I. PURPOSE

The purpose of the Tuberculosis Exposure Control Plan is to: (1) develop an effective program for the identification, prevention and control of Tuberculosis (TB); and, (2) provide appropriate treatment and follow-up should an employee be exposed to active Tuberculosis.

II. SCOPE AND APPLICABILITY

This plan applies to all MATC employees including part-time, temporary and student help who are identified in section V of this plan as having anticipated potential occupational exposure to active TB. The exposure determinations are based on the Center for Disease Control (CDC) recommendations.

The scope of this plan applies to all MATC campuses and work sites. However, clinical work sites may have additional procedural requirements and training for which this plan does not cover. Therefore, under those circumstances additional training/information may be required to be provided through clinical establishments.

III. RESPONSIBILITIES

MATC Environmental Health and Safety Manager (EH&S Manager)

1. Develop and implement a Tuberculosis Exposure Control Plan for all MATC campuses; review and evaluate plan as necessary.
2. Identify the anticipated and potential exposure of active Tuberculosis to all MATC employees.
3. Coordinate/assist in information and training of MATC employees covered under this plan (including TB exposure control training and respiratory protection training).
4. Assist in fit-testing at risk MATC employees with the NIOSH-approved N95 or better respirators.
5. Maintain documentation of training records and employee respiratory fit testing records.
6. Assist with medical follow-up as needed:
   1. Ensure appropriate public authorities are notified when active TB is suspected or diagnosed.
   2. Ensure proper evaluation/management of a positive skin test or symptom that may be due to tuberculosis.

**Human Resource Department**

1. Maintain (for the duration of employment plus 30 years):
   - TB screening records provided to them on each MATC employee covered under this plan.
   - A copy of all results provided to them of medical examinations and follow up procedures preformed following an occupational exposure to active TB.

**Dean of Health, Human, & Protective Services (HHPS)**

1. Responsible for exposure control within the HHPS Division. Work directly with EH&S Manager and other employees to ensure proper exposure control procedures are implemented.

**Supervisors/Managers**

1. Responsible for implementation of the MATC TB Exposure Control Plan for their area of supervision.
2. Schedule through the EH&S Office and/or conduct (or assist in) the appropriate training for employees covered under this plan.
3. Identify areas of work/study that are high risk for exposure to active TB and notify EH&S Manager.
4. Identify MATC employees who require fit-testing for N95 particulate respirators and notify EH&S Manager.
5. Have available the proper personal protective equipment for the employee in the high-risk work/study area.

**MATC Employees covered under this Plan (See Section V)**

1. Attend and participate in necessary training as directed by the EH&S Manager (i.e. Exposure Control and Respiratory Protection Training).
2. Participate in TB screening program.
3. Participate in fit-testing for the N95 particulate respirators as necessary.
4. Comply with procedures and information provided in training and in the TB Exposure Control Plan.
5. Be familiar with their responsibilities and duties if a potential occupational exposure to active TB occurs.
6. Report any potential exposure incidents to the EH&S Manager immediately.
7. Report any unsafe conditions or breach of procedural requirements to their immediate supervisor and/or the EH&S Manager.

**IV. DEFINITIONS**
**HEPA** means high efficiency particulate air filter (face mask - that meets the minimum requirement).

**High Risk Procedures** means a close contact with infectious persons; bronchoscopy; endotracheal incubation; suctioning; open abscess irrigation; sputum induction and aerosol treatments; autopsy; cough inducing procedures.

**HIV** means human immunodeficiency virus - virus that causes AIDS.

**Negative skin test** means decreases likelihood of active TB - periodic testing required.

**Positive skin test** means increases likelihood of active TB - clinical follow-up necessary.

**Tuberculosis Infection** means a condition in which tuberculosis organisms (M. tuberculosis, M. bovis, or M. africanum) are present in the body, but no active disease is evident. (Abbreviation - TB).

**Tuberculin skin test** means Mantoux technique (intradermal injection of 0.1 ml of purified protein derivative (PPD) containing 5 tuberculin units (TU).

**Tuberculosis Transmission** means spread of TB organism from one person to another, usually through the air.

**V. EXPOSURE DETERMINATIONS**

The following exposure determinations address which employees have anticipated and potential occupational exposure to active TB. These determinations are made based on the CDC recommendations and identify specific MATC staff covered under this plan.

### OCCUPATIONALLY EXPOSED EMPLOYEES TO ACTIVE TB

<table>
<thead>
<tr>
<th><strong>High Risk Category</strong></th>
<th><strong>Health, Human, &amp; Protective Services Programs</strong></th>
<th><strong>Job Classification</strong></th>
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<tbody>
<tr>
<td>EMS</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Respiratory Therapy</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Clinical Lab Tech</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Dental Assistant</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Dental Hygiene</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Dietetic Technician</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>LPN</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Medical Assistants</td>
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<tr>
<td>Nursing</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Nursing Assistant</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Radiology Tech</td>
<td>Instructors &amp; Assistants</td>
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<tr>
<td>Surgical Tech</td>
<td>Instructors &amp; Assistants</td>
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**Low Risk Category**

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<tr>
<th><strong>Low Risk Category</strong></th>
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VI. TB PREVENTION CONTROL

Early Identification
1. Within MATC workplace suspected cases of active TB shall be reported immediately to the attention of the MATC EH&S Manager.
2. At clinical settings staff are to follow clinical settings' established procedures.
   NOTE: "Early Identification" is key in the overall control of active TB. Mechanisms for triage tools are an important part of early identification; at clinical setting make sure these procedures are well defined and understood by MATC staff.

Employee Medical surveillance
1. The EH&S Manager shall assist in ensure administration and interpretation of TB Mantoux Skin Tests (annually for low risk groups; semiannually for the high risk group) through outside contract services (Concentra Medical for the current fiscal year (FY0304).
2. The Human Resource Department shall maintain all documentation of TB Mantoux Skin Tests.

Employee Prevention Program
1. Training and information shall be provided to ensure employee knowledge of the hazard of TB transmission, its signs and symptoms, medical surveillance and compliance with this plan.

Evaluation and Management
1. MATC employees with a positive skin test or with skin test conversion shall be referred to their private physician and managed according to published guidelines (CDC recommendations).
2. MATC employees diagnosed with active TB should be excluded from work until adequate treatment is instituted, cough is resolved and sputum is free of bacilli on 3 consecutive smears.
3. MATC employees receiving preventative treatment for TB should be allowed to continue usual work activities.
4. MATC employees who cannot take or do not accept a full course of treatment should have their work situation evaluated to determine a possible reassignment. Clinical evaluation and follow-up encouraged.

Personal Protective Equipment (PPE)
1. Appropriate PPE shall be provided at no cost to the employee.
2. NIOSH-approved N95 respirators shall be available and used where necessary to provide protection against active TB.
3. Disposable N95 respirators must be fit-tested to each individual.
4. All MATC Employees who are covered under this program and who anticipate the need of wearing a respirator should be fit-tested and receive respiratory protection training as outlined in the MATC Respiratory Protection Program.
5. To request the approval to wear a respirator, contact the EH&S Office.
VII. EXPOSURE INCIDENTS

All unprotected exposures to TB shall be immediately reported, investigated and documented in the following manner:

1. As with any accident/incident, the employee is to complete the incident (via the "Employer's First Report of Injury or Disease" packet and submit to the Division office for review and processing.

2. In addition, the involved employee will report the incident directly to the MATC EH&S Manager, as soon as possible after the exposure occurs (this should be done via a phone call to the EH&S Office at (608) 246-6291).

3. If the exposure occurs at a clinical site, the employee will follow procedures established by the clinical site. The employee will report to the MATC EH&S Manager on the following working day.

4. If the incident occurs and immediate contact with the EH&S Manager is not available, the employee shall be referred to their own physician, the College contracted physician services, or an emergency clinic in their area. The individual is to follow up with the MATC EH&S Manager as soon as possible.

VIII. INFORMATION AND TRAINING

1. Training shall be made available to all staff covered under this plan, and shall include:
   - A discussion of the epidemiology and symptoms of active tuberculosis diseases.
   - An explanation of the modes of transmission of active tuberculosis pathogens.
   - An explanation of the MATC Tuberculosis Exposure Control Plan (availability of the Plan upon request from the EH&S Manager).
   - Explanation of medical surveillance and therapy.
   - Site-specify protocol applicable to MATC campuses.
   - Note: Site-specific protocol at clinics addressed at the clinic.

2. Note: Respiratory protection training shall be provided where necessary in accordance with the MATC Respiratory Protection Program.

3. When an employee requires training, the manager/supervisor is to notify the EH&S Manager to set up a training session.

IX. RECORDKEEPING

Medical Records
Medical records will be maintained by the Human Resource Department at MATC. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

1. The name and social security number of the employee.

2. A copy of the employee TB skin testing status, including the dates of sin testing.
3. A copy of all result of examinations, medical testing, and follow-up procedures.

Training Records
All training records will be maintained by the EH&S Manager at the Truax Campus. Training records shall be maintained for three years from the date of training. The following information shall be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training;
4. The names and job titles of all persons attending the training sessions.

Availability
All employees record shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records
If this facility is closed or there is no successor employer to receive and retain the records for the prescribe period, the Director of the NIOSH shall be contacted for final disposition.

X. OTHER

Evaluation and Review
The EH&S Manager is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

XI. REFERENCES

US Department of Labor, Occupational Safety and Health Administration, "Enforcement Policy and Procedures for Occupational Exposure to Tuberculosis", October 8, 1993.