



STATE OF NEVADA TAXICAB AUTHORITY



POLICY AND PROCEDURE

Subject: EXPOSURE TO COMMUNICABLE DISEASE	Policy No. 0029	1 of 7 pgs
	Issued By:	Distribution: All
	Amends/ Supercedes	
Accreditation Standards	Effective Date:	
	Reference Policy No.	

I. PURPOSE

To provide guidelines for to Taxicab Authority employees in preventing the contraction of communicable diseases.

II. POLICY

- A. The policy of the Taxicab Authority (TA) is to safeguard, to the highest degree possible, employees and the public who come in contact with people who have, or are suspected of having a communicable disease without sacrificing essential services to the community or individual citizens.
- B. Employees are always responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees bear the additional responsibility of being especially sensitive towards the person's condition and to treat the person with the same dignity reserved for all people with whom we have contact.
- C. Information in records (e.g., test results) regarding an employee or arrestee with a communicable disease is confidential. Access to such information is limited to only staff who have a legal need to know. Disclosures of any information except as required by law must not be made unless the expressed written consent of the person is obtained.

IV. DEFINITIONS

A. Exposure:

Any situation where the possibility exists that an individual or object may have been contaminated by body fluids of an individual suspected of being infected with a communicable disease.

B. Contamination:

Physical contact with or transfer of body fluids from one individual suspected of being infected with a communicable disease to another. The transfer of such body fluids to an item of equipment such as a patrol vehicle or a detention cell shall also constitute exposure.



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C. Body Fluids:

Liquid secretions including blood, semen and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.

D. Communicable Disease:

Those infectious diseases that are transmitted through contact with the body fluids of an infected individual.

E. Infectious Disease: Same as communicable disease.

V. EXPOSURE CONTROL PROCEDURES

A. Supplies

1. The Taxicab Authority shall ensure that adequate supplies are available for communicable disease control.
2. The Senior Investigators will be responsible for the inventory of supplies for communicable disease control. They will also initiate re-ordering procedures before supplies become depleted. Senior Investigators are responsible for ensuring dissemination of these supplies to all deputies.
3. Employees using supplies stored in TA vehicles are responsible for reporting the use to the supervising Investigator and replacing them in accordance with this policy.
4. Supplies will include:
 - a. Clean coveralls in appropriate sizes.
 - b. Disposable gloves and leather gloves.
 - c. Puncture-resistant evidence containers and sealable plastic bags.
 - d. Barrier resuscitation equipment, i.e., "pocket masks" with one-way valves.
 - e. Face and eye shields or goggles and masks.
 - f. Liquid germicidal cleaner.
 - g. Disposable towelettes (70% isopropyl alcohol).
 - h. Waterproof bandages.
 - i. Absorbent cleaning materials.
 - j. "Isolated Area---Do Not Enter" signs.



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B. Custody Procedures

1. Persons of high-risk groups, including homosexuals, intravenous-drug users, prostitutes, and others are to be treated with caution. Where violence or an altercation is likely, when practical, protective disposable gloves and an eye and face shield should be worn.
2. Extreme caution is to be used during the search of homes, vehicles, and persons of suspected drug users. This will help prevent accidental skin punctures. Extreme caution must also be used when reaching into areas that are not visible.
3. After the completion of the task or search where disposable gloves, eye and face shields were used, they are to be removed with caution, placed in a plastic bag clearly marked with "Biohazard" markings and securely sealed. Upon returning to the station, the officer shall place the sealed bag into a designated "Contaminated Item Receptacle".
4. Whenever it is necessary to transport a subject who has blood or bodily fluids present on his person or clothing, the supervisor should be notified.
5. Subjects with blood or bodily fluids present on their persons should be transported separately from other subjects.
6. Employees have an obligation to inform other support personnel (fire fighters, paramedics, Police Officers, detox personnel) whenever change or transfer of custody occurs and the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a communicable disease.
7. Subjects taken into custody with blood or bodily fluids on their persons shall be taken directly to and placed in a designated holding area for processing.
8. Employees are to indicate on the appropriate arrest forms when a subject is taken into custody and makes a voluntary statement that he has a communicable disease. Notations will be made in accordance with paragraph 'F' below.

C. Vehicle Maintenance

1. Disinfection procedures shall be initiated as soon as possible when a Taxicab Authority vehicle requires maintenance after blood or other bodily fluid discharges.
2. Personnel will effect disinfection procedures where appropriate.



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3. Recommended disinfection procedures are as follows:
 - a. Affected vehicles shall be immediately designated by the posting of an "Infectious Disease Contamination" sign upon arrival at the station and while awaiting disinfection. Signs will be available at the station.
 - b. Protective disposable gloves will be worn during all phases of disinfection. Employees are to make certain the gloves are not torn before they attempt to begin any phase of the disinfection process.
 - c. Employees shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding excess fluid.
 - d. A broad spectrum activity virucidal / germicidal solution, such as one part household bleach to nine parts water shall be prepared precisely according to the prescribed standard. The effected area shall be cleansed with the virucidal / germicidal solution and allowed to air dry for ten minutes.
 - e. All disposable contaminated cleaning items shall be placed in plastic bags clearly marked with "Biohazard" and placed in the designated "Contaminated Item Receptacle". Subsequent to the cleaning of the police vehicle, the "Infectious Disease Contamination" sign shall be placed in the same receptacle.

D. Handling and Storage of Property and Evidence.

1. Evidence containing suspected blood or other bodily fluids is to be handled with gloves. If the stain or sample is dry, it shall be placed in a paper bag. A proper evidence tag, evidence processing request, and a special label are to be affixed to the outside of the package.
 - (a) If the evidence consists of a syringe and needle, the needle portion is to be made safe by placing it in a puncture resistant evidence container or wrapped with tape so that the sharp point is covered and is blunt. The needle/syringe is to be placed in a proper container so that persons handling the evidence can see it.

The bag is to be tagged with an evidence tag, a processing request, and a special label. It should be noted that if the needle/syringe is to be processed for latent fingerprints, the plastic bag might hinder this activity. Remember, safety is of utmost importance. Liquid samples should be collected as liquid and stored in a bottle or, if located on clothing or similar materials, should be air-dried and packaged as described.



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2. Always wash thoroughly with soap and hot water after handling any item suspected of being contaminated with blood or other bodily fluids. Wash even if you have worn gloves.
3. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed are to wear anti-contamination clothing such as suits, masks, boot covers, and gloves.
4. Personnel will adhere to a precise regimen when handling, processing and storing potentially infectious disease-contaminated evidence/property.
5. Any clothing or evidence known to be contaminated with suspected AIDS, Hepatitis B, or other communicable diseases will be placed in a specified area and clearly labeled. The label will indicate, "Known AIDS," "Possible Hepatitis B," etc.
6. All bloody clothing shall be considered contaminated.
7. All bloody clothing or evidence, and sacks containing the clothing or evidence, will be handled with protective disposable gloves.
8. The Senior Investigator will furnish protective disposable gloves to Investigators, Airport Control Officers, or others handling bloody clothing while in the property section.
9. Any clothing known or suspected to be contaminated with any communicable disease, bloody or not, will be handled by personnel only after wearing protective disposable gloves.
10. Personnel shall wash their hands thoroughly with germicidal soap and hot water after handling any possibly contaminated clothing or evidence.
11. All property for disposal shall be kept in sealed color coded plastic bags and placed in a communicable disease receptacle. These items will be disposed of in accordance with established procedures for this type waste.

E. Property Contamination

1. When TA issued or personal property is contaminated by blood or bodily fluids in the line of duty, employees will place the items in a sealed color coded plastic bag and deliver it to the supply section for disinfection. The employee will verbally inform other personnel when possible that communicable diseases contaminated items are transferred to their custody.



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F. Line-of-Duty Exposure to Blood and Other Potentially Infectious Materials.

1. Incident reports will be prepared when employees have cause to believe that they have had high-risk exposure during line-of-duty activity.

Examples of high-risk exposures are:

- a. The handling of bloody or wet items, where scratches, cuts or open sores are noticed on the area of contact.
 - b. Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
 - c. Direct mouth-to-mouth resuscitation (CPR).
 - d. The receiving of a cut or puncture wound as a result of searching or arresting a subject.
2. A Supervisor will be contacted and an incident report detailing the extent of exposure will be completed.
 3. In addition, the following will be completed by the supervisor:
 - a. Employee Work Injury Report. The report will document the circumstances of the employee's exposure to blood or other potentially infectious material.
 - b. Direction to the employee to report to the appropriate medical facility for evaluation/direction by a doctor.

G. Record Keeping for Occupational Exposures.

1. All reports will be processed, reviewed and sent to State Risk Management.
2. Copies of reports concerning occupational exposure to blood and other potentially infectious materials, will be forwarded to the Administrative Division for inclusion in the individual member's personnel file.

H. Confidentiality of Information Regarding High-Risk Individuals and Individuals known to be Infected.

Employees must balance the need of members to have knowledge of individuals known to be infected with communicable diseases and the right to privacy of the infected person.



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Accordingly, the following procedures will be followed:

1. Under no circumstances shall information concerning communicable diseases be broadcast in the clear on police radio nets. When there is reason to believe an employee is being dispatched to such a call, the dispatcher shall indicate a code that includes the letters "CD" (Charles-David) to alert the employee.

If Taxicab Authority cellular telephones are available, then dispatch is to use the telephone to dispatch an employee to such call.
2. If the employee discovers such a situation subsequent to arrival at a scene, he shall likewise indicate to the dispatcher that he is involved with a "CD" (Charles-David) type call.
3. Arrest records shall indicate the "CD" (Charles-David) classification as an add-on to the incident/complaint number. For example, 90-1234CD.
4. TA incident reports shall be annotated with the "CD" (Charles-David) designator the same as for the arrest report.
5. A list of known "CD"(Charles-David) persons and locations shall be maintained with the dispatcher to enable the passing of such information to employees.
6. All employees are cautioned that any information concerning communicable disease is confidential. Public disclosure, under any circumstances, is strictly forbidden.

I. Infectious Disease Exposure Control Training.

The Training Officer shall be responsible for disseminating updated information concerning infectious diseases and coordinating additional roll call and/or in-service training dealing with this subject material.

Additionally, employees shall annually attend training in Infectious Disease Exposure and Control.

END OF POLICY NUMBER 0029