Procedure G-5: Employee Post Exposure

I. Paperwork

All of the following employee exposure records must be kept for the duration of employment plus 30 years.

A. MDHFS

The following department paperwork should be completed:

1. **Authorization for Release of Personal Health Information: Source Individual** *See Attachment 12*
   To obtain medical record information from the employee's health care provider. A copy of this form is sent to the personnel officer who will notify the evaluating doctor.

   If the source individual will not sign the Release of Information form or consent to the blood tests, notify the personnel officer.

2. **Source Consent for Special Testing** *See Attachment 13*
   To be signed by the source and sent to the personnel officer who will notify the doctor evaluating the employee, the source individual and the source's doctor of the results.

B. City

The following City of Minneapolis paperwork should be completed, which is located in the "Workers Comp Info" envelope or at http://citytalk/finance/riskmanagement/WCMS1P-023775:

1. **First Report of Injury**
   To be completed by the employee and supervisor

2. **Supervisor's Report of Injury**
   To be completed by the employee and supervisor. This form is to be sent to the personnel officer as soon as possible and should accompany the employee when they go to the physician. *The supervisor must inform the personnel officer and Clinic Manager immediately, of any exposures on duty*.

II. Post Exposure Evaluation

A. Overview

Following a report of an exposure incident, the employer must immediately make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.

B. Roles and Responsibilities to Employee

1. **Employer**
   a. Arranges for the testing of the source individual.
   b. If source consent cannot be obtained, it will be noted that legal consent cannot be obtained. It is not necessary to re-test the source if the HBV/HIV status is known to be positive already.
   c. Provide documentation of route(s) of exposure and the circumstances under which the exposure incident occurred.
   d. Evaluate reported illnesses

2. **Health Care Professional**
   a. Evaluates the exposure incident
   b. Arranges for testing of employee as soon as feasible.

c. Notifying employee of results of all testing

d. Providing counseling

e. Providing post-exposure prophylaxis

f. Evaluating reported illnesses

g. Sends written report to employer that employee was informed of evaluation results and the need for further follow-up; and whether hepatitis B vaccine is indicated and if vaccine was received.

3. The Personnel Officer

a. Provides a copy of the health care professional's written report to the employee within 15 days of completed evaluation.

C. Roles and Responsibilities to Health Care Professional

1. The Personnel Officer provides the following:

a. Copy of OSHA's Bloodborne Pathogens Occupational Safety & Health Standard

b. Job Description of Employee

c. Copy of Supervisor's Report of Injury *See Worker's Comp Info envelope*

d. Copy of First Report of Injury *See Worker's Comp Info envelope*

e. City of Minneapolis Department Authorization for Examination of Treatment (Health Partners)

f. Report of Work Ability (blank copy) *See Worker's Comp Info envelope*

g. Supplemental Physician Statement *See Attachment 15*

The current Health Care Professional is

HealthPartners – Riverside Clinic and Urgent Care
2220 Riverside Ave So
Minneapolis, MN 55454

Clinic
Hours: Monday – Friday: 8:00 a.m. – 5:00 p.m.
Phone: 612-373-4144
Fax: 612-373-4173

Urgent Care
Hours: Monday – Friday: 5:00 p.m. – 9:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: 12:00 p.m. – 5:00 p.m.
Phone: 612-371-1717
Fax: 612-371-1673

D. Evaluation Provisions

The health care professional evaluating an employee after an exposure incident will be provided the following by the Minneapolis Department of Health & Family Support (Personnel Officer):

1. A copy of the OSHA Bloodborne Pathogen Final Standard.
2. A description of the exposed employee's duties as they relate to the exposure incident (job description).
3. Documentation of the route of exposure and circumstances under which exposure occurred (incident report).
4. Results of source individual's blood testing, if available.
5. Medical records relevant to appropriate treatment of the employee, including vaccination status, which are the employer's responsibility to maintain.
6. The Personnel Officer will also document the event on OSHA 200 and 101 (if applicable).

E. Results

Results of the source individual's testing will be made available to the employee and the employee is to be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Please refer to OSHA's Bloodborne Pathogens Occupational Safety & Health Standard for further information.