



Bloodborne Pathogens Policy

While normal library operations are unlikely to expose employees to bloodborne pathogens, the Mendon Public Library complies with relevant regulations that address this issue. These include New York State Department of Labor regulations, and incorporated regulations set forth by the federal Occupational Safety and Health Administration.

- A. **Exposure Determination:** There is no job at the Library where it can reasonably be anticipated that an employee performing their duties will have exposure to blood and/or other potentially infectious bodily fluids. However, emergencies may occur with staff or patrons, and at that time an employee might be exposed to blood and/or other bodily fluids if they assist in handling the situation. For example, if someone in the Library should cut themselves, experience a bloody nose or vomit, or in severe instances where individuals are out of control and biting or spitting.
- B. **Universal Precautions:** Human blood and/or other bodily fluids may contain life-threatening pathogens such as Hepatitis B (HBV) and human immunodeficiency virus (HIV), as well as other pathogens. Because of this, the Library's approach to infection control is to assume that any blood and/or other bodily fluids contain such pathogens, and to use appropriate work practice controls and personal protective equipment to eliminate or minimize employee exposure.
- C. **Exposure Control Plan:**
 - (i) In the event that blood and/or other bodily fluids are encountered, the area in which they are present will be immediately closed to patrons and employees, by whatever means is most effective. (For example, closing a door to a room, blocking or cordoning off an open area, and/or utilizing staff to inform patrons and employees that access to an area is not permitted.) If necessary, the entire Library may be closed.
 - (ii) If the injured person or a responsible person accompanying them is willing and able to clean up the blood and/or bodily fluids, they may do so and may be offered cleaning materials to assist in the process. (For example, if a child has cut themselves and their parent wishes to clean up any resulting blood, the Library may offer them disposable gloves, paper towels and a bag in which to dispose of the materials.)

(iii) If the injured person or someone accompanying them are unable or unwilling to clean up the blood and/or bodily fluids, an employee may do so if it may reasonably be done without the employee coming into contact with the blood and/or bodily fluid. In that case, the employee shall use appropriate personal protective equipment (such as disposable gloves, gowns, masks and eyewear) to prevent coming into contact with the blood and/or bodily fluids. The contaminated materials and the used protective equipment shall be disposed of as appropriate. (For example, a soiled diaper, and the personal protective equipment used to pick up the diaper and clean the area, may be bagged and disposed of in the trash.) Employees shall immediately wash their hands after removal of their personal protective equipment and disposal of bagged materials.

(iv) Personal protective equipment and supplies shall be maintained by the Library, and are located in the cleaning supply closet near the restrooms.

(v) Where large amounts of blood and/or bodily fluids are present, and it is not reasonable to assume that an employee can safely perform the cleanup, the Library shall utilize a professional service to clean up the materials and the affected area, and dispose of all contaminated materials.

(vi) The affected area of the library shall be closed to patrons and employees until such time as cleanup and disposal of the materials are complete.

D. **Recordkeeping:** A record shall be kept of all incidents, exposures, cleanups and disposals, as required by applicable law.

E. **Training and Immunizations:** The Library shall provide all employees with annual training/educational programs regarding bloodborne pathogens. Following the report of an occupational exposure incident, any affected employee shall be offered (at no charge) the hepatitis B vaccine series, in accordance with applicable law. In addition, after the report of an occupational exposure incident, the Library will immediately make available to any affected employee a confidential medical evaluation and follow-up care, in accordance with applicable law.

Approved by the Mendon Public Library Board of Trustees, October 2, 2023



Incident Form – Cleanup of Potentially Infectious Materials

Please refer to Policy for further details.

Date and Time of Incident: _____

Location of contamination:

Name of staff member completing report:

Name(s) of staff members who cleaned up contamination:

Names and contact information for anyone else affected:

What is the contaminant (blood, vomit, feces, etc):

How was the cleanup handled? What PPE and precautions were utilized?

Report additional pertinent information here:

Date Report Completed: _____

Date Received by Administration: _____

Additional Steps Taken as a Follow Up after the Incident / Clean Up (Include dates and people involved):
