

Policy and Procedures

Title: Procedures for Exposure or Suspected Exposure

Date issued / last revision: December 29, 2003

Date effective: Immediately

Procedures for Exposure or Suspected Exposure

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing a plan for an exposure or a suspected exposure.

Purpose:

This policy is to provide guidance if an employee is faced with the given situation.

Scope:

This policy applies to all CMT employees, full time, part time and interns

Policy:

1. In the event of an exposure, the employee(s) should first contact dispatch and notify them of an exposure so that the designated Infection Control Officer or alternate can be notified immediately.

Note: When speaking with the dispatcher you need only inform them that there has been an exposure. You need not tell them any details of the exposure.

2. The exposed employee and the Infection Control Officer will then decide if an exposure has occurred.
3. If an exposure incident is deemed to have occurred, the employee is to be evaluated at the hospital in which the run is terminated and to complete the following forms;
 - a. CMT Incident Report
 - b. CMT Exposure Form
 - i. Please be as specific as possible as to PPE worn and how the exposure occurred.
4. The employee is then to fill out the name fields on the Post Exposure sheets and have the hospital complete the remainder of the form.
 - a. One (1) copy of the Post Exposure Evaluation sheets are to remain with the employee and the evaluating hospital will send one copy to the physician of the employee's choice (i.e. personal physician) for follow up care.
5. If a patient transported is suspected of, showing signs and/or symptoms of, or known to have an infectious disease, the ambulance must be decontaminated at the terminating / receiving facility.
 - a. At no time is a contaminated ambulance to be brought back to a CMT station.
 - b. PPE must be used during the decontamination.
 - i. Including N95 mask, if an airborne disease is known or suspected.
 - ii. Gown and gloves.
 - iii. Any questions should be immediately directed to the EHSO.

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6. When the vehicle is back to the garage that the shift is out of or at CMT 1, the Exposure Form is to be placed in a sealed envelope addressed to the Infection Control Officer. Please include the name of the physician that you will be seeing so that the proper paperwork can be obtained from them. Notify dispatch that the forms have been completed and where you placed the forms so that the Infection Control Officer can retrieve them.