

Appendix C

Texas Wesleyan University Smoking Policy

All buildings on all campuses are smoke-free. This policy applies to all members of the campus community - students, faculty, staff and visitors. This policy includes smokeless tobacco products and electronic cigarettes.

Appendix D

Texas Wesleyan University Bloodborne Pathogens Exposure Control Plan

Policy Statement

The purpose of this plan is to eliminate or minimize employee exposure to bloodborne pathogens and other potentially infectious material.

The plan will identify job classifications in which some employees may have potential occupational exposure. In those cases, specific tasks are delineated and procedures are established to eliminate or minimize occupational exposure.

The plan is established by the associate vice president for administrative services and human resources and communicated to applicable personnel and departments. Department heads or their designates are responsible for implementation and enforcement of the policy.

Definitions

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens (BBP): are bacteria and viruses present in human blood and body fluids that can cause disease. These pathogens include the human immune-deficiency virus which causes AIDS (HIV), Hepatitis B (HBV) and Hepatitis C (HCV) viruses as well as other potentially infectious materials.

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps: Any contaminated object that can penetrate the skin, including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Exposure Incident: A specific eye, mouth, other mucous membrane; non intact skin; or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials: The following human body fluids: semen, vaginal secretions, urine,

emesis (vomit), cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, any unfixed tissue or organ from a human, or any human cultures.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard.

Universal Precautions: An approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious.

Accessibility

The plan shall be accessible to all employees. The associate vice president of human resources and affected department heads will maintain a copy of the plan. The plan will be reviewed annually by the associate vice president of human resources.

Training

Training will be provided to job classifications with affected personnel at the time of initial assignment. The University nurse, supervisors and/or the associate vice president of human resources will provide or assist in providing training. Department heads will ensure that affected personnel in their respective departments do receive the necessary training. For record-keeping purpose, all training shall be documented.

Personal Protective Equipment

Texas Wesleyan University will provide required personal protective equipment to affected employees at no cost to the employee. Department heads or their designates will ensure that personal protective equipment is available and utilized, as necessary. Personal protective equipment includes, but is not limited to, gloves, gowns, face shields, eye protection, mouthpieces or other ventilation devices. Hand washing facilities will be provided to all employees.

Exposure Determination by Job Classification Housekeeping

Department

Housekeepers and First Level Supervisors

Security Department

Security Officers and Supervisors

Facilities Operations Department

Field Maintenance Employees

Student Life

University Nurse, Athletic Trainers, Coaches and Resident Directors

The job classifications listed above have some employees with occupational exposure. Tasks include cleanup of potentially infectious material, disposal of contaminated sharps, treatment of injured employees, students and athletes. In order to minimize potential exposure to employees, the following *methods of compliance* shall be followed:

1. Universal precautions shall be followed. All body fluids shall be considered potentially infectious.

2. Sharps containers shall be used for disposal of contaminated sharps.
3. Employees shall immediately wash their hands after removal of gloves or other personal protective equipment.
4. Contaminated needles and other contaminated sharps shall not be bent or recapped.
5. Eating, drinking, smoking, applying cosmetics or balms, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.
6. Food and drink shall not be kept in areas where potentially infectious materials are present.
7. Always wear protective gloves when cleaning bathrooms and handling soiled linen. Examine gloves for damage, prior to use. Do not reuse disposable gloves.
8. Wear face shields, eye protection and aprons when performing cleanup of quantities where splashing or spattering could occur.
9. Always check areas for discarded needles and syringes. Never reach into a wastebasket.
10. If a needle or syringe is found, do not handle. Call your supervisor. Housekeeping supervisors, if available, will remove the item.
11. Housekeeping supervisors will have sharps containers, gloves and tongs available. Supervisors will place the item in the sharps container using gloves and tongs.
12. If a supervisor is not available, contact security. The security shift supervisor will remove the item in the same manner. Sharps containers, gloves and tongs will be available in security vehicles.
13. Once a sharps container is full, it should be returned to the University nurse and a new container obtained.
14. The University nurse will dispose of the container in the appropriate/approved manner.
15. Contaminated waste will be placed in leak-proof containers or bags labeled with the biohazard symbol. Potentially contaminated linen can be laundered in the normal manner. Heavily soiled items, which will not be reused, will be disposed of in an approved manner. Contact the University nurse for disposal instructions.
16. Surface areas and equipment used in clean up, such as mop pails, will be disinfected using an approved disinfectant.
17. For cleanup of urine, blood, vomitus, etc. in public areas, housekeeping will use an appropriate absorbent product. When fully absorbed, the now dry/solid waste must be scooped and placed in a biohazard bag. The areas will then be disinfected. Proper personal protective equipment must be worn. After clean up, hands will be washed immediately.
18. Maintenance employees will use protective gloves when working in the area of human waste disposal systems that have been contaminated. Eye protection and aprons may be necessary.
19. Any employee providing first aid to an injured person must wear appropriate personal protective equipment. It should be noted that first aid is given on a Good Samaritan basis. No University employee is required to render first aid.

Hepatitis B Vaccination

The hepatitis B vaccination series will be offered to all University employees with reasonably anticipated occupational exposure. The University will provide the series by the University nurse or at a licensed health care facility of their choosing, at no cost to the employee. The series will be offered following the required training and within ten (10) working days of an initial assignment with occupational exposure.

Employees who have previously had the series will not be offered the vaccinations unless a routine booster is recommended by a health care professional. Employees may decline the vaccination. However, employees will be required to sign the attached statement.

Post Exposure Evaluation

If an exposure incident occurs, the University will make available to the exposed employee a confidential medical evaluation and follow up, at no cost to the employee.

The evaluation shall include the following:

1. The identification and documentation of the source individual, unless prohibited by law
2. Collection and testing of blood
3. Post exposure treatment
4. Counseling
5. Evaluation of reported illnesses

The University shall obtain and provide to the employee a written copy of the evaluating health care professional's opinion within fifteen (15) days of the completion of the evaluation. Records for employees having occupational exposure shall be maintained and kept confidential.