



# Brock University Facilities Management Operating Procedures

**Subject: Bodily Fluid Clean-Up**

**Number: FMOP 2-3**

**Approval: Executive Director**

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**Responsibility: Manager – Custodial Services**

**Review Period: 2 Years**

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## PROCEDURES FOR BODILY FLUID CLEAN-UP

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**1.0 Background** - This procedure was developed to assist and protect Custodial Services employees who have the potential through their regular duties to be exposed to bodily fluids. Every employee when called upon to clean or handle items soiled with bodily fluids shall take precautions as outlined in this procedure to protect them from exposure.

### **2.0 Spill Kit Locations -**

<b>Building</b>	<b>Location/Room#</b>
Walker Complex	Custodial Supply Room 113B
Mac Chown	Custodial Room C214
Lowenberger	Custodial Staff Room 137
CUB	Custodial Room 104
Plaza/Student Centre	Plaza Custodial Room 205
Decew	Custodial Staff Room R224
Schmon Tower	Learning Commons Custodial Room ST 225B
573 Glenridge/East Academic	573 Glenridge rear entrance Room 165



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**3.0 Definition of Bodily Fluids** - Fluids that may contain blood borne pathogens (Blood, Semen, Vaginal Secretions, Synovial, Pleural, Peritoneal, Pericardial, Amniotic fluid, Saliva (contaminated with blood)) or other bodily fluids (Feces, Nasal Secretions, Sputum, Sweat, Tears, Urine, Vomitus, Saliva (not contaminated with blood)).

### 4.0 Clean -Up Procedure -

#### **Step 1: Preparation (Before arriving at the area)**

Put on the appropriate Personal Protective Equipment (PPE) as required for the situation you are responding to (always wear nitrile or rubber gloves, plastic goggles and a disposable facial mask. If there is a possibility that your clothing or shoes may become soiled, put on a protective coveralls (as when handling laundry or soiled clothing) and shoe covers. Keep the scene clear of people (control the area with barriers and/or signs).

Blood Borne pathogens require fluid to fluid contact so it is important that you protect points of entry, (i.e. open wounds but also your eyes if you have eye irritation and your nose if it's dry, running or irritated). Be extra careful when you are feeling sick (you are immuno-compromised and more likely to become infected).

#### **Personnel Protective Equipment (PPE):**

Ensure the appropriate personal protective equipment is worn as recommended by the material safety data sheets (MSDS) for any cleaning solution used. Gloves shall be worn when handling any cleaning agent.

The purpose of personal protective equipment is to prevent body fluids from reaching the workers' skin, mucous membranes, or personal clothing. It must create an effective barrier between the exposed worker and any body fluids.

Always wear a protective barrier when there is potential contact with bodily fluids.

- Hand Protection: Barrier Gloves (rubber or neoprene).
- Eye Protection: Plastic goggles.
- Mouth Protection: Disposable Face mask.
- Body/Clothing Protection: Protective coveralls, shoe covers.
- Bandages: Any cut or broken skin, such as scratches, rashes or puncture wounds should be protected by a bandage before any work is done.



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### **Step 2: Disinfect the Material**

- Isolate the contaminated area with the pop up cones and caution tape.
- Cover the spill with the absorbent material (paper towels for a small spill, absorbent gel for larger spills).
- Carefully Spray the Oxivir TB disinfectant to the absorbent material. Use caution and avoid producing any splashes. Allow the disinfectant to sit in contact with the spill for 5 minutes.
- If there is an injury involved, ensure that person receives first aid from a first aid responder immediately.

### **Step 3: Clean-Up the Material**

- Sweep the absorbent gel with the dust pan and banister brush and place in garbage bag, if paper towels were used, dispose of in garbage bag.
- Remove any physical hazards (needles) with the provided tongs and place in the sharps container provided. Broken glass with bodily fluid should be treated with the disinfectant spray and swept with the banister brush and collected with the dust pan and placed in a cardboard box and disposed in the large exterior waste bin.
- Pick up any soiled debris (clothing, bedding, towels, or bandages) and place in a garbage bag and double bag it.

### **Step 4: Disinfect/Sanitize the Area**

- Once all material has been removed, disinfect the contaminated area again with the Oxivir TB disinfectant spray. Let sit for 3 minutes.
- Clean up area with mop or rags.
- Use general purpose cleaner (neutral packs) on entire area with mop and wringer to remove any additional chemical and to neutralize the floor to protect the finish.

### **Step 5: Dispose of the Material**

Bodily fluids disinfected and absorbed in absorbent material can be bagged and disposed of in general waste stream. Articles soiled with bodily fluids should be disposed of in plastic bags tied at the top. If any visible breakage is apparent, double bag article before discarding in trash. If you are finished cleaning and sanitizing the area, remove your protective gear and gloves and put them in a garbage bag. Always double bag any contaminated material before placing in the dumpster. Tie off the garbage bag and place it in the regular trash.



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### **Step 6: Clean up of your self and Equipment Used**

If you used a mop and bucket, soak the mop in the disinfectant solution, rinse thoroughly and allow drying. Dump the leftover solution down an appropriate drain (e.g. toilet/slop sink). **NEVER** use a sink in a washroom or one that is normally used for food preparation.

Wash your hands following the hand wash procedure:

- Remove jewelry before hand wash procedure.
- Rinse hands under warm running water. This allows for suspension and washing away of the loosened microorganisms.
- Lather with soap and, using friction, cover all surfaces of the hands and fingers. The minimum duration for this step is 10 seconds; more time may be required if hands are visibly soiled. For antiseptic agents 3-5 mL is required. Frequently missed areas are thumbs, under nails, backs of fingers and hands.
- Rinse under warm running water. To wash off microorganisms and residual hand washing agent.
- Dry hands thoroughly with single-use towel or forced air dryer. Drying achieves a further reduction in number of microorganisms.
- Turn off faucet without re-contaminating hands (using a clean paper towel).

If you have had significant exposure to blood and/or body fluid (swallowed, inhaled or splash to eyes or non-intact skin) contact a supervisor immediately to report incident.



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**5.0 Completion of Spill Form -**

Complete the attached form in detail and submit form to your supervisor. It is important to have documentation when the spill kit was in use.

<b>SPILL REPORT FORM</b>		
<b>INSTRUCTION:</b> When the spill kit is used, this form shall be completed in full, and submitted to your Supervisor		
<b>INCIDENT DATE:</b>	<b>INCIDENT TYPE:</b>	<b>INCIDENT LOCATION:</b>
<b>CAUSE OF INCIDENT:</b>		
<b>LIST PERSONS NOTIFIED OF SPILL AND ON SCENE:</b>		
<b>CUSTODIAL EMPLOYEE NAME (PRINT):</b>		
<b>Supervisor's Section:</b>		
<b>Supervisor's Signature:</b>	<b>Date:</b>	
<b>Any Further Action Required:</b>		
<b>Retention: This form shall be kept for 2 years</b>		



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### 6.0 Restocking of Spill Kit -

Re-stock the spill clean-up kit, if materials are needed, complete the form provided and submit to the Lead hand or Supervisor. Place the spill kit back in its original location. If the Sharps container requires emptying, notify your supervisor and arrangements will be made.

### Bodily Fluid Kit Equipment Order Form -

- ☐ Paper towels
- ☐ Rags
- ☐ Plastic garbage bags
- ☐ Absorbent powder/gel (for large spills)
- ☐ Mop & mop bucket
- ☐ Disinfectant Spray (Oxivir TB – RTU)
- ☐ Spray bottle
- ☐ Barrier Tape – Caution
- ☐ Pop up safety Cones
- ☐ Sharps disposal container (small)
- ☐ Tongs
- ☐ Bannister Brush & Dust Pan
- ☐ Barrier Gloves (rubber or neoprene)
- ☐ Plastic goggles (with side shields)
- ☐ Disposable Face mask
- ☐ Protective coveralls
- ☐ Shoe covers
- ☐ Bandages

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location of Kit:** \_\_\_\_\_