

ORDINANCE 2023-BC-O- 10

AN ORDINANCE OF THE MADISON COUNTY BOARD OF COMMISSIONERS ADOPTING A UNIVERSAL PRECAUTIONS POLICY TO PROTECT COUNTY EMPLOYEES FROM INFECTIOUS DISEASES

WHEREAS, the Madison County Board of Commissioners (hereinafter, the “Commissioners”) wish to promote a safe and healthy working environment for all county personnel; and,

WHEREAS, the Commissioners have previously adopted a certain “Madison County Personnel Policies Handbook” (hereinafter, the “Employee Handbook”); and,

WHEREAS, Section 5.1 of the Employee Handbook currently provides Madison County’s policy for safety in the work place; and,

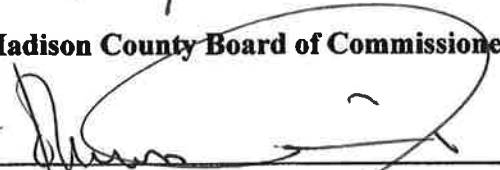
WHEREAS, the Commissioners deem it prudent to add the Universal Precautions Policy attached hereto as “Exhibit A” to Section 5.1 of the Employee Handbook

NOW THEREFORE BE IT ORDAINED that the text of “Exhibit A” attached hereto shall be added to the Employee Handbook as Section 5.1A Universal Precautions; and,

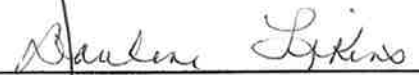
BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon its adoption.

SO ORDAINED THIS 16 DAY of MAY, 2023

Madison County Board of Commissioners



John Richwine, President




Darlene Likens, Vice-President



Olivia Pratt, Member

Attest:



Rick Gardner, Auditor

Prepared By:

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[https://d.docs.live.net/3a3d0b80d99a44ca/Documents/Madison County/*NOrdinances/Universal Precautions.docx](https://d.docs.live.net/3a3d0b80d99a44ca/Documents/Madison%20County/*NOrdinances/Universal%20Precautions.docx)

Universal Precautions

5.1 A Policy:

It is the policy and responsibility of the Madison County Government Office holder/elected official and department managers to provide their employees with training and guidelines for preventing the contraction of any infectious disease. It is also the responsibility of office holder/elected official and department managers to protect and provide an appropriate response to any exposed Madison County employee. Office holder/elected official and department managers will notify Human Resources in case of an exposure by completing a First Report. Madison County offices will supply safety equipment, annual up-to-date training, record exposures, as well as any needed vaccinations its employees. It is the responsibility of the office holder/elected official and department manager to ensure their staff is following this policy. Deviation of this policy is a class III violation of Madison County Personnel Handbook.

DEFINITIONS:

Life-threatening Infectious Disease - A disease that presents a significant risk of death or serious illness if acquired by a healthy, susceptible host, and the disease can be transmitted from person to person. The following diseases and examples meet the criteria:

- Airborne Diseases: Infectious pulmonary tuberculosis
- Bloodborne Diseases: Human immunodeficiency virus (including acquired immunodeficiency syndrome [AIDS]), hepatitis B, hepatitis C
- Uncommon or Rare Diseases: Diphtheria (*Corynebacterium diphtheriae*), Meningococcal disease (*Neisseria meningitidis*), Plague (*Yersinia pestis*), Hemorrhagic fevers (Lassa, Marburg, Ebola, Crimean-Congo, and other viruses yet to be identified), Rabies, Anthrax (*Bacillus anthracis*)

Infectious Disease Exposure – Any employee who has had unprotected and/or accidental physical contact with another person's body fluids while in the performance of their duties shall be considered to have been exposed to a communicable disease.

High-Risk Autopsy - The term "high risk," as applied to an autopsy, is used to refer to those autopsies in which there is a confirmed or suspected higher risk of transmission of disease to those attending the autopsy.

A. PROCEDURE

1. Precaution Recommendation

- a. To minimize exposure, employees will treat all deceased persons as potential carriers of infectious diseases.
- b. Protective gloves should always be used where contact with the bodily fluid is possible. A supply of gloves will be kept in each coroner's vehicle and in each coroner's response bag as well as the temporary morgue.
- c. All sharp objects such as needles, knives, and scalpels shall be treated as contaminated and handled with extreme caution.

- d. All needles and sharps will be placed in puncture-resistant tubes or bio-hazard containers and can be disposed of at local hospitals.
- e. Employees should not smoke, vape, eat, or drink near any bodily fluid spills.

2. Personal Protection Equipment (PPE)

- a. Office holder/elected official and department managers will be responsible to issue and maintain personal protective equipment to help lessen the chance of contracting a communicable disease. Equipment will include but not be limited to:
 - 1. Disposable gloves
 - 2. Shoe/boot covers
 - 3. Protective gown or Tyvek suit
 - 4. Eye protection, safety glasses, or face shield
 - 5. N95 mask
 - 6. Antiseptic cleaner or towelettes
 - 7. Reflective safety vest
(Reflective safety vests are to be worn at all traffic fatalities or whenever an investigation is near moving vehicles that create a hazard – OSHA standards 29 CFR 1910.132(d) and 29 CFR 1926.201(a))
- b. All personnel will follow guidelines set forth by the Occupational Health & Safety Administration 29 CFR 1910.1030
- c. All employees must have a working knowledge of their issued PPE and must use/wear the appropriate personal protective equipment for each circumstance encountered.
- d. Personal protection kits shall be in each vehicle and inspected monthly.
- e. Anyone using the protection kits will replace used items before ending their assignment/shift.
- f. An antiseptic hand cleanser that meets OSHA and EPA requirements should be supplied for each county vehicle.
- g. An adequate supply of disposable PPE will be supplied and kept for the employees use.

3. Infectious Disease & PPE Training and Education

- a. It is the responsibility of the office holder/elected official and department managers to ensure their staff receives proper training, annually. All training will be documented and kept with employees' file.

4. Disinfecting of Potential Contaminant

- a) Any exposed skin that has contacted a bodily fluid should be thoroughly washed with hot running water for at least 20 seconds with a germicidal and viral disinfectant soap. If water is not available, use the antiseptic hand cleaner provided in each coroner vehicle.
- b) An affected vehicle should be disinfected with proper cleaner before the vehicle is used again. This cleaner can be a bleach solution or other approved disinfectant cleanser.
- c) Non-disposable equipment which has been contaminated should be cleaned as follows:

1. Excess bodily fluid should be wiped off with disposable absorbent material.
2. A solution of 1 part chlorine bleach to 10 parts-water should be applied to contaminated areas as a disinfectant for a period of 30 seconds before removal or other approved disinfectant cleanser. Anyone cleaning up a contaminated area should use gloves, masks, eye protection, booties, and gowns.
3. Employees should remove contaminated personal clothing as soon as practical and with minimal handling. Contaminated clothing may be laundered with detergent in water heated to 160 degrees for 25 minutes.
4. All contaminants will be disposed of properly according to established federal, state, and local guidelines.

4. High-Risk Exposure Procedures

- a. During an employee's duty, they may encounter different levels of exposure. Those exposures considered high risk will include, but are not limited to the following:
 1. Handling of items having or contaminated with blood or other body fluids.
 2. Direct contact with blood or other bodily fluids from a subject on an area where there is an open sore or cut.
 3. Receiving a cut or puncture because of investigating the death of a person.
 4. Contact of bodily fluids or blood with eyes, mouth, other mucous membranes, or any other high-risk exposure not listed.
- b. As soon as practical, any employee having a high-risk exposure shall begin decontamination procedures as outlined in A.4.a.
- c. The exposed employee shall immediately notify the Office holder/elected official or Chief Deputy and complete all appropriate duty injury forms such as the First Report of Injury, and state report of exposure incident forms as soon as possible. The reports will be sent to the appropriate agency and Madison County's Human Resources Department. The Office holder/elected official will work in conjunction with Human Resources Department and the Madison County Health Department regarding exposure protocol reporting.
- d. The exposed employee should report to WellNow during business hours or closest Madison County hospital after hours for clinical and serological testing and any treatment as recommended within 24 hours of high-risk exposure. Testing should continue at periods of 6 weeks, 12 weeks, and 6 months or as recommended/instructed by attending clinician.
- e. Psychological counseling would be made available for the employee.
- f. Additional, counseling as to the effects of positive testing of contagious diseases and the results of such disease infection as to insurance, employment, and family situations should be made available.
- g. Employees who test positive for HIV or HBV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public, or other members of this agency.
 1. This agency shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the agency's health care officials.

2. This agency may facilitate consultation between the exposed employee and an infectious disease physician to determine if he/she is able to perform his duties without hazard to himself or others. The employee may also be given the choice to start medication.