

Employees and Volunteers at Risk of Exposure



Jobs within the work environment will be evaluated by the Safety Management Program, and specific work tasks and procedures that may lead to occupational exposure to bloodborne pathogens will be identified. Occupational exposure means any reasonably anticipated eye, skin, mucous membrane, or potential contact (i.e., needlestick) with blood or other potentially infectious materials).

Occupational Exposure by Job Classification

Three Rivers Park District has determined that positions within the Department of Public Safety, the Department of Maintenance, the Facilities Services section, Alpine Services, as well as the Volunteer Resources section administering the work of various individuals working directly with human materials and subjects have occupational exposure.

Specifically, the following positions are at risk for exposure to bloodborne pathogens:

Department of Maintenance

1. Custodian
2. Seasonal Maintenance Worker

Facilities Services

1. Park Operation Supervisor
2. Facility Supervisor
3. Shift Leader
4. Play Area Monitor
5. Head Lifeguard
6. Lifeguard
7. Site Coordinator
8. Attendant
9. Park Patroller

Department of Public Safety

1. Chief of Police
2. Lieutenant
3. Sergeant
4. Police Officer
5. Police Investigator
6. Park Service Supervisor
7. Park Service Officer
8. Seasonal Nightwatch Park Service Officer
9. Seasonal Park Service Security
10. Equine Worker

Alpine Services

1. Seasonal Alpine Pro Patroller
2. Alpine Professional Patroller
3. Alpine Volunteer Patroller
4. Mountain Host
5. Park Patroller Volunteer
6. Alpine Patrol Supervisor



**OSHA Bloodborne Pathogen training information sheet:
for winter and summer volunteer patrollers on cross-country
ski, bike, hike, in-line skate, and horseback trails.**

COMPLIANCE METHODS

Universal precautions will be observed at this facility in order to prevent contact with blood or other potential infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees or volunteers at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering control will be utilized:

Hand washing:

After removal of personal protective gloves, volunteer patrollers shall wash hands and any other potentially contaminated skin areas immediately or as soon as feasible with soap and water. In the event that there is no soap and water available, a waterless hand wash is provided for initial clean-up and should be followed by washing with soap and water as soon as possible.

Personal Protective Equipment:

All personal protective equipment used at this facility will be provided without cost to park patrol volunteers. Personal protective equipment for park patrol volunteers includes a pocket mask with one-way valve, latex gloves and a mouth/eye shield. Waterless hand cleaner and personal protective equipment are included in volunteer park patrol packs available for check-out at patrol base locations. Patrollers carrying their own packs must meet Three Rivers Park District standard for first aid supplies and personal protective equipment (list provided in manual). Three Rivers Park District will replace personal protective equipment and first aid supplies used while caring for park guests. The Park Operations

Park Patrol Volunteers

(Also includes: National Ski Patrollers participating in Park Patrol)

OSHA Training – Occupational Exposure to Bloodborne Pathogens

[Adapted from Three Rivers' Bloodborne Pathogens Exposure Control Plan available at www.threeriversparks.org/volunteer/resource-center.aspx (click on "Bloodborne Pathogens Exposure Control Plan"). You may also contact the Human Resource Manager, Gregg Lindberg, 763-559-6753] 9-24-12

Supervisor, Volunteer Coordinator or Park Police (in that order) should be contacted for replacement of supplies.

All personal protective equipment will be cleaned, laundered, and disposed of by Three Rivers Park District at no cost to volunteers. All repairs and replacements will be made by Three Rivers Park District at no cost to volunteers.

Regulated Waste Disposal:

Regulated waste means "liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling."

Regulated waste is ordinarily associated with severe trauma involving extensive injury and bloodshed. In these situations, emergency medical providers should be summoned for assistance through 911. Following treatment, Three Rivers Park District will assure that regulated waste is handled, labeled, and properly disposed of by the certified emergency responder qualified to handle such waste. Non-regulated waste may be promptly deposited in the usual trash receptacle for ordinary waste.

Laundry Procedures: In the event clothing needs to be laundered, the clothing should be sealed in a plastic bag and the supervisor should contact the Human Resources Representative to determine the proper procedure for replacement or laundering of soiled items.

The following list includes the location and availability of water to cleanse after an incident and location of patrol packs and replacement supplies. Soap and towels are available at most restroom facilities.

Year-round Volunteer Park Patrol: location of hand washing facilities and patrol packs/ replacement supplies (9/18/17)

Park	Season	Location of Water (outside water is shut off during cold weather approx. Oct. 1-May 1.)	Location of Patrol Packs and Replacement Supplies
Baker	Winter	•Baker Ski Chalet, public restrooms: running water – hot and cold	Baker Ski Chalet
	Summer	•Recreation area, public restrooms at beach: running water - hot and cold •Group camp sites, fountains: running water – cold	Baker Campground Office Memorial Day-Labor Day
Carver	Winter	•Lowry Nature Center, public restrooms: – running water - hot and cold	Lowry Nature Center
	Spring-Fall	•Lowry Nature Center, public restrooms: running water - hot and cold •Campground, fountain: running water – cold	
Cleary Lake	Year-round	•Visitor Center, public restrooms: running water - hot and cold.	Visitor Center
	Spring-Fall	•Beach, public restrooms: running water - hot and cold •Group camp area, fountain: running water – cold	
Crow-Hassan	Winter	•Trailhead closed. No water available.	By arrangement
	Spring-Fall	•Trailhead, outside of building: running water - cold. (building closed)	
Eagle Lake	Winter	•Visitor Center, public restrooms: running water - hot and cold	By arrangement (open for scheduled groups only)
Elm Creek	Winter	•Chalet patrol room, public restrooms: running water - hot and cold. •Eastman Nature Center, public restrooms: running water - hot and cold	Chalet
	Summer	•Chalet public restrooms: running water - hot and cold •Eastman Nature Center, public restrooms: running water - hot and cold •Recreation Area, public restrooms at beach and reservation picnic areas: running water - hot and cold	Concession Plaza near beach (summer); Eastman NC (spring & fall)
Fish Lake	Summer	•Pavilion, public restrooms: running water - hot and cold, outside faucet: running water – cold •Beach, hand/foot washing station: running water – cold	Pavilion (Memorial Day-Labor Day)
French	Year-round	•Visitor Center, public restrooms: running water - hot and cold	Visitor Center
	Spring-Fall	•Reservation Picnic Areas, public restrooms: running water - hot and cold	
	Summer	•Beach, public restrooms: running water - hot and cold	
Hyland	Year-round	•Visitor Center, public restrooms: running water - hot and cold •Richardson Nature Center, public restrooms: running water - hot and cold	Visitor Center
Lake Rebecca	Summer	•Beach, public restrooms: running water - hot and cold •South group camp and picnic areas, fountains: running water – cold	Boat Rental building (Memorial Day-Labor Day)
Murphy-Hanrehan	Winter	•Trailhead: cold water available.	By arrangement
	Apr. -Oct.	•Trailhead: cold water available.	
Regional Trails	Spring-Fall	•see Baker, Carver, Elm Creek, Fish, French •W. Coon Rapids Dam, Gale Woods Farm public restrooms: running water - hot and cold •Additional hand washing facilities may be available at non-Three Rivers Park District facilities as well	See listing for closest park
	Summer	•Bryant Recreation area, Gale Woods Farm public restrooms: running water - hot and cold	

Bloodborne Pathogens Exposure



EFFECTIVE: 09.01.2005

UPDATED: 08.01.2011

POLICY:

Three Rivers Park District has administrative procedures and practices to eliminate or reduce employee exposure to bloodborne pathogens, and in the event of exposure to bloodborne pathogens, will provide the required treatment and management in accordance with state and federal law.

WRITTEN PROGRAM:

Three Rivers has a complete written program related to this policy. Refer to this written program for practical implementation, administration, and responsibilities related to this policy.

DEFINITIONS:

Body fluids - Body fluids recognized by the Centers for Disease Control (CDC) as directly linked to the transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) or to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.

Infection Control (IC) Program - An IC program is the oral and written policy and implementation of procedures relating to the control of infectious disease hazards where employees may be exposed to direct contact with body fluids.

Occupations at risk - The Park District identified the following positions as at risk for exposure to bloodborne pathogens: Custodian, Seasonal Maintenance Worker, Park Operation Supervisor, Facility Supervisor, Shift Leader, Play Area Monitor, Head Lifeguard, Lifeguard, Site Coordinator, Attendant, Park Patroller, Chief of Police, Lieutenant, Sergeant, Police Officer, Police Investigator, Park Service Supervisor, Park Service Officer, Seasonal Park Safety and Security, Seasonal Park Service Officer, Equine Worker, Seasonal Alpine Pro Patroller, Alpine Professional Patroller, Alpine Volunteer Patroller, and Mountain Host.

Significant exposure – Broken skin or mucous membrane contact with identified body fluids or any fluids grossly contaminated with blood; a needle-stick, scalpel, or instrument wound, or other wound inflicted by an object that is contaminated with blood and is capable of cutting or puncturing the skin; or an exposure that occurs by any other method of transmission recognized by epidemiologic standards as a significant exposure.

Universal precautions - A system of infectious disease control which assumes that every body fluid is infectious and requires every employee exposed to direct contact with body fluids be protected as though such body fluids were infected. Universal precautions are intended to prevent employees from percutaneous mucous membrane and non-intact skin exposures to bloodborne pathogens.

PROCEDURES:

A. Employee Responsibilities

1. Use appropriate Personal Protective Equipment (PPE) when working with or around body fluids that may result in exposure to a bloodborne pathogen.
2. Attend required training seminars.
3. Follow all established procedures when responding to a situation.

B. Supervisor Responsibilities

1. Conduct training for all employees affected by the Bloodborne Pathogens Program upon appointment to the position and annually thereafter.
2. Ensure employees have appropriate PPE.

C. Human Resources Responsibilities

1. Coordinate testing, shots, and retesting for employees affected by the Bloodborne Pathogens Program.
2. Maintain training and employee exposure records.

D. Personal Protective Equipment

1. Supervisors will provide disposable gloves of an appropriate material, usually intact latex or intact vinyl, and of appropriate quality and size for the procedures performed for each employee at risk where blood, blood products, or body fluids will be handled. Gloves must be discarded after use.
2. Employees will examine protective gloves prior to use, and any gloves that show any evidence of peeling, cracking, discoloration, punctures, tears, or other evidence of deterioration will be discarded and replaced with appropriate supplies of new protective equipment.
3. Supervisors will provide protective eyewear or face shields where contamination of mucosal membranes (eyes, mouth, or nose) with body fluids is likely to occur. First aid and first responder employees will be provided with pocket masks, resuscitation bags or other ventilation devices to resuscitate a patient to minimize exposure that may occur during emergency mouth-to-mouth resuscitation.
4. All employees will wash hands thoroughly after removing gloves and immediately after contact with blood or body fluids. Use of a waterless hand wash is permissible when no hand washing facility is immediately available.
5. Any clothing soiled with body fluids will be handled as little as possible and with minimum agitation, to prevent contamination of the person handling the linen. Gloves must be worn when handling soiled linens. All soiled linen will be bagged at the location where it was used. It will not be sorted or rinsed and will be transported in a leakproof package for appropriate cleaning. Any blood or body fluid spills will be cleaned immediately with detergent and water followed by a solution of 5.25% sodium hypochloride (household bleach) diluted to 1 oz. of bleach to 10 oz. of water for disinfection.

E. Immunization Program

1. The Park District coordinates an immunization program for testing and administration of HBV through a recognized medical provider.
2. All employees in the above-mentioned job classifications will be offered HBV vaccinations in accordance with standard medical practices at no cost to the employee. Employees must complete the Hepatitis B Declaration Form [Appendix 6].
3. Human Resources coordinates testing, immunizations and retesting.

F. Record Keeping

Any record concerning employee exposure to HIV and/or HBV is regarded as an employee exposure record and will be maintained by Human Resources for 30 years.

G. Communicable Disease Exposure

Any employee experiencing an occupational exposure must immediately:

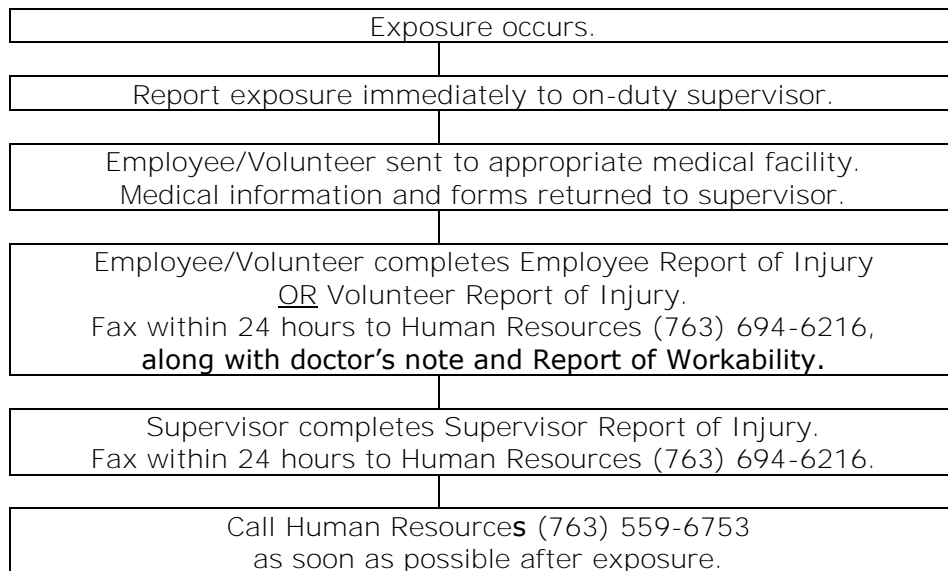
1. Report the exposure to the responding medical authorities and their supervisor.
2. Complete and file the Communicable Disease Exposure Report form issued by the responding medical authorities.

H. Testing and Counseling

The Park District will pay for testing and counseling for any employee who is exposed to a bloodborne pathogen.

Post Exposure Evaluation and Management

Bloodborne Pathogens Exposure Flow Chart



The Park District has established a relationship with **Health Partners Occupational Medicine** for work related injury care. Please utilize the HealthPartners West Clinic in St. Louis Park whenever possible. Supervisors should call for an appointment.

Exposure Management

Exposure management including post exposure management will be done according to Three Rivers' Safety Policies, in compliance with OSHA standard 1910.1030 and Minnesota statutes.

Exposures must be immediately reported to a supervisor. The supervisor is responsible for notifying the Department of Human Resources and completing the appropriate paperwork as well as the required exposure evaluation elements below.

Exposed individuals must immediately seek medical attention for treatment information. The health care provider shall provide a confidential medical evaluation and follow-up of all exposure events to employees and volunteers.

Required Exposure Evaluation Elements

Following a report of an exposure incident, supervisors will ensure that a confidential medical evaluation and follow-up are made available to the exposed employee and volunteer. The evaluation shall include

- Documentation of the route of exposure and the circumstances under which the exposure incident occurred

- Identification and documentation of the source individual unless it is not feasible or prohibited by law
- Collection and testing of the exposed employee's **or volunteer's** blood for HBV and HIV serological status
- Collection of an exposed employee's blood as soon as feasible and testing after consent is obtained: Testing may take place at a later date if the employee or volunteer chooses, provided it is within 90 days of the exposure incident
- Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
- Counseling
- Evaluation of reported illnesses



Procedure for Work Related Injuries

1. Please use the Park District's Primary Clinic – *Health Partners Occupational Medicine Clinic in St. Louis Park* or one of the Health Partners Clinics listed below that is most convenient to you. You have the option to use your own medical providers, but are strongly encouraged to use one of the providers below who are specifically trained in the field of work related injuries and are most knowledgeable on work restrictions and return to work issues.
2. Contact your supervisor to call the clinic for an appointment.
3. Upon arrival, tell the provider's office that the appointment is to be filed with worker's compensation and give them the following information for insurance and billing purposes:

CCMSI

Tammy Bredahl
952.847.2394
11100 Wayzata Blvd., Suite 535 Minnetonka,
MN 55305

4. Your supervisor will have you fill out an Employee Report of Injury as soon as possible before or after your visit to the medical provider's office.

The Park District has established a relationship with **Health Partners Occupational Medicine** for work related injury care. Please utilize the HealthPartners West Clinic in St. Louis Park. Supervisors should call for an appointment.

Health Partners Occupational Medicine Clinics | 952-883-6999

Clinic Hours | 8:00 a.m. to 5:00 p.m. Monday through Friday

During Clinic Hours, **Select Option 4** - West Clinic in St. Louis Park
During Non-Clinic Hours, **Select Option 5** – Urgent Care

▶ West Clinic

Three Rivers' Primary Clinic

1665 Utica Ave S, Ste 100
Saint Louis Park, MN 55416

▶ Riverside Clinic

2220 Riverside Ave S
Minneapolis, MN 55454

▶ St. Paul Clinic

205 S Wabasha St
Saint Paul, MN 55107

Questions? Call Morgan Rice, Compensation and Benefits Coordinator 763-559-6738

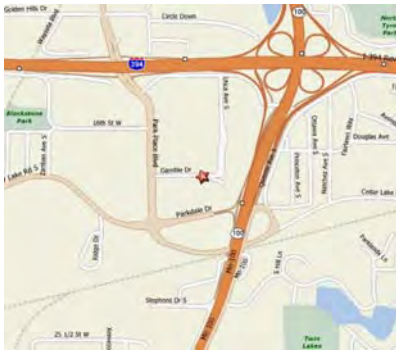
The Park District has established a relationship with **Health Partners Occupational Medicine** for work related injury care. Please utilize the HealthPartners West Clinic in St. Louis Park. Supervisors should call for an appointment.

Health Partners Occupational Medicine Clinics | 952-883-6999 *8:00 a.m. to 5:00 p.m. Monday thru Friday*

▶ West Clinic

Three Rivers' Primary Clinic

1665 Utica Ave S, Ste 100
Saint Louis Park, MN 55416



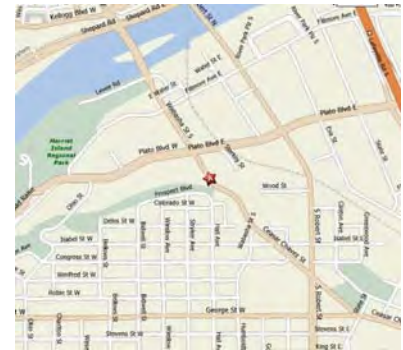
▶ Riverside Clinic

2220 Riverside Ave S
Minneapolis, MN 55454



▶ St. Paul Clinic

205 S Wabasha St
Saint Paul, MN 55107



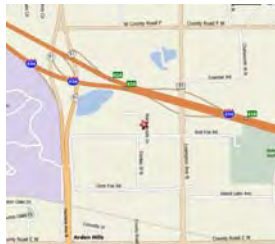
Urgent Care Clinics | 952-883-6999

1:00 p.m. to 9:00 p.m. Monday thru Friday
9:00 a.m. to 5:00 p.m. Saturday and Sunday

▶ Apple Valley
15290 Pennock Ln
55124



▶ Arden Hills
3930 Northwoods Dr
55112



▶ Brooklyn Center
6845 Lee Ave N
55429



▶ Como | Saint Paul
2500 Como Ave
55108



▶ Riverside | Minneapolis
2220 Riverside Ave
55454



▶ RiverWay | Andover
15245 Bluebird St NW
55304



▶ Saint Paul
205 Wabasha St
55107

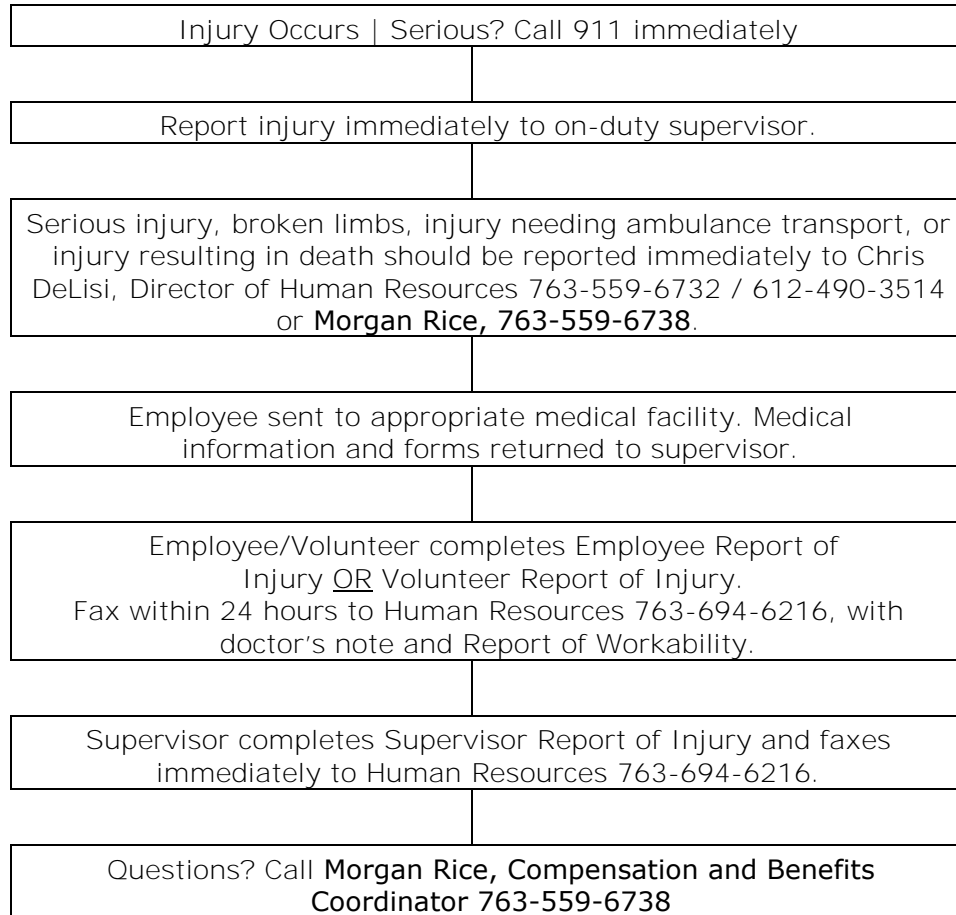


▶ Woodbury
8450 Seasons Pkwy
55125





Work Related Injuries Flow Chart



The Park District has established a relationship with **Health Partners Occupational Medicine** for work related injury care. Please utilize the HealthPartners West Clinic in St. Louis Park. Supervisors should call for an appointment.

Health Partners Occupational Medicine Clinics / 952-883-6999

Clinic Hours / 8:00 a.m. to 5:00 p.m. Monday through Friday

During Clinic Hours, **Select Option 3** - West Clinic in St. Louis Park

During Non-Clinic Hours, **Select Option 5** – Urgent Care

▶ West Clinic

Three Rivers' Primary Clinic
URGENT CARE Available
1665 Utica Ave S, Ste 100
Saint Louis Park, MN 55416

▶ Riverside Clinic

2220 Riverside Ave S
Minneapolis, MN 55454

▶ St. Paul Clinic

205 S Wabasha St
Saint Paul, MN 55107