Oregon
Theodore R. Kulongoski, Governor

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DATE: June 11, 2010

TO: Site Managers

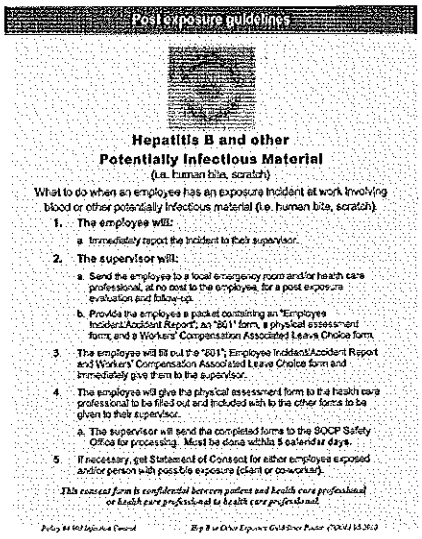
FROM: Deanna Bathke, Director

SUBJECT: Hep B - Post Exposure Guidelines (i.e. human bites, scratches)

It has been brought to my attention not all houses have posted the **SOCP Post Exposure Guidelines for Hepatitis B and Other Potentially Infectious Materials (i.e. human bites, scratches).** The laminated guidelines were placed in the Central Office group home mailboxes for pick up last month and **must** be posted in an area viewable by all staff. Please post, if you haven't already. Additional, laminated posters will be available through Central Office.

The employee will:

- Immediately report the incident to their supervisor
- Fill out the "801" Employee Incident/Accident Report and give to supervisor.
- Give the Physical Assessment form(s) to Health Care professional and return to their supervisor.
- If necessary, fill out "Statement of Consent"


Post exposure guidelines

Hepatitis B and other
Potentially Infectious Material
(i.e. human bite, scratch)

What to do when an employee has an exposure incident at work involving blood or other potentially infectious material (i.e. human bite, scratch).

1. The employee will:
   a. Immediately report the incident to their supervisor.
2. The supervisor will:
   a. Send the employee to a local emergency room and/or health care professional, at no cost to the employee, for a post exposure evaluation and follow-up.
   b. Provide the employee a packet containing an "Employee Incident/Accident Report", an "801" form, a physical assessment form, and a Workers' Compensation Associated Leave Choice form.
3. The employee will fill out the "801"; Employee Incident/Accident Report and Workers' Compensation Associated Leave Choice form and immediately give them to the supervisor.
4. The employee will give the physical assessment form to the health care professional to be filled out and included with to the other forms to be given to their supervisor.
   a. The supervisor will send the completed forms to the SOCP Safety Office for processing. Must be done within 5 calendar days.
5. If necessary, get Statement of Consent for either employee exposed and/or person with possible exposure (client or co-worker).

This consent form is confidential between patient and health care professional or health care professional to health care professional.

The supervisor will:

Send the employee to a local emergency room and/or health care professional.

Provide the employee a packet containing an "Employee Incident/Accident Report"; an "801" form; a physical assessment form; and a Workers' Compensation Associated Leave Choice form.

The supervisor will send the completed forms to the SOCP Safety Office for processing, **within 5 calendar days.**