

Mayacama Golf Club

Bloodborne Pathogen

Exposure Control Plan (ECP)

January 1, 2024

**Mayacama Golf Club
Bloodborne Pathogen Exposure Control Plan
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**Bloodborne Pathogen Exposure Control Plan
for
Mayacama Golf Club**

I. OBJECTIVE

The objective of the Mayacama Golf Club Bloodborne Pathogen Exposure Control Plan is to comply with the Occupational Safety and Health Administration's (CAL OSHA) Bloodborne Pathogens Standard, 8 CCR 5193, and to eliminate or minimize employee occupational exposure to blood, certain other body fluids, or other potentially infectious materials as defined below:

- A. Blood means human blood, human blood components, and products made from human blood.
- B. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- C. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

II. BACKGROUND

CAL OSHA requires employers to identify situations and job classifications in which employees may be exposed to blood or other potentially infectious materials, and to provide protection to these employees in the form of engineering controls, personal protective equipment, training, and risk reduction.

III. ASSIGNMENT OF RESPONSIBILITY

A. Program Administrator

Lori Boudrow, Director of Human Resources shall manage the Bloodborne Pathogen Exposure Control Plan for Mayacama Golf Club, and maintain all records pertaining to the plan.

B. Management

Mayacama Golf Club will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure to blood or other

potentially infectious materials. These shall be provided at no cost to the employees. Mayacama Golf Club management will ensure proper adherence to this plan through annual audits.

C. Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in and use proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

D. Employees

Employees are responsible for employing proper work practices, universal precautions, personal protective equipment and cleanup/disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to their supervisor or Human Resources immediately.

E. Contractors

Contract employees shall be responsible for complying with this plan, and shall be provided the training described herein by their immediate supervisor.

IV. EXPOSURE DETERMINATION

All job classifications and locations in which employees may be expected to incur occupational exposure to blood or other potentially infectious materials, based on the nature of the job or collateral duties, regardless of frequency, shall be identified and evaluated by Human Resources. This list shall be updated as job classifications or work situations change. Exposure determination shall be made without regard to the use of personal protective equipment **(employees are considered to be exposed even if they wear personal protective equipment)**.

A. Category I

Job classifications in which employees are exposed to blood or other potentially infectious materials on a regular basis, and in which such exposures are considered normal course of work, fall into Category I. Human Resources shall maintain a list of these types of jobs and the locations in which the work will be performed (see Appendix A).

B. Category II

Job classifications in which employees may have an occasional exposure to blood or other potentially infectious materials, and in which such exposures occur only during certain tasks or procedures that are collateral to the normal job duties, fall into Category II. Human Resources shall maintain a list of these types of jobs and the locations in which the work may be performed (see Appendix B).

These lists shall be updated as job classifications or work situations change.

V. IMPLEMENTATION SCHEDULE AND METHODOLOGY

A. Compliance Methods

1. Universal precautions

Universal precautions shall be used at Mayacama Golf Club to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

2. Engineering Controls

The engineering and work practice controls listed below shall be used to minimize or eliminate exposure to employees at Mayacama Golf Club.

- a. Providing and the use of appropriate personal protective equipment*
- b. Providing training on and enforcing practices for safe handling and disposal of contaminated sharps, specimens, laundry and other items.*
- c. Instructions for cleaning potentially contaminated surfaces and equipment.*

The following schedule shall be followed to review the effectiveness of the engineering controls.

- a. Mayacama Golf Club identifies the need for changes in engineering control and work practices through our yearly safety committee meetings and training meetings*
- b. Mayacama Golf Club reviews of new equipment and/or technologies present at the workplace as they become available*
- c. Department Supervisors are responsible to review the effectiveness of each control in their departments and are to bring any concerns to Human Resources for implementation.*

Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

3. Sharps Injury Log

A sharps injury log (see Appendix C) is maintained and includes the following information for each incident:

- a. period of time the log covers;
- b. date incident is entered on the log;
- c. date of incident;
- d. type and brand of device involved;
- e. department or area of incident; and
- f. description of incident.

The log shall be retained for five years after the end of the log year.

4. Hand Washing Facilities

Hand washing facilities are available and readily accessible to all employees who may incur exposure to blood or other potentially infectious materials. If you are exposed to potentially infectious materials, immediately flush and scrub the exposed area with warm water and soap and notify your Supervisor or Human Resources immediately. Hand washing facilities are located in the following areas:

Clubhouse Employee Bathrooms

Maintenance Building Employee Bathrooms

Ruse Employee Kitchen

Ruse Pool Bathrooms

Ruse Pool Bathrooms

Golf Course at holes #7 and #16.

5. Work Area Restrictions

In work areas where there is a reasonable risk of exposure to blood or other potentially infectious materials, employees shall not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials may be present.

All processes and procedures shall be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

6. Contaminated Equipment

Department Managers shall ensure that equipment that has become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping. Contaminated equipment shall be decontaminated, unless decontamination is not feasible. Contaminated equipment shall be tagged and labeled as such.

7. Personal Protective Equipment (PPE)

a. PPE Provision

Department Managers shall ensure that the provisions regarding personal protective equipment described in this plan are met and maintained within their departments.

Personal protective equipment shall be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment shall be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an employees' clothing, skin, eyes, mouth, or other mucous membranes under normal and proper conditions of use and for the duration of time that the equipment will be used.

A list of personal protective equipment and associated tasks for Mayacama Golf Club can be found in Appendix D of this plan.

b. PPE Use

All Department Managers shall ensure that employees use appropriate PPE. In cases where an employee temporarily and briefly declines to use PPE because, in the employee's professional judgement, its use may prevent delivery of healthcare or pose an increased hazard to the safety of the worker or co-worker, then the supervisor shall investigate and document the situation to determine whether changes can be instituted to prevent such occurrences in the future.

c. PPE Accessibility

Department Managers shall ensure that appropriate PPE in the necessary sizes is readily accessible at the work site or is issued at no cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

d. PPE Cleaning, Laundering and Disposal

All PPE shall be cleaned, laundered or disposed of by Mayacama Golf Club at no cost to the employees. Mayacama Golf Club will also make all necessary repairs and replacements at no cost to employees.

All garments penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE shall be removed before leaving the work area.

When PPE is removed, it shall be placed in the appropriate red biohazard bags and sent out to Sunset Laundry or Lace Laundry for special laundering. Red biohazard bags are located in each BBP kit along with in each housekeeping cart.

e. Types of PPE

i. Gloves

Disposable gloves are not to be washed or decontaminated for re-use, and are to be replaced as soon as possible when they become contaminated. Gloves that become torn or punctured (or their ability to function as a barrier is otherwise compromised) shall be replaced immediately or as soon as feasible.

Utility gloves may be decontaminated for re-use if the integrity of the glove is uncompromised. Utility gloves shall be disposed of properly if they are cracked, peeling, torn, punctured, or they exhibit other signs of deterioration or inability to function as a barrier without compromise.

ii. Eye and Face Protection

There are no job assignments or work areas where eye and face protection are required to protect them from blood borne pathogens. If a task arises or processes change where these items are required, Mayacama will provide them.

iii. Other PPE

Bloodborne Pathogen Kits (BBP) containing numerous PPE supplies are located in the following locations:

Clubhouse Cartbarn
Maintenance Building
Clubhouse Employee Hallway
Ruse Employee Kitchen

Mayacama Pool

(There are no job assignments and work areas where additional protective clothing is required to protect them from blood borne pathogens. If an occasion arises where other PPE is required, Mayacama will provide those items at no cost to the employee.

B. Housekeeping

The following are required housekeeping measures:

1. Decontamination work surfaces with 10 percent solution of bleach or disinfectant in accordance with the manufacturer's instructions.
2. Pick up contaminated debris with a dust pan and brush, tongs or other mechanical means. Do not clean up broken glassware or contaminated sharp objects with your hands.
3. Place contaminated sharp objects in containers which are: 1) puncture resistant, 2) labeled or color coded, 3) leak proof on the sides and bottom. Employees are not to reach by hand into a container.
4. Decontaminated equipment that may have become contaminated with blood or other potentially infectious materials. When decontamination cannot be performed, bag equipment in leak-proof containers (such as red plastic bags labeled "bio-hazard"). If an injured employee's contaminated clothing must be removed, place it in a plastic bio-hazard bag.
5. Eating, drinking, smoking, handling contact lenses or applying makeup at the site of an incident where there was exposure to blood/body fluids is prohibited.

C. Regulated Waste Disposal

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

1. Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. The sharps containers are located in the Maintenance/Housekeeping Building and The Ruse Housekeeping Building.

2. Other Regulated Waste

Other regulated waste shall be placed in containers that are closeable, constructed to contain all contents, and will prevent leakage of fluids during handling, storage, transportation, or shipping. The sharps containers are located in the Maintenance/Housekeeping Building and The Ruse Housekeeping Building.

All waste containers shall be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

D. Laundry

Laundry contaminated with blood or other potentially infectious materials shall be handled as little as possible. When handling contaminated laundry both gloves and masks should be worn. Such laundry shall be placed in appropriately marked bags (biohazard labeled or color-coded bags) at the location where it was contaminated. Such bags are located on all housekeeping cards. Contaminated laundry shall not be sorted or rinsed in the area of contamination. The Laundry is to be sent out to Sunset or Lace Laundry for special laundering.

VI. Hepatitis B Vaccines and Post-Exposure Evaluation and Follow Up

A. General

Mayacama Golf Club makes the Hepatitis B vaccine and vaccination series available to all employees who have the potential for occupational exposure, as well as post-exposure follow up to employees who have experienced an exposure incident.

Human Resources shall ensure that all medical evaluations and procedures involved in the Hepatitis B vaccine and vaccination series and post-exposure follow up, including prophylaxis are:

1. made available at no cost to the employee;
2. made available to the employee at a reasonable time and place;
3. performed by or under the supervision of a licensed physician or other licensed healthcare professional; and
4. provided in accordance with the recommendations of the United States Public Health Service.

Kaiser Occupational Health, an accredited laboratory, shall conduct all laboratory tests at no cost to the employee.

B. Hepatitis B Vaccination

Human Resources manages the Hepatitis B vaccination program.

1. Category I Employees

Mayacama does not have any Category I employees. If we hire any in the future, the following is the process we will follow.

The Hepatitis B vaccination shall be made available to an affected Category I employee after he or she has received training in occupational exposure and within 10 working days of initial assignment to job duties that involve exposure. Exceptions to the administration of the Hepatitis B vaccination include situations where an employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. (See appendix A for all Category I Job Classifications)

Participation in a pre-screening program shall not be a prerequisite for an affected employee to receive the Hepatitis B vaccination. If an employee initially declines the Hepatitis B vaccination, but later decides to accept the vaccination and is still covered under the CAL OSHA standard, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F), as required by CAL OSHA. If the United States Public Health Service recommends a routine booster dose of Hepatitis B vaccine, this shall also be made available free of charge to affected employees.

2. Category II Employees

The Hepatitis B vaccination series shall be made available and administered to Category II employees no later than 24 hours after an exposure incident (as per CAL OSHA Letter of Interpretation, November 1, 2000). All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F). (See Appendix B for all Category II Job Classifications)

C. Post-Exposure Evaluation and Follow Up

All employees must report all exposure incidents to their Supervisor immediately. The Department Manager shall investigate and document each exposure incident. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential post-exposure evaluation and follow up, to be provided by Kaiser Occupational Health. The post-exposure evaluation and follow up shall include the following elements, at a minimum:

1. Documentation of the route of exposure, and the circumstances under which the exposure occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
3. The source individual's blood shall be tested and documented as soon as feasible and after consent is obtained (if consent is required) in order to determine HBV and HIV infectivity. If consent cannot be obtained, Human Resources shall establish and document that legally required consent cannot be obtained.
4. When the source individual is already known to be infected with the Hepatitis B virus (HBV) or human immunodeficiency virus (HIV), testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
6. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
7. The exposed employee shall be offered the option of having their blood tested for HBV and HIV serological status. The blood sample shall be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HBV and HIV serological status.

Names of employees that contract HIV, Hepatitis, or tuberculosis shall not be recorded on the CAL OSHA 300 log.

D. Information Provided to the Healthcare Professional

After an exposure incident occurs, Human Resources shall ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination, as well as the healthcare provider providing the post-exposure evaluation, if different, are provided with the following:

1. a copy of 8 CCR 5193, CAL OSHA's Bloodborne Pathogen Standard, with emphasis on the confidentiality requirements contained therein;
2. a written description of the exposed employee's duties as they relate to the exposure incident;

3. written documentation of the route of exposure and circumstances under which the exposure occurred;
4. results of the source individual's blood testing, if available; and
5. all medical records relevant to the appropriate treatment of the employee, including vaccination status.

E. Healthcare Professional's Written Opinion

Human Resources shall obtain and provide the exposed employee a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for the employees, and if the employee has received said vaccination.

The healthcare professional's written opinion for post-exposure follow up shall be limited to ONLY the following information:

1. a statement that the employee has been informed of the results of the evaluation; and
2. a statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Other findings or diagnosis resulting from the post-exposure follow up shall remain confidential and shall not be included in the written report.

VII. Labels and Signs

Human Resources shall ensure that biohazard labels are affixed to containers of regulated waste. The labels shall be fluorescent orange or orange-red, and shall include the universal biohazard symbol. Red bags or containers with the universal biohazard symbol may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the entity with jurisdiction.

VIII. Training

Department Managers shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials may occur. Training shall be repeated every 12 months, or when there are any changes to tasks or procedures affecting an employee's occupational exposure. Training shall be tailored to the education level and language of the affected employees, and offered during the normal work shift. Training shall be interactive and shall include:

- A. a copy of 8 CCR 5193, CAL OSHA's Bloodborne Pathogen Standard;

- B. a discussion of the epidemiology and symptoms of bloodborne diseases;
- C. an explanation of the modes of transmission of bloodborne pathogens;
- D. an explanation of Mayacama Golf Club Bloodborne Pathogen Exposure Control Plan, and how employees can obtain a copy of the plan;
- E. a description and recognition of tasks that may involve exposure;
- F. an explanation of the use and limitations of the methods employed by Mayacama Golf Club to reduce exposure (such as engineering controls, work practices, and personal protective equipment);
- G. information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- H. an explanation of the basis of selection of personal protective equipment;
- I. information about the Hepatitis B vaccination (including efficacy, safety, method of administration, and benefits), as well as an explanation that the vaccination will be provided at no charge to the employee;
- J. instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- K. an explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up;
- L. information on the post-incident evaluation and follow up required for all exposure incidents; and
- M. an explanation of signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

IX. Recordkeeping

A. Medical Records

Human Resources shall maintain medical records as required by 8 CCR 5193 in Human Resources Office in their personnel file. All records shall be kept confidential and shall be retained for at least the duration of employment plus 30 years.

Human Resources shall also ensure that all contracts with Kaiser Occupational Health for Hepatitis B vaccinations and post-exposure evaluations and follow ups stipulate any CAL OSHA recordkeeping and retention requirements.

Medical records shall include:

1. name and social security number of the employee;
2. a copy of the employee's HBV vaccination status, including the dates of vaccination;
3. a copy of all results of examinations, medical testing, and follow-up procedures; and
4. a copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to an exposure incident, and documentation of the routes and circumstances of an exposure.

B. Training Records

Human Resources shall maintain training records for three years from the date of training. Records shall be kept in the Human Resources Office, and shall include:

1. the dates of the training sessions;
2. an outline describing the material presented;
3. the names and qualifications of persons conducting the training; and
4. the names and job titles of all persons attending the training sessions.

C. Sharps Log Records

All Incidents resulting from a needlestick must be recorded on both the Cal OSHA 300 Log and the Sharps Log. No name is to appear on the CAL OSHA log for these incidents rather an incident number that references the appropriate incident on the Sharps Log. The Sharps Log must be kept for 5 years per 8 CCR 5193.

D. Availability of Records

Whenever an employee (or designated representative) requests access to a record, Mayacama Golf Club shall provide access to said employee's records in a reasonable time, place, and manner in accordance with 8 CCR 5193. An employee (or designated representative) will only be given access to his or her own records.

E. Transfer of Records

If Mayacama Golf Club ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, Human Resources shall contact the Director of the National Institute for Occupational Safety and Health (NIOSH) three months prior to cessation of business for instruction on final disposition of the records.

F. Evaluation and Review

Human Resources shall review this Bloodborne Exposure Control Plan for effectiveness at least annually and as needed to incorporate changes to the standard or changes in the work place.

Appendix A

Category I Job Classification/Expected Exposure List

Mayacama Golf Club

Calendar Year 2024

At Mayacama Golf Club, the following job classifications are expected to incur occupational exposure to blood or other possibly infectious materials:	
Job Classification	Department/Location
There currently are none at this time.	

Appendix B

Category II Job Classification/Possible Exposure List

Mayacama Golf Club

Calendar Year 2024

At **Company Name**, the following job classifications may incur occupational exposure to blood or other possibly infectious materials during certain tasks or procedures:

Job Classification	Task/Procedure	Department/Location
Housekeeping	Assisting in cleaning up of clubhouse and residences	Clubhouse, Maintenance Bldg and The Ruse
Kitchen	Use of sharp equipment that could lead to injury	Clubhouse and The Ruse
Spa	Due to body treatments	Clubhouse
Golf Course Maintenance	Use of sharp equipment that could lead to injury	Maintenance Bldg
Facilities	Use of sharp equipment that could lead to injury	Maintenance Bldg

Appendix C

Sharps Injury Log **Mayacama Golf Club** **Calendar Year 2024**

Case #	Date Entered	Date & Time of Incident	Type & Brand of Device	Department or Work Area Where Incident Occurred	Description of Incident

Retain Until _____ (five years after end of log year)

Appendix D

Personal Protective Equipment/Task List

Maycama Golf Club

Calendar Year 2024

Job Classification	Task/Procedure	Type of PPE to be Used	PPE to be Issued By
Housekeeping	Emptying of Trash, Stripping on Linens	Puncture Resistant Gloves	Supervisor
Kitchen	Food Slicing	Cut Proof Gloves	Supervisor
Spa	Treatment Room Cleaning	Puncture Resistant Gloves	Supervisor
Golf Course Maintenance	Assisting Employee due to Injury with Machinery	Puncture Resistant Gloves	Supervisor
Facilities	Assisting Employee due to Injury with Power Tools	Puncture Resistant Gloves	Supervisor

Appendix E

Hepatitis B Vaccine Declination

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring the serious disease Hepatitis B.

If, in the future, I continue to experience occupational exposure to blood or other potentially infectious materials and I wish to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Mayacama Golf Club Signature

Date