

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "INFECTIOUS DISEASE CONTACT"	ORDER NUMBER: 26-02
		PLEAC STANDARD: NONE	PAGE 1 OF 3
REVISE DATE: 11/11/2016	EFFECTIVE DATE: 9/1/2010	ANNUAL REVIEW DATE: SEPTEMBER	RESCINDS: ALL PREVIOUS
			AMENDS: ALL PREVIOUS

1.0 POLICY/PURPOSE:

- 1.1 To document, for notification and investigation purposes, contacts with persons having infectious diseases.
- 1.2 Standard Precautions: The practice of avoiding contact with bodily fluids, by means of the wearing of nonporous articles such as gloves, and face shields.
- 1.3 The Centers for Disease Control (CDC) defines Standard defines Standard Precautions as: "A set of precautions designed to prevent transmission of HIV, Hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under standard precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens borne pathogens.

2.0 CASUAL CONTACT - NO MEDICAL ATTENTION

- 2.1 **DPS FORM-#1** (1/2006) - Any employee who is reporting a possible exposure to an infectious disease must complete the **DPS Form 1 "REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE."**
 - 2.1.1 This form will provide a basis for investigation and notification, if necessary, when an officer or employee comes in contact with a person who is suspected of having an infectious disease.
 - 2.1.2 In the event that a person tests positive, or is a known carrier, the officer(s) or employee (s) will be notified immediately.
 - 2.1.3 When the suspected individual is not tested it will provide a permanent record of the incident.
- 2.2 All personnel are urged to use this form, when appropriate, in order to protect themselves, and to provide a basis for future claims.
- 2.3 Additionally, all personnel shall refer to **General Order #26-01 "WORKER'S COMPENSATION PROCEDURES,"** specifically the following sections:
 - § 4.0 "General Procedures for Reporting Injury/Illness/Possible Infectious Disease Exposure or Filing Claims"
 - § 5.0 "General Procedures for Proper Distribution of Injury/Illness Possible Infectious Disease Exposure Claims"
 - § 6.0 "Medical Treatment"
 - § 7.0 "Recurrence of Injury"

3.0 CONTACT - POLICE OFFICER/EMPLOYEE SEEKING MEDICAL ATTENTION

- 3.1 **DPS FORM-#1** - "**REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE**" - will be completed when a police officer or employee seeks medical attention as a result of contact with a person known or suspected to have an infectious disease.
- 3.2 Additionally, all personnel shall refer to **General Order #26-01 "WORKER'S COMPENSATION PROCEDURES,"** specifically the following sections:
 - § 4.0 "General Procedures for Reporting Injury/Illness Possible Infectious Disease Exposure or Filing Claims"
 - § 5.0 "General Procedures for Proper Distribution of Injury/Illness Possible Infectious Disease Exposure Claims"
 - § 6.0 "Medical Treatment"
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4.0 COMPLETION OF THE DPS FORM-#1

- 4.1 The form is self-explanatory and is to be filled out completely.
- 4.2 In the section "DESCRIPTION OF THE INCIDENT," include the following:
 - 4.2.1 Source of contact, i.e., blood, vomitus, feces, saliva, urine.
 - 4.2.2 Areas on employee receiving contact and any unusual contact areas such as open sores or cuts, mucus membranes, eyes and any illness.
 - 4.2.3 All precautions taken during contact and transport of the subject.
 - 4.2.4 All actions taken after contact such as disinfection procedures, treatment, testing.
 - 4.2.5 Ordinary or extraordinary circumstances leading to contact.

5.0 DISTRIBUTION OF FORM

- 5.1 Distribution of "DPS Form #1 "REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE" will be as follows:
 - 5.1.1 ORIGINAL to the Administrative Services Manager
 - 5.1.2 Photocopy to Department of Personnel & Civil Service - Employee Compensation
 - 5.1.3 Photocopy to Employee

6.0 INFECTIOUS DISEASE KITS

- 6.1 **General Order #35-05, "INFECTIOUS DISEASE KITS,"** provides guidance to Pittsburgh Bureau of Police officers and is meant to reduce the risk they may encounter when they come in contact with someone having or suspected of having an infectious disease.
- 6.2 The PBP provides Infectious Disease Kits that contain a mask, gown, pair of gloves, a disposal bag and hand wipes.
- 6.3 Infectious disease kits are to be used at the discretion of the officer to protect the hands and clothing from gross soiling from blood, body fluids or feces.
 - 6.3.1 A separate pair of disposable gloves will also be issued in the event the use of the entire kit is not needed.
 - 6.3.2 **Officers are *strongly* urged to *immediately* wash and disinfect any areas that may come in contact with any potentially infectious materials.**
- 6.4 **A DPS Form #1 "REPORT OF POSSIBLE INFECTIOUS DISEASE EXPOSURE" MUST BE FILLED OUT EACH TIME THE KIT IS USED.**
 - 6.4.1 When the form is turned in the kit will be replaced.
 - 6.4.2 Commanding Officers will insure that a supply of kits is kept on hand in their respective units.
 - 6.4.3 Also, at the discretion of the officers a bleach solution will be available at the supply room for hosing down the vehicle. Each zone should keep several gallons on hand.
- 6.5 Additionally, an "Infectious Disease Exposure Control Plan" has been placed in all police units.

7.0 REPORTING EXPOSURE INCIDENTS

- 7.1 The officer or employee must inform a supervisor as soon as practical.
- 7.2 The supervisor shall ensure all paperwork related to the exposure incident is completed by the employee (if applicable) and submitted.
- 7.3 The Administrative Services Manager of the Bureau of Police shall work in conjunction with the Infectious Disease Officer for the City of Pittsburgh to ensure that all protocols are properly followed.
- 7.4 As such, the Administrative Services Manager will serve as the contact person for the Pittsburgh Bureau of Police and should be contacted if there are any concerns or questions in regard to all infectious exposure incidents.

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Approved By:



Scott Schubert
A/Chief of Police