

APPENDIX A

STANDARD OPERATING PROCEDURE FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES

Task:	Cleaning Up BODY FLUIDS from Hard Surfaces
Exposure Potential:	Vomit, urine, feces, saliva, and any other body fluid may contain blood or other potentially infectious material. Dried bodily fluids remain potentially infectious (hepatitis B) for up to 7 days. If dried bodily fluids could flake off during handling, the contaminated object must be disposed of as regulated waste.
Personal Protective Equipment:	Gloves (mandatory) Face Shield (optional) Shoe Covers (optional) Apron (optional) Face Mask (optional)
Procedure:	<ol style="list-style-type: none">1. Obtain Blood & Bodily Fluid Clean-up Kit from one of these locations: Custodial Closet EHS Office Campus Safety Patrol car Service Building Custodial Storage room2. Prevent people from walking through the area3. Open up kit and cuff the Red Biohazard Bag (so that it stays open) placing it close to spill4. Put on Gloves and other protective equipment as needed5. If in contact with items such as sheets, pillows, towels, etc., place these items in a biohazard bag6. Sprinkle Absorbent Powder over the bodily fluid to form a solid/gel7. If the bodily fluid has dried water may be added to facilitate clean-up8. Use provided scraper to pick up the solid and dispose of in the biohazard bag9. Drop the scraper in to the biohazard bag10. Use paper towel and disinfectant spray to clean up the remainder of visible bodily fluid. Place paper towels in bag.11. Spray the entire area with disinfectant spray. Leave for the required amount of time (approximately 10 minutes)12. Remove gloves and place them in the biohazard bag13. Use antiseptic towelettes to clean hands and discard into the biohazard bag14. Unroll the top of the biohazard bag and secure the top15. Wash hands with warm water and soap for at least 30 seconds16. Call Campus Safety or take the biohazard bag to the Biology Department for disposal

Task: **Cleaning Up BODY FLUIDS from Carpet or Upholstery Surfaces**

Exposure Potential: Vomit, urine, feces, saliva, and any other body fluid may contain blood or other potentially infectious material

- c. Carpet Disinfectant
 - d. Water
3. Open up kit and cuff the Red Biohazard Bag (so that it stays open) placing it close to spill
 4. Put on Gloves and other protective equipment as needed
 5. Add plenty of water to the soiled area
 6. Use the carpet extractor over the entire area
 7. Spray area with carpet disinfectant following manufacturer's directions for amount and time of contact
 8. Use the carpet extractor over the entire area again
 9. Empty carpet extractor and disinfect it
 10. Remove gloves and place them in the biohazard bag
 11. Use antiseptic towelettes to clean hands and discard into the biohazard bag
 12. Unroll the top of the biohazard bag and secure the top
 13. Wash hands with warm water and soap for at least 30 seconds
 14. Call Campus Safety or take the biohazard bag to the Biology Department for disposal

Task: **Disposing of Contaminated Sharps**

Exposure Potential: Contaminated Sharps may contain blood or other body fluids

Personal Protective Equipment: Gloves (mandatory)

Procedure:

1. Bring a Sharps Container to the contaminated sharp object
2. If the object is too large to fit in a Sharps Container, find a covered plastic bucket that is puncture resistant and leak proof
3. Put on Gloves
4. Use a dustpan and broom or cardboard pieces to pick up the sharp object
5. Drop the contaminated sharp into the sharps container
6. Remove gloves and dispose
7. Wash hands with warm water and soap
8. If a bucket was used, label container with Biohazard Label and bring to Biology Prep Room, SB215, or have Campus Safety pick it up

Task: **Cleaning up Broken Glass**

Exposure Potential: Broken glass that is not properly disposed of puts employee at a risk of getting cut, thereby providing an exposure potential for others

Personal Protective Equipment: Gloves (mandatory)

Procedure:

1. Put on Gloves
2. Sweep the broken glass into a dust pan
3. Dispose of the broken glass in the containers that are marked for broken glass only. They are located in each building
4. Remove gloves and dispose
5. Wash hands with warm water and soap

6. If broken glass was on a carpeted area, vacuum the area well

Task: **Administering First Aid**

Exposure Potential: Any body fluid may contain blood or other potentially infectious material. Universal precautions are a must. Campus Safety Officers are designated First Aid Responders for Calvin College.

Personal Protective Equipment: Gloves (mandatory)
Face Shield (optional)
Shoe Covers (optional)
Apron (optional)
Face Mask (optional)

Procedure:

1. Put on PPE including eye/face protection if there is a potential for splash or spray
2. Administer first aid measures
3. Follow **Cleaning Up BODY FLUIDS** procedure
4. Dispose of all regulated waste in a red biohazard bag
5. Remove gloves and other PPE and dispose in biohazard bag
6. Use antiseptic towelettes to clean hands and discard into the biohazard bag
7. Unroll the top of the biohazard bag and secure the top
8. Wash hands with warm water and soap for at least 30 seconds
9. Call Campus Safety or take the biohazard bag to the Biology Department for disposal

Task: **Obtaining Blood for Lab Tests**

Exposure Potential: Blood and contaminated sharps. Universal precautions are a must.

Personal Protective Equipment: Gloves (mandatory)

Procedure:

1. Put on gloves
2. Have a Sharps Container ready
3. Use a single use lancet and immediately dispose of it in the sharps container after use
4. If a pipette is used to collect a drop of blood, after use immediately dispose of the pipette in the sharps container
5. Remove gloves
6. Wash hands with warm water and soap for at least 30 seconds