

**EXPOSURE CONTROL PLAN  
FOR BLOODBORNE PATHOGENS IN  
USD NO. 382 PRATT, KANSAS**



**BIOHAZARD**

29 CFR 1910.1030(c)

**PREFACE**  
**BLOODBORNE PATHOGENS**

The occupational Safety and Health Administration (OSHA) has required, under 20 CFR 1910.1030 (c), “Occupational Exposure to Bloodborne Pathogens”, that all Unified School Districts develop a written program should include information relevant to particular facilities within the district in order to develop an effective, comprehensive exposure control plan.

The exposure control plan is expected to be reviewed at least on an annual basis and updated when necessary.

The following plan has been developed for the facilities and job tasks of Pratt USD 382, Pratt County Kansas.

The District Office is located at 401 S. Hamilton, Pratt, Kansas. The district’s facilities consist of the following: Pratt High School, Liberty Middle School, Haskins Elementary School, Southwest Elementary School, Pedigo Building, Central Cafeteria, Maintenance Building, and the Central Office Building.

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USD 382 Pratt  
PRATT, COUNTY, KANSAS**

**INTRODUCTION**

In late 1991, the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statutes give the Kansas Department of Human Resources the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, KDHR announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in USD 382 to achieve compliance with the state directive.

**EXPOSURE DETERMINATION**

For purpose of this plan “occupational exposure” means reasonably anticipated skin, eye, mucous, membrane, or parenteral (piercing mucous membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.) contact with blood or other potentially infectious materials (OPIMS) that may result from the performance of the employee’s duties. OPIMS include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, etc. For purposes of this plan, employees of the district, by job classifications have been divided into three categories.

Category I

All employees in the following job classifications at USD 382 have occupational exposure:

Custodians, School Nurses, Athletic Trainers, Coach and  
Special Education Teachers or Paraprofessionals

Category II

Some employees in the following job classifications in USD 382 have occupational exposure:

Secretaries, Playground Supervisors, Bus Driver, Teachers and Principals

Category III

Some employees in USD 382 are unlikely to have occupational exposure. These job classifications include:

Central Office Administrators, Clerical Personnel, and Food Service Staff

The following is a list of tasks and procedures of groups of closely related tasks and procedures in the school district in which occupational exposure occurs or is likely to occur, and by which employees in which job classifications such as tasks are performed.

**TASK OR PROCEDURE**

**JOB CLASSIFICATION**

Cleaning and bandaging scrapes, cuts, & abrasions:

Teachers, Teacher-Aides, School Nurses, Coaches, Athletic Trainers

Cleaning vomitus from the floor

Custodians and Bus Drivers

**IMPLEMENTATION SCHEDULE AND METHODOLOGY**

**METHODS OF COMPLIANCE**

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV). Universal Precautions shall be observed in USD 382 to prevent contact with blood and OPIMs.

**ENGINEERING AND WORK PRACTICE CONTROLS**

Engineering and work practice controls will be used to eliminate or minimize all employee exposure. Where exposure potential remains, personal protective equipment shall also be used.

**ENGINEERING CONTROLS**

Engineering controls are controls which isolate or remove the bloodborne pathogen hazard from the work place. The following engineering controls will be used in the district:

The district will maintain appropriate containers for the disposal of needles and sharps in the nurses office:

The district will maintain appropriate receptacles for the deposit of contaminated clothing, protective clothing, and other articles.

Engineering controls will be examined, maintained, or replaced on a regularly scheduled basis.

**CONTROL**

**INSPECTED BY**

**TIMELINE**

Sharps disposal containers

School Nurse

Monthly

Receptacles

Custodians

Daily

## WORK PRACTICE CONTROLS

Work practice controls are those controls that reduce the likelihood of an exposure by altering the manner in which the task is performed.

The following work practice controls apply in USD 382:

Contaminated needles will not be bent, recapped, or removed and will be disposed of in appropriately labeled containers.

Eating, drinking, smoking, applying cosmetics, applying lip balm and the handling of contact lenses is prohibited in areas where there is a reasonable likelihood of occupational or occupational exposure.

Food and drink cannot be kept in any area where blood or OPIMs are present.

Procedures involving blood or other potentially infectious materials will be performed in a manner to minimize splashing, or spattering.

Mouth suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials should not be brought to or taken in the school. If specimens of blood or other potentially infectious materials are present in the school they should be in leadproof containers, appropriately labeled, and closed prior to storing or transporting.

Equipment which may become contaminated with blood or other potentially infectious materials shall be decontaminated, or appropriately labeled, as soon as is feasible after the contamination occurs. Affected employees and, if necessary, outside servicing agents, will be informed of the contamination of the equipment prior to any handling, servicing, or shipping of the equipment.

### HAND WASHING FACILITIES

Hand washing facilities are provided for all students and employees of the district. Because washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through blood or other potentially infectious materials, employees shall wash their hands with soap and water whenever exposure occurs. Although hand washing may be advisable in other situations, employees must thoroughly wash their hands, or any other exposed or contaminated skin with soap and water in these situations:

1. Immediately after the removal of gloves or other personal protective equipment
2. Following contact of hands or other skin with blood or other potentially infectious materials.

In some situations, such as on athletic facilities or field trips, hand washing facilities may not be available. In this case, the person in charge of the event (football coach, teacher who is taking the class on a field trip, etc.) shall ensure that antiseptic towelettes are available for use. Antiseptic towelettes which may be used for this purpose are stored in medicine and first aid kits and may be obtained in all vehicles used to transport students in USD 382. Each vehicle has a supply of these in the emergency kit. They are also available from athletic directors or the school nurse. Whenever an employee uses an antiseptic towelette, the employee shall thoroughly wash his or her hands with soap and water as soon as it is feasible to get to a hand washing facility.

#### PERSONAL PROTECTIVE EQUIPMENT

It shall be the responsibility of each building principal to ensure that appropriate personal protective equipment is available and readily accessible for each employee's use at no cost to the employee. The principal shall also ensure that all employees use personal protective equipment when there is occupational exposure. In the event that an employee, exercising his or her personal judgment fails to use protective equipment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent future occurrences.

It shall be the responsibility of any employee who uses personal protective equipment to place the equipment in the appropriately designated receptacle for storage, washing, decontamination or disposal after its use. These receptacles are located in custodial offices. The school district shall be responsible for storing, cleaning, laundering, decontaminating, repairing, replacing or disposing of such equipment.

All personal protective equipment which is penetrated by blood or other potentially infectious materials should be removed as soon as is feasible and placed in the appropriate receptacle.

Personal protective equipment is stored in the custodial supply room, nurses office, and locker rooms. The equipment may be checked out or obtained for use by contacting any building custodian, school nurse, or building administrator. The following personal protective equipment is available in the district for use by its employees:

**Gloves:** Gloves shall be worn by any employee when it is reasonably anticipated that there will be hand contact with blood, other potential infectious materials, mucous membranes or nonintact skin. Gloves shall also be worn when handling or touching contaminated items or surfaces.

Disposable (single use) gloves are available for employee use in situations where such use is warranted or directed. These gloves should be deposited by the employee in the appropriate container for disposal immediately following their use. Hand washing after removing the gloves is required.

Utility gloves are assigned to some employees. These gloves may be decontaminated for reuse, and should be deposited in the appropriate container for washing of decontamination. Any employee to whom utility gloves are assigned shall be responsible for regularly inspecting these gloves for punctures, cracking, or deterioration. The employee shall dispose of such gloves when their ability to function as a barrier is compromised. The employee shall report the disposal of the gloves to his or her immediate supervisor who shall ensure that a new pair of utility gloves is assigned to the employee.

***Masks, eye protection, and face shields:*** This type of protective equipment shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

***Gowns, lab coats, aprons, and other protective body clothing:*** This type of protective clothing shall be worn in occupational exposure situations. The type of protective clothing necessary will depend on the degree of exposure, and shall be left to the employee's judgment.

***Resuscitation Devices:*** Mechanical emergency respiratory devices and pocket masks are designed to isolate an employee's saliva and body fluids during mouth to mouth resuscitation.

#### **HOUSEKEEPING**

It shall be the responsibility of the building administrator to see that each work site and building in the district is maintained in a clean and sanitary condition.

All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as feasible after contact with blood or other potentially infectious materials. Specifically labeled disinfectant is available in all building in USD 382 for this purpose.

Protective coverings used to cover equipment and environmental surfaces shall be removed and decontaminated or replaced as soon as feasible when they become overly contaminated.

All bins, pails, cans, and waste paper baskets shall be inspected, cleaned, and decontaminated on a regularly scheduled basis, or as soon as feasible upon visible contamination.

Broken glassware shall not be picked up by hand, but by using a broom and dustpan, tongs, vacuum cleaner or other mechanical means.

The following cleaning schedule and method of decontamination will be implemented in the district:

All contaminated equipment shall be decontaminated or replaced as soon as feasible.  
No less than daily.

All contaminated containers shall be decontaminated and emptied each day by the building custodial staff.

All sharps containers shall be inspected, emptied, and cleaned by the school nurse at least monthly. This may be done more frequently if feasible or needed. No school employee, other than school nurse, or a licensed medical person shall deposit into, or remove any items from, the sharps container.

Any receptacle used for the disposal or deposit of contaminated materials for laundering or discard will be red in color, appropriately labeled or lined with red bags.

All contaminated and regulated waste will be disposed of in compliance with state and federal regulations.

### LAUNDRY

The school district will use Universal Precautions with all soiled or contaminated laundry. Any contaminated items which can be laundered will be bagged at the site of the contamination and handled as little as possible. If the items are wet, leakproof bags or containers shall be used. Such items shall not be sorted or rinsed at the site of the contamination. The bags shall be deposited in the appropriately labeled receptacle in the building.

Any employee who comes into contact with contaminated items or laundry shall wear gloves and other personal protective equipment as deemed necessary or appropriate.

Any contaminated laundry will be transported in red or appropriately labeled leakproof bags. The district will provide the laundry service with a copy of the OSHA bloodborne pathogen standard.



## HEPATITIS B VACCINATION

The School District will make the Hepatitis B vaccine and vaccination series available to any employee of the district who has occupational exposure and falls within Category I of the exposure determination. In light of the OSHA directive in early July 1992, indicating that persons who render first aid only as a collateral duty, responding solely to injuries resulting from work place incidents, generally at the location where the injury occurred may be offered post-exposure vaccination. The district will make the Hepatitis B vaccine and vaccination series available to employees in categories II and III within 24 hours of possible exposure to HBV.

The Hepatitis B vaccination and any medical evaluation required before the vaccine can be administered will be provided to the employee at no cost. No employee shall be required to participate in a prescreening program as a prerequisite for receiving the Hepatitis B vaccination. The vaccine will be offered after the employee has received training on bloodborne pathogens and within 10 working days of an employee's initial assignment to work involving the potential for occupational exposure, unless the employee has previously been vaccinated, antibody testing has revealed that the employee is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will sign a waiver form as required by Appendix A of the OSHA standard. The school nurse shall be responsible for assuring that the vaccine is offered, and that the necessary waiver is signed and appropriately filed for any employee who declines to accept the Hepatitis B vaccination which was offered.

Any employee who initially declines the Hepatitis B Vaccination may later request the vaccination. The district will provide the vaccination for the employee at that time.

A physician or the Pratt County Health Department will administer the vaccine to employees of the district at their office.

Although booster doses of Hepatitis B vaccine are not currently recommended by the US Public Health Service, if such booster doses are recommended in the future, the district will make the booster doses available at no cost to all employees who have occupational exposure.

## **REPORTING PROCEDURE FOR FIRST AID INCIDENTS**

When an employee in category II or III is involved in a first aid incident which results in potential exposure, the employee shall report the incident to the school nurse or building administrator before the end of the work shift during which the incident occurred. The employee must provide the school nurse or the building administrator with the names of all first aid providers involved in the incident, a description of the circumstances of the incident, the date and time of the incident, and a determination of whether an exposure incident, as defined in the OSHA standard and this policy, has occurred. The information shall be reduced to writing by the school nurse and maintained in the first aid incident report file. The district will maintain a list of such first aid incidents which will be readily available to all employees and provided to KDHR upon request. Any employee who renders first aid or other assistance in any situation involving the presence of blood or OPIMs, regardless of whether or not a specific exposure incident occurs, will be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedure will be initiated as well.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials. Whenever an employee has an exposure incident in the performance of his or her duties, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the employee at the expense of the district.

Post-exposure evaluation and follow-up shall be performed by Dr. Dan Suiter at his office according to recommendations of the US Health Service current at the time these evaluations and procedures take place. The district will make sure that any laboratory tests required by the evaluation or follow-up procedures are conducted at an accredited laboratory at no cost to the employee.

Whenever an exposure incident occurs, the exposed employee shall report the incident to the school nurse or the building administrator, who will explain to the employee his or her right to a post-exposure evaluation and follow-up. If the employee desires an evaluation, the school nurse or the building administrator as soon as feasible to arrange for the post-exposure for the employee.

A post-exposure evaluation and follow-up will include the following elements:

1. Documentation of the circumstances under which the exposure incident occurred, including the route(s) of the employee's exposure.
2. Identification and documentation of the source individual whose blood or other potentially infectious body fluids caused the exposure, unless identification is infeasible or prohibited by law.
3. Unless the source individual is known to be infected with HBV or HIV, the school district through the school nurse will seek the consent of the source individual for blood testing for HBV or HIV, failure to obtain consent will be documented by the district.
4. If the source individual consents, results of the source individual's blood testing will be made available to the exposed employee, along with information on laws concerning the disclosure of the identity and infectious status of the source individual.
5. If the exposed employee consents, blood testing of his or her blood will be completed as soon as possible. If the employee consents to baseline blood collection, but no to HIV serologic testing, the blood sample will be retained for 90 days. The employee may request testing of the sample at any time during the 90 day period.
6. The exposed employee will be offered post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service. These recommendations are currently as follows: If the source individual has AIDS, is HIV positive, or refused to be tested the employee should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The employee should be advised to report and seek medical evaluation for any acute febrile illnesses that occur within 12 weeks after exposure. Retesting on a periodic basis may be necessary. During this follow-up period, especially the first 6-12 weeks after exposure, the employee should follow recommendations for preventing the transmissions of the virus.
7. The exposed employee will be offered counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experience to appropriated personnel. Reports should be made to the school nurse.

#### **WORKING WITH THE HEALTH CARE PROFESSIONAL**

The school nurse will provide Dr. Dan Suiter, MD, with a copy of the OSHA regulation governing bloodborne pathogens, and ensure that Dr. Dan Suiter, MD, is provided with: a description of the

employee's duties as they relate to the exposure incident, documentation of the circumstances under which the exposure incident occurred, results of the source individual's blood test (if available), and all medical records which the district is required to maintain which are relevant to the appropriate treatment of the employee, including the employee's vaccination status.

#### **WRITTEN OPINION OF THE HEALTH CARE PROFESSIONAL**

Following post-exposure evaluation, the health care professional shall provide the school district with a copy of his or her written opinion within 15 days after the completion of the evaluation. This opinion shall include:

1. An opinion on whether Hepatitis B vaccination is indicated for the employee, and if the employee has received the vaccination.
2. A statement that the employee has been informed of the results of the evaluation and about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential between the employee and the health care provider and shall not be included in the written opinion.

#### **COMMUNICATION OF HAZARDS TO EMPLOYEES**

##### **LABELING**

Any container which contains used needles, blood or other potential infectious materials in the district shall be appropriately labeled with a "BIOHAZARD" label, or shall be red in color. All "BIOHAZARD" labels will have a fluorescent orange or orange-red background and have the biohazard symbol and the word "BIOHAZARD" in a contrasting color.

Any receptacle used for the disposal or deposit of contaminated materials for laundering or discard will be red in color, appropriately labeled or lined with red bags.

Any equipment which is contaminated will be appropriately labeled.

##### **TRAINING**

A training program on bloodborne pathogens will be provided for all employee with occupational exposure. Training will be provided during working hours, and at no cost to the employee. Attendance at training sessions is mandatory.

Initial training will be provided for all employees within 60 days after the adoption of this exposure control plan. Thereafter an employee will be provided with training at the time of initial assignment to tasks where occupational exposure may occur. Annual training for all employees will be provided within one year of their previous training: Additional training will be provided if changes in an employee's assignments affect the employee's occupational exposure.

The training program will be conducted by a person who is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the work place that the training will address, and presented in a manner which is understandable for all employees.

The training will contain, at a minimum, the following elements: (1) A copy of the OSHA standard and explanation of its contents; (2) A general explanation of the epidemiology and symptoms of bloodborne diseases; (3) An explanation of the modes of transmission of bloodborne pathogens; (4) An explanation of the exposure control plan and information on how the employee may obtain a copy of the plan; (5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; (6) An explanation of the use and limitations of methods, such as engineering controls, work practice, and personal protective equipment, that will prevent or reduce exposure; (7) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the conditions under which it is offered, free of charge, to employees; (8) Information on the appropriate actions to take and the persons to contact in an emergency involving blood and other potentially infectious materials; (9) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and the medical follow-up that will be made available at no charge; (10) Information on the post-exposure evaluation and follow-up following an exposure incident; (11) An explanation of labeling and color coding; and (12) An opportunity for questioning the person conducting the training sessions.

## **RECORD KEEPING**

### **MEDICAL RECORDS**

The school district will establish and maintain a confidential medical record for each employee with occupational exposure. This record will include: (1) the name and social security number of the employee; (2) a copy of the employee's Hepatitis B vaccination status, including the dates the vaccination was given, any medical records relative to the employee's ability to receive the vaccination, or the employee's signed waiver; (3) a copy of all results of examinations, medical testing, and follow-up

procedures; (4) a copy of the health care professional's written opinion following post-evaluation and follow-up; and 5) a copy of any information provided to the health care professional under the evaluation and follow-up procedures.

The medical records of employees maintained under this policy will be kept confidential and will not be disclosed to any person, except as required by law, without the employee's express written consent. Medical records under this plan will be maintained for the duration of the employee's employment, and for thirty years thereafter.

#### TRAINING RECORDS

The school district will maintain records of all training sessions offered to employees under this plan. Such records will include: (1) The dates of the training session; (2) A summary of the contents of the sessions; (3) The names(s) and qualifications of the persons conducting the training; and (4) The names and job titles of all persons attending the training sessions. Training records will be kept for at least three years from the date on which the training occurred. Employee training records will be made available for inspection to employees, anyone having the written consent of the affected employee, and to KDHR upon request.

#### **ACCESSIBILITY AND REVIEW**

A copy of this Exposure Control Plan will be accessible to all employees of the district in the central office of each building in the district. Any employee will be provided with a copy of this plan will also be made available to KDHR upon request.

This Exposure Control Plan will be reviewed and updated at least annually, or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, or reflect new or revised employee positions with occupational exposure. The school nurse shall be responsible for scheduling the annual review of this plan.

**ATTACHMENT 1**  
**HEPATITIS B VACCINE DECLINATION FORM**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be a risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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Date

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Signature of Employee

(Note: This waiver form is Appendix A to the OSHA standard. It must be signed in the form by any employee who has occupational exposure and who declines the vaccination after receiving training on the vaccination. If an employee decides to decline the vaccination, this form should be filed in the employee's medical record.

**ATTACHMENT 2  
FIRST AID INCIDENT REPORT**

1. Date and time to the first aid incident
  
2. Name of all first aid providers.
  
3. Description of the accident or incident, and the circumstances surrounding it, which resulted in the need for first aid procedures.
  
4. Did an exposure incident occur? YES or NO  
*(An exposure incident occurs when there is specific mucous membrane, non-intact skin, or parenteral contact means the piercing of mucous membranes or the skin barrier through needle sticks, human bites, cuts abrasions, etc.)*
  
5. Post-exposure evaluation and follow-up (were) (were not) offered. *(If the employee believes than an exposure incident has occurred, the employee should be offered post-exposure evaluation and follow-up and the post-exposure evaluation and follow-up form should also be completed.)*
  
6. The affected employee was offered the full hepatitis B immunization series at (\_\_\_\_\_).  
*(Note: The hepatitis B vaccine must be offered as soon as possible, but in no event later than 24 hours after the incident occurs, whether or not an exposure incident has occurred.)*

\_\_\_\_\_  
Date and time of the report

\_\_\_\_\_  
Signature of responsible person



**ATTACHMENT 3**  
**POST-EXPOSURE EVALUATION AND FOLLOW-UP REPORT**

1. Name of the employee who had an exposure incident.
2. Date, time and place of the exposure incident.
3. A description of the circumstances under which the exposure incident occurred.
4. A description of the route(s) of the employee's exposure.
5. Information on the source individual:
  - a. The identity of the source individual (is) (is not) known. (If the answer is "is not" go to question 6.
  - b. The source individual (is) (is not) known to be infected with HBV or HIV. (If the answer is "is" go to question 6.)
  - c. The school district, through \_\_\_\_\_ sought the consent of the source individual to blood testing. The source individual (did) (did not) consent to blood testing. (If the answer is "did not" go to question 6.)
  - d. The source individual (did) (did not) consent to having the results of the blood test released to the school district and to the affected employee. (If the answer is "did not" go to question 6. If the answer is "did" the affected employee and any employee who received the information on behalf of the district should be instructed that such information must be kept confidential pursuant to Kansas law.)
  - e. (Name of the responsible employee) made the results of the source individual's blood test available to the affected employee on (date).
6. (Exposed employee) was informed of his/her right to post-exposure evaluation and follow-up by (responsible employee) on (date). (Exposed employee) was informed that (name of health care professional) would perform the evaluation at (name of health care facility), at the expense of the district, and that (responsible employee) would arrange an appointment for the evaluation. (Exposed employee) (declined) (accepted) the offer and the appointment (was) (was not) made.

7. (Responsible employee) offered (exposed employee) post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service on (date).
  
8. (Responsible employee) offered (exposed employee) counseling with (name of nurse, physician or counselor) concerning precautions to take during the period after the exposure incident. Such counseling also included information on potential illnesses. (Exposed employee) was instructed to report any related experiences to (responsible employee).

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Date of report

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Signature of responsible employee

(This report will be filed in the employee's medical record. A copy of this report will be provided to the health care professional doing the evaluation along with a copy of the OSHA regulation, a description of the employee's duties as they relate to the exposure incident, the result of the source individual's blood test, if available, and a copy of the employee's medical record.)