



Blood Borne Pathogens Policy

While normal library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, where applicable the Highwood Library and Community Center complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens.

Exposure Determination: No particular job classification of the library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”); however, emergencies may occur with staff or patrons to which library employees in all classifications may be called upon to respond with assistance. Employees may, from time to time, come in contact with hygiene products that contain blood.

Universal Precautions: All potential circumstances of exposure must be taken into account by the library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In an emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are present, staff should immediately cordon off the area affected/contaminated. Personal protection clothing, such as gloves, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until complete cleanup and disposal are accomplished. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. An Incident Report of all exposures, cleanup, and disposals shall be kept by the Library Director.



Training and Immunizations: The library shall provide and keep a record of annual in-service training and educational programs for employees designated to cleanup and disposal activities. Any employee who has an occupational exposure shall be reimbursed for the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will coordinate with the exposed employee or employees for an appropriate follow-up as provided in the regulations.

Approved: March 16, 2026