

APPENDIX A: SAMPLE BIOHAZARD EVENT RESPONSE PLAN

WHAT IS A BIOHAZARD EVENT?

Diarrhea, vomit, blood, bodily fluids, or hypodermic needles found in a guest room or public area.

PRIOR TO CLEANING:

- 1.) If a guest or staff member is seriously ill, injured, or deceased, call 911 immediately.
- 2.) Notify management and security (if available) of the biohazard event.
- 3.) If a guest room is affected, close the room. If the affected area is in a public area, block it off using signs or barriers.
- 4.) Gather as much information as possible:
 - a. Date and time of the event.
 - b. Where the event happened, including floor and room numbers.
 - c. What happened during the event (diarrhea, vomit, etc.)?
 - d. Names of the person(s) involved with the event.
 - e. If contact with SNHD is required – the date, time of the contact; name, title, department and phone number of the person contacted.

STEPS TO CLEAN AFFECTED AREAS

- 1.) Staff cleaning biohazardous spills are recommended to wear the following personal protective equipment (PPE): _____
- 2.) Wait at least 15 minutes since the event occurred to allow airborne droplets to settle.
- 3.) If biohazard is a needle or other sharps, use tongs or forceps to place into a sharps container or _____.
- 4.) If mostly liquid, cover the area with an absorbent material, using the following materials: _____.
- 5.) If mostly solid, soak a towel with disinfectant and place it on the affected areas where any solids are. Leave the towels on the substance for 15 minutes to allow the disinfectant* to soak.
- 6.) Scoop and wipe up the absorbent materials or towels and place it all, including tools, in a biohazard labeled bag.
- 7.) If needed, spray more disinfectant on the area and continue to remove the substance with towels/paper towels until no more visible substance is left.
- 8.) When all the substance is removed, spray the entire area with disinfectant* and let it soak for 15 minutes.
- 9.) Finish cleaning the area using the following methods:
 - a. Hard floor and hard surfaces (such as toilet/bathtub) – allow it to air dry
 - b. Carpet – steam clean the area
 - c. Linens – place in a separate plastic bag, tie it up and put the bag into another plastic bag. Tie up the second bag and take it to the laundry. Wash and disinfect the linen.
 - d. Bed/couch – If made of easily cleanable materials or protected with a waterproof cover, clean and disinfect. Otherwise, discard affected items. Mark them or cut them open to prevent reuse.
- 10.) Place items used to clean the area into the plastic bag. Place the bag into a second plastic bag, tie off, and place into a dumpster. Towels used to clean can be grouped with linens
- 11.) Document details of the event and keep in your records.

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CHECKLIST

Personal Protective Equipment (check all that apply):

- ☐ Gloves
- ☐ Goggles
- ☐ Face Mask
- ☐ Apron

Cleaning supplies (check all that apply):

- ☐ Disposable gloves
- ☐ Broom
- ☐ Dustpan
- ☐ Paper Towels
- ☐ Absorbent Powder
- ☐ Tongs/Forceps
- ☐ Towels
- ☐ Mop
- ☐ Biohazard bags
- ☐ Biohazard labeled sharp containers
- ☐ Biohazard bag

Third Party Companies (list any that may be used):

- 1.) _____
- 2.) _____
- 3.) _____