



Northwest Ohio Syringe Services Workplace Safety Procedure

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Subject Matter Expert: Health Services & Nursing Director History: New Revised Archived

Organizational Scope:

- Full Agency Administration Community & Environmental Health Health Services
 Health Promotion/Policy Integration

Frequency of Review:

- Annually Biennially 5 Years Other:

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

Website: www.lucascountyhealth.com/employee-login/

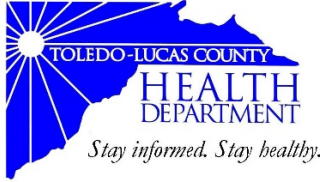
Hardcopy: TLCHD Policies & Procedures Manual in HR Office

Archived Version(s):

Requisite Signatures

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Director of Nursing & Health Services

5-7-19
Date



Northwest Ohio Syringe Services Workplace Safety Procedure

I. Scope

This SOP applies to all Health Services staff, interns, and volunteers who perform duties for or on behalf of Northwest Ohio Syringe Services (NOSS).

II. Purpose

This SOP will ensure staff, interns, and volunteers are able to consistently serve NOSS participants safely and effectively.

III. Background

See Appendix A: General safety considerations.

IV. Clinical Procedure

A. Prior to leaving for clinic.

1. Coverage

- a. An electronic version of the NOSS staff calendar will be maintained on the S drive at S:/Health Services/Syringe/Staff Calendar.
- b. The NOSS staff calendar will be updated each week to schedule adequate coverage for each clinic.
- c. A minimum of 2 staff are needed to run a clinic outside of the health department.
- d. Staff will arrive to clinic at the same time.

2. Inventory

- a. Each clinic site will maintain a documented inventory.
- b. A supply list will be created at the close of each clinic in preparation for the next clinic.
- c. The supply list will be filled from the health department storage room before each clinic.
- d. Clinic staff will verify inventory list before departing to ensure all the supplies needed for clinic are included.

3. Communication

- a. Staff must wear their employee IDs while transporting supplies and providing clinic services.

- b. Each employee must bring a current key and/or security code to access the scheduled clinic site.
- c. Each employee will bring their work cell phone and charger to clinic.
- d. Each employee will save clinic site security codes in their work phones.
- e. Each employee will have a clinic site contact phone number saved in their work phones.

B. Arriving at clinical site

1. Check-in with non-Health Department staff who work at the building you are using.
2. Set up clinical space.
 - a. Inform clinic host if:
 - i. Building entry needs to be cleared of any debris and/or treated for weather.
 - ii. Clinic space needs to be cleared of trash, clutter, and/or identifying information from other groups who have earlier occupied the space.
 - iii. Staff will determine if they need to assist the clinic host as personal safety and practicality allow.
 - b. Block off restricted areas so participants only enter and exit through the designated door.
 - c. Do not allow participants to enter clinic until doors are unlocked at 1pm.
 - d. Post sign showing clinic is open for exchange.

C. Clinical Hours

1. Service Procedures
 - a. When participants enter the clinical space with syringes they should be collected in the following manner:
 - i. Syringes will be disposed of immediately upon entry in the designated biohazard container.
 - ii. Syringes will be left in the disposable containers in which they were returned if staff deem it safer and more efficient than transferring to another designated biohazard container.
 - iii. Participants and staff must maintain a 2-3 foot gap between themselves and the individual disposing of syringes.
 - iv. Sharps containers should never be filled beyond the manufacturer's fill line; the container should never be more than $\frac{3}{4}$ full.
 - v. **Staff must not handle any syringes directly.** If staff do need to handle syringes, tongs **must** be used

- b. The hazardous waste (“sharps”) containers must be placed securely on a table or on the ground and should be kept level at all times.
- c. Gloves are to be worn at all times by nurse and/or assistants working in any medical capacity.
- d. All staff and volunteers at the site must wear protective clothing, including long pants and closed footwear to protect against possible needle sticks.
- e. Medical Services
 - i. All staff and interns will complete Blood Borne Pathogen Training.
 - ii. Medical exams are limited only to that which is directly related to services provided.
 - iii. Participants are not allowed in the supply/packing room unless they are invited by staff.
- f. Each participant will receive a copy of *Client Rights and Responsibilities* and if staff observe a participant in violation thereof, the *Client Rights and Responsibilities* form will be verbally reinforced with the participant.
 - i. Clients may be directed to leave the clinic space at the sole discretion of staff when violations of the *Client Rights and Responsibilities* occur.
 - 1) Clients may be denied exchange supplies when in violation of the *Client Rights and Responsibilities* at the sole discretion of staff.
 - ii. If a participant refuses to leave the clinic space, the clinic host will be contacted to direct participant to leave the property.
 - iii. If a participant refuses to cooperate with NOSS and the clinic host, the police will be contacted to remove the participant from the property.
 - iv. Staff will notify their supervisor of each incident and complete an incident report when they return to the Toledo-Lucas County Health Department.
- g. Make sure at least one staff member is positioned to have visual coverage of the entry/exit at all times door is open to the public.
- h. The doors to clinic will be locked 15 minutes prior to the close of clinic and no additional clients are to be accepted after this time.
- i. No exchanges of services are to take place outside of clinical space and/or clinical hours.

2. Emergency

- a. Ensure a minimum of two Narcan kits are always available and accessible for use in clinic.
- b. Refer to *Mental Health Emergency SOP* if a client needs to be deescalated.
- c. In the event that a staff member needs to leave clinic their supervisor must be notified.

- d. If a staff member's absence will result in fewer than 2 staff members present at the clinic, the supervisor must verify that replacement coverage will be provided or determine if the clinic should close for the remainder of the day.

D. Inclement Weather

1. During a Level 3 Snow Emergency or when the Health Department is closed, there will be no clinic.
2. Clinic will be closed at the discretion of the organization hosting clinic.
3. Closing notices will be communicated through the Public Information Officer to the local news media, Health Department website, and the Health Department and NOSS social media.

E. Closing Procedures

1. Reset the clinical space to the way it was prior to setting up for clinic.
2. Inventory and secure remaining supplies.
3. Staff will exit the clinic together.
4. Supplies not left in clinic storage must be returned to the Health Department (see section VI. *Returning Supplies* for special circumstances).

V. Outreach Event Procedures

A. Prior to leaving for outreach event

1. It is recommended that a minimum of 2 staff are needed to run an outreach event unless stipulated otherwise.
2. Prepare supplies to be transported to the outreach site.
3. Have a cell phone (charged with saved coworkers, supervisors, and outreach event organizers contact information).
4. Plan outreach roles ahead of time.
5. Determine who the outreach event organizer is ahead of time.

B. Arriving at the event

1. Staff will arrive together to the outreach event.
2. As applicable check in with the outreach event organizer.
3. Set up for event.

C. Outreach services

1. If an incident occurs involving a participant of the event, the event organizer will be notified to determine further action.
2. Following an incident, NOSS staff will collectively determine if NOSS will leave the event.
3. NOSS staff will notify the event organizer and their supervisor if NOSS will leave the event.

4. NOSS staff will discuss the incident with their supervisor and complete an incident report upon return to the Toledo-Lucas County Health Department.

D. Leaving the event

1. As applicable, check out with outreach event organizer.
2. Staff will leave at the same time.
3. Supplies not left in clinic storage must be returned to the Health Department (see section VI. *Returning Supplies* for special circumstances).

VI. Returning Supplies

- A. If inclement weather or other exigent circumstances prevent the return of supplies or paperwork to the Health Department, they must be returned the next business day and staff must notify their supervisor.
- B. Supplies are **never** to be left in a vehicle overnight.
- C. Vaccinations, Narcan, and needles **must be kept in appropriate temperature controlled environments** if they cannot be returned to the department.
- D. Failure to comply with this section may result in disciplinary action.

VII. Maintenance

A. Review

1. The Northwest Ohio Syringe Services Workplace Safety Procedure standard operating procedure is to be reviewed annually to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By