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BLOOD BORNE PATHOGEN POST-EXPOSURE PROCEDURE

All exposure incidents shall be reported to your supervisor and the Human Resources Department **within 2 hours** following the incident.

1. The HR coordinator will forward the *Precautions for Employees Exposed to Potential HIV* form and the *Hepatitis B Vaccine Offer* form to the employee.
2. The exposed employee shall complete a *SOCFC Incident Report* online, a *Worker's Compensation 801 Form (optional)*, an *Exposure Incident Report*, and a *Consent/Waiver to Perform Laboratory Testing Form*. The *Consent/Waiver to Perform Laboratory Testing* must be signed by the exposed employee for permission to release confidential information to their health care provider and for the health care provider's to return the written opinion. However, the exposed employee has the right to waive laboratory testing.
3. If a child is involved, the HR coordinator will notify the health services director of the incident and get a current Hepatitis B immunization status for the child.
4. If necessary, the health services director will contact the parent/guardian of the minor child to request consent to test the source individual's blood, as soon as feasible, for Hepatitis B and HIV infectivity. There will be no cost to the source individual.
5. If verbal consent is obtained from the source individual or their parent/guardian, the health services director will ensure that the *Source Individual History and Consent to Release Information Form* is filled out and sent with the individual to his/her health care provider.
6. The child's health care provider will return the completed *Source Individual History and Consent to Release Information Form* to the health services director for review and will follow up with the parent/guardian.
7. The exposed employee will be referred to Asante Work Health for blood testing within 24 hours after consent is obtained.
8. The HR coordinator will ensure the following forms are sent to the exposed employee's health care provider:
 - *Employee Consent/Waiver to Perform Laboratory Testing Form*.
 - *Health Care Provider's Written Opinion*.
 - *Exposed Employee's Hepatitis B vaccination record, if done through SOCFC*.
9. The HR coordinator will obtain a copy of the *Health Care Provider's Written Opinion* from the evaluating health care provider within 15 days of the completion of the evaluation. A copy will be given to the employee. A copy will be kept in a confidential file, along with the completed *Exposure Incident Report* under the supervision of the HR department.