surfaces shall be washed and mucous membranes flushed as soon as feasible following the removal of any personal protective equipment.
 4. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty.
- B. Disinfection procedures shall be initiated whenever bodily fluids are spilled or an individual with bodily fluids on his/her person is transported in a Department vehicle and the vehicle is contaminated.
 1. A supervisor shall be notified and the vehicle taken to the vehicle maintenance division as soon as possible.
 2. Affected vehicles shall be immediately designated with the posting of an "Infectious Disease Contamination" sign upon arrival at the vehicle maintenance division and while awaiting disinfection.

3. Service personnel shall oversee removal of any excess bodily fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
 4. The affected areas should be disinfected using hot water and detergent or alcohol and allowed to air dry.
 5. Police vehicles taken to the vehicle maintenance division for scheduled washing and routine maintenance shall, as part of that routine, be cleaned in the interior with an approved disinfectant.
- C. Non-disposable equipment and areas upon which bodily fluids have been spilled shall be disinfected as follows:
1. Any excess bodily fluids should first be wiped up with disposable absorbent materials.
 2. A freshly prepared solution of one part bleach to 10 parts water or a fungicidal-micro bactericidal disinfectant or approved disinfectant shall be used to clean the area of equipment.

XI. SUPPLIES

- A. The Department will provide up-to-date safety equipment and procedure that will minimize the risks of exposure.
- B. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their unit.
- C. The Infection Control Officer is responsible for ensuring that:
1. Personal protective equipment in appropriate sizes, quantities and locations are available;
 2. Hypoallergenic gloves and other materials are available for those who are allergic to materials normally provided, and cleaning, laundering and disposal, as well as repair or replacement of these and other items is provided; and
 3. First aid supplies and disinfecting materials are readily available at all times to affected personnel.
- D. Departmental vehicles assigned to Divisions / Work Stations that have employees that may have to engage in Infection Control Techniques shall be continuously stocked with the following communicable disease control supplies:
1. Emergency Response Kit:
 - a. Gown.
 - b. Face shield.
 - c. Face mask.
 - d. 1 small bio hazard bag.
 - e. 1 pair of foot covers.
 - f. Disposable towelettes.
 - g. Disposable gloves.

2. Bio Hazard Bag (clear zip-lock):
 - a. Spit mask.
 - b. 1 Eye wash
 - c. 1 Syringe container -
3. Disposable towelettes.
4. Waterproof bandages.
5. Disposable gloves.

- E. Officers using supplies stored in their vehicles are responsible for ensuring that they are replaced as soon as possible by notifying their supervisor.

XII. VACCINATION, EVALUATION, AND TREATMENT

- A. All members of this agency who have been determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccinations series at no cost within 10 working days of assignment to an occupationally exposed duty. The vaccination shall be provided if desired only after the member has received required Departmental training, has not previously received the vaccination series and only if not contraindicated for medical reasons.

XIII. POST EVALUATION AND TREATMENT

- A. This agency shall offer continued testing of the member for evidence of infection and provide psychological counseling as determined necessary by the designated health care physician when an occupational exposure has occurred.
- B. The members shall receive a copy of the health care provider's written opinion within 15 days of the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment.
- C. Unless disclosure to an appropriate Departmental official is authorized by the officer or by state law, the officer's medical evaluation, test results, and any follow-up procedures shall remain confidential.
- D. Any person responsible for potentially exposing a member of this agency to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease.
 1. The person shall be provided with a copy of the test results and a copy shall be provided to the exposed agency member. The member shall be informed of applicable state laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
 2. Criminal charges may be sought against any person who intentionally exposes a member of this Department to a communicable disease.
- E. Employees who test positive for HIV or HBV may continue working as long as they maintain acceptable working performance and do not pose safety and health threat to themselves, the public, or other members of this agency.
 1. This agency shall make all decisions concerning the employee's work status solely on the medical

opinions and advice of the agency's health care officials.

2. The agency may require an employee to be examined by the Department health care officials to determine if he/she is able to perform his duties without hazard to themselves or others.

F. All members of this agency shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

XIV. RECORD KEEPING

A. The Department's Infection Control Officer shall maintain an accurate record for each employee with occupational exposure that includes information on vaccination status, the results of all examinations, tests and follow-up procedures, the health care professional's (designated medical physician) written opinion, and any other relevant information provided by the health care professional.

B. These health care records shall be retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the member.

XV. TRAINING

A. Employees will be informed and educated on how to minimize their risk of occupational acquired communicable diseases.

B. The Director of Training will ensure that all members of this agency, sworn and non-sworn, assigned to job tasks where occupational exposure may occur, are provided with infection control training.

C. All affected employees shall receive annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.

D. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.

E. The training coordinator shall ensure that complete records are maintained on member training to include information on the dates and content of training sessions, names and qualifications of persons conducting the training, and the names and job titles of all persons attending the training sessions. These records shall be maintained for a period of three years from the date of training.