



Snoqualmie Valley

Public Schools

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EMPLOYEE PROTOCOL

EXPOSURE INCIDENT

Exposure incident means that an Employee, in performing his/her job responsibilities, has been exposed to another person's blood or potentially infectious body fluid, by direct contact to the Employee's eye, mouth or other mucous membrane or break in the skin.

STEPS TO TAKE

1. Wash "exposed" area thoroughly with soap and warm water. In the event of mucous membrane exposure flush the "exposed" area thoroughly with clean, lukewarm water for at least five minutes.
2. Report exposure incident immediately to the building supervisor.
3. In conjunction with the building supervisor complete the following:
 - a. Employee Accident Report form
 - b. Puget Sound Worker's Compensation Trust online documentation at www.pswct.org
 - c. Post Exposure Report and Evaluation form
4. Report to the PSWCT designated, licensed healthcare provider for evaluation and follow-up of blood exposure incidents within twenty-four hours of the incident for a post-exposure evaluation. Take the completed Exposure Incident Report Form and Post Exposure Packet* with you to the health care provider. If you have had the Hepatitis B immunization series take the immunization dates with you as well. If you do not have a personal record the dates may be obtained from the personnel secretary.

*Post Exposure Packet includes the following:

- Copy of employee's Hepatitis B Immunization record, if applicable.
- Physician's Post-Exposure Report and Evaluation
- Consent for Disclosure of Medical Records and HIV/AIDS or HBV status of minor student and/or students over fourteen years of age, as appropriate.
- Copies of State RCW's relating to:
 - Confidentiality
 - Post Exposure counseling for STD's and HIV
 - Evaluations of Exposure incidents relating to Bloodborne Pathogens.

THIS PACKET IS AVAILABLE FROM YOUR BUILDING ADMINISTRATOR AS WELL AS ONLINE AT WWW.SVSD410.ORG