

## Appendix K

### Post Exposure for Employees Faculty, Staff and Student Employees

Faculty, Staff and Student Employees who, through the course of their occupational tasks, may have been potentially exposed to Bloodborne Pathogens and infectious agents, are required to report the potential exposure to their Department Head/Director/Chair, Dean or Supervisor immediately.

Faculty, Staff and Student Employees who may require testing, treatment, care and counseling related to a Bloodborne Pathogen exposure will be provided at the University's expense.

- The Faculty, Staff or Student Employee shall wash the exposed skin with soap and water. If the exposure occurred to the mucous membranes, the area should be flushed with large amounts of water.
- The Dean, Department Head/Director/Chair or Supervisor will call Birkam Health Center to notify them of the exposure. The Dean, Department Head/Director/Chair or Supervisor will request information as to where to obtain treatment for the Faculty, Staff or Student Employee.
- If the Faculty, Staff or Student Employee exposure occurred before or after the normal business hours (8:00 am -5:00 pm), the Dean, Department Head/Director/Chair or Supervisor will instruct the exposed individual to seek medical attention from the local health care facility.
- The Dean, Department Head/Director/Chair or Supervisor will complete the Birkam Health Center Exposure Incident Investigation Form. The exposed Faculty, Staff or Student Employee will take the form to Birkam Health Center where they will seek treatment.
- The Dean, Department Head/Director/Chair or Supervisor will complete Ferris State University's Injury/Incident Report (For Employees) with the exposed Faculty, Staff or Student Employee and forward the report to the Business Division Safety, Health, Environmental and Risk Management.
- The Faculty, Staff or Student Employee will proceed to Birkam Health Center or the local health care facility as soon as possible.
- The treatment facility will determine the course of treatment based on the U.S. Public Health Service Centers for Disease Control and Prevention recommendations for testing, medical examination, prophylaxis and counseling procedures. If the treatment is provided by the local health care facility, the Faculty, Staff or Student Employee shall request a copy of his/her medical records and make a follow-up appointment with Birkam Health Center.
- A copy of the health care provider's written opinion is provided to the exposed individual within 15 days of the completion of the post-exposure evaluation.