


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-08
Subject:	Disease Control - Employee Precautions	Effective Date:	March 1993
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All maintenance personnel shall utilize proper precautionary measures to minimize risk of exposure to infectious diseases and/or hepatitis.

Purpose

To assure that all maintenance personnel who are at risk of exposure to infectious diseases are cognizant of, using proper precautions and personal protective equipment (PPE).

Procedure

1. Maintenance personnel shall not enter any areas marked as "isolation" unless absolutely necessary.
 - A. The nurse in charge of the area must be consulted before entering an "isolation" area.
 - B. The employee is to be garbed in proper protective garb before entering the room.

2. Any suspected contact with body fluids or body tissues in areas of mucous membrane (eyes, nose, mouth) or open skin lesions and/or sharps injuries shall be reported to University Health Services call 383-5394 8:00-4:30 Monday - Friday (or Administrative Coordinator on nights, evenings, weekends and holidays if University Health Services is not available). Call Administrative Coordinator through the hospital operator on nights, evenings, weekends and holidays.
 - A. The employee shall provide as much detail as possible regarding the contact, which is to include:
 1. Patient's name (if known)
 2. Location where contact occurred
 3. Means by which the contact occurred

This should be reported within one hour of the exposure or as soon as possible.

3. An employee, who sustains needle or other accidental percutaneous puncture, must fill out an incident report detailing the incident and report to University Health Services or Administrative Coordinator on evenings, nights, holidays and weekends.