



# Snoqualmie Valley

## Public Schools

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### **SUPERVISOR PROTOCOL AND CHECK LIST**

#### **EXPOSURE INCIDENT**

(Refer to the definition of *exposure incident* in the employee protocol.)

The Building Supervisor is responsible for the following:

1. Determine that the exposed area has been thoroughly cleaned.
2. Assist the employee in completing the following:
  - a. Employee Accident Report Form
  - b. Completion of online documentation at [www.pswct.org](http://www.pswct.org)
  - c. Post Exposure Report and Evaluation Form
3. If the employee has received the Hepatitis B immunization series insure that he/she obtains a copy of the immunization record.
4. Obtain (if possible) from the source individual a signed Consent For Disclosures of Medical Records and HIV/AIDS or HBV Status Form. If the source individual is younger than fourteen years of age it will be necessary for a parent or legal guardian to complete and sign this consent form.
5. Refer the employee to begin the process for an immediate post exposure evaluation at [www.pswct.org](http://www.pswct.org) (Puget Sound Worker's Compensation Trust) this should take place as soon as possible and at least within twenty-four hours of the exposure. Release time for the employee is to be provided for this purpose.
6. Provide the employee with a post exposure packet to take to the medical evaluation.
7. The employee and supervisor are to sign the post exposure counseling statement to show that the employee was advised of the need for an immediate post exposure medical evaluation and that this evaluation was made available to the employee.

Note: Employees who will be involved in school related activities either on week ends or out of the district during the week should be counseled in advance of the activity regarding actions to be taken in the event of an exposure incident. Such employees should be provided with a post exposure packet, which should accompany them on these activities. Employees should be advised to contact their building supervisor or another designated district administrator immediately in the event of a school related exposure incident, no matter where it occurs. It will be the responsibility of this administrator to notify the Director of Student Services and the District School Nurse of the incident.