

5-11/005.00 Communicable Diseases

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the identification and processing of inmates with, and reporting of, communicable diseases, including HIV/AIDS, at the Inmate Reception Center (IRC).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC.

ORDER

PROCESSING INMATES WITH COMMUNICABLE DISEASES

When inmates arrive to the IRC with a possible communicable disease, they will be given a respiratory protective mask and be instructed to wear it. If it is confirmed that an inmate has a communicable disease and is accepted at the IRC, that inmate shall be expedited through the IRC booking process.

For additional information please refer to the **Unit Order 8-42/002.00 Communicable Disease Processing** for additional information.

Based upon the assessment of medical staff, inmates with communicable diseases that are highly contagious shall be immediately isolated and expedited through the medical and mental health process.

For the safety of all personnel and other inmates, inmates who have shown a propensity to spit or distribute their bodily fluids in a manner that could cause their communicable diseases to spread, shall be immediately isolated and monitored.

When interacting with inmates who possibly have a communicable disease, personnel shall utilize all personal protective equipment (e.g., medical grade gloves, respiratory masks, resuscitation masks, etc.).

Personnel shall treat all materials that have come into contact with the infected inmate as bio-hazardous material and dispose of the materials appropriately. ***Refer to IRC Unit Order 5-21/008.00 Soiled Inmate Clothing and Linen.***

REPORTING OF HIV/AIDS AND OTHER COMMUNICABLE DISEASES

Employees Exposure to Communicable Diseases

Any employee who is exposed to a communicable disease through contact with an inmate shall be responsible for the following:

- Immediately notify their immediate supervisor of the exposure;
- Complete and submit a Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426) to their immediate supervisor without delay
 - When multiple employees have been exposed to the same person, each employee shall complete a separate report unless medical treatment is required by the individual employee at the time of exposure

For additional information, please refer to the ***Manual of Policy and Procedures (MMP) Section 3-02/040.25 Employee Exposed to Communicable Disease.***

Employees Exposure to Bodily Fluids

Employees who have been exposed to bodily fluids shall report this to their immediate supervisor and complete a "Report of Request and Decision for HIV Testing (DHS 8459)". The report shall be submitted by the end of the employee's shift, but no later than two days after the incident. The unit commander shall cause the report to be sent by U.S. mail or hand carried to reach the Department of Health Services and the Injury and Health Support Unit within 48 hours.

In cases where an employee requests blood testing of an inmate's bodily fluid, the request will be sent to Correctional Health Services (CHS) personnel in an attempt to obtain a voluntary sample from the inmate. If the contact resulted from a crime against the employee and a blood test cannot be obtained voluntarily, the employee will be given legal forms to petition the court for blood testing. The appropriate forms/reports will then be forwarded to the Injury and Health Support Unit and County Counsel.

Blood testing for persons not in custody shall be processed with the County Department of Health Services.

Supervisors Responsibilities

The employee's immediate supervisor shall be responsible for the following:

- Ensure the necessary report(s) are completed i.e., Incident Report (SH-R-49) or Injury Report (SH-AD-92) and sent to IRC Operations - Return to Work Desk for filing in the employee's medical jacket and processing to the Injury Health Support Unit (IHSU).
- Identify other employees who may have been exposed
- Provide employees information related to the exposure
- Make proper notifications to management if necessary

For additional information, please refer to **Manual of Policy and Procedures (MPP) section 3-02/040.30 Employee Exposure to the Bodily Fluids of Persons in Custody.**

Inmate Victims

In any incident where an inmate is a victim of specific crimes, or in which the inmate has contact with the bodily fluids of another inmate, the inmate has the right to make a written petition to the County Health Officer for the testing of the suspect. The deputy who is handling the first report of the incident must notify the inmate of this right, and upon request, provide the inmate with a blank copy of the State Department of Health Services "Report of Request and Decision for HIV Testing" form (DHS 8459). A copy of the request shall be submitted with the crime report to the Jail Investigations Unit (JIU) and to the unit commander. A copy of the inmate's request shall be sent to the chief physician of CHS.

Incidents or activity in the jail which are known to transmit AIDS/HIV shall be stopped immediately. The activity shall be documented via an Inmate Incident Report (SH-J-213) and/or Complaint Report (SH-R-49) as appropriate.

For additional information, please refer to the *Manual of policy and Procedures (MPP) section 5-03/175.25 Reporting of Inmates Exposure to AIDS and other Communicable Diseases*, or the **Custody Division Manual (CDM) section 4-09/000.00 Inmate Request for HIV testing of other Inmates**.

Duties and Responsibilities of the Operations Sergeant

The operations sergeant will maintain a log of all reports involving contact with AIDS and other communicable diseases by recording the date, time, URN or unit file number, plus any requests for HIV testing by inmates who may have had inmate to inmate exposure. The operations sergeant must forward a copy of all reports, as soon as possible, to the Department of Health Services and/or the chief physician of CHS.

In the event that the inmate is a crime victim, the operations sergeant must send a copy of the "Inmate's Request for Testing" to JIU along with a copy of the crime report. The operations sergeant will ensure that reports are complete and timely.
