

CENTRAL STATE HOSPITAL  
PROCEDURE

SUBJECT: **CLIENTS WITH INFECTIOUS OR COMMUNICABLE DISEASE;**  
**NOTIFICATION OF LAW ENFORCEMENT EMPLOYEE (LEE)**  
**AND PERSONS TRANSPORTING BODIES**

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Chief Medical Officer

LAST REVISION DATE: February 2008

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The purpose of this procedure is to ensure that the hospital complies with the Official Code of GA Annotated.

Participants: Service Chief

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**Service Chief**

1. The Service Chief will develop an internal plan to ensure that the following steps are taken when a client with an infectious or communicable disease (tuberculosis, meningitis, measles, chicken pox, influenza, human immunodeficiency virus (HIV), infectious hepatitis, syphilis, gonorrhea and chancroid) is released to a state or local transporting Law Enforcement Agency or, upon the death of a client, when the body is released for disposition. The specific disease with which the client is diagnosed will not be disclosed to the transporting personnel.
  - a. Designate the employee(s) who is/are responsible for notifying the transporting personnel that the client has/had an infectious or communicable disease.
  - b. Have form CSH-260, Notification of An Infectious or Communicable Disease (attachment I), completed by the designated employee. Identify the client by identification number on the form, and ensure that airborne or bloodborne disease is circled as appropriate.
  - c. Ensure that the releasing employee and the transporting personnel are aware that the information released or obtained is confidential and that any person making an unauthorized disclosure is guilty of a misdemeanor.

- d. Give the transporting personnel the original copy of form CSH-260.
- e. Stamp the client's stamp plate data in the box on the front of a copy of the completed form CSH-260 and file this form in the client's medical record.
- f. Explain appropriate precautions to take to the transporting personnel if the client is coughing but has not been diagnosed with an infectious or communicable disease.

**Approved:**

**This procedure has been approved by the CEO and CMO in March, 2008.**

Attachments:

- Attachment I – Notification of an Infectious or Communicable Disease
- Attachment II - Guidelines on avoiding Airborne or Bloodborne Infectious or Communicable Diseases

**CENTRAL STATE HOSPITAL**  
**NOTIFICATION OF AN INFECTIOUS OR COMMUNICABLE DISEASE**

I have been notified that the client that I am transporting may have an airborne/bloodborne (circle one) infectious or communicable disease.

I have been given this guide (see below) on the appropriate precautions that should reduce the risk of becoming infected with the types of diseases indicated above.

This notification and guide are in compliance with Georgia Code and this information is confidential. Unauthorized disclosure of this information is a misdemeanor.

(Client Identifying Number)

\_\_\_\_\_  
(Printed Name of Transporting Officer)

\_\_\_\_\_  
(Signature of Transporting Officer)

\_\_\_\_\_  
(Individual Issuing Notification/Guide)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Date)

GUIDELINES ON AVOIDING AIRBORNE OR BLOODBORNE  
INFECTIOUS OR COMMUNICABLE DISEASES

The risk of contracting an airborne or bloodborne disease while transporting a client is low. Observing some or all of the following guidelines should reduce the risk of infection.

AIRBORNE DISEASES

The most important precaution to take is to provide the client with a supply of tissues and a disposable container (e.g., a paper bag). Instruct the client to cover his/her mouth and nose with at least two two-ply tissues when coughing or sneezing and then to place the used tissues in the container. Dispose of the container and used tissues in an ordinary trash container.

If feasible, the rear windows of the vehicle should be kept open and the heating and air conditioning system set on a non-recirculating cycle.

Ideally, the transporting vehicle should have an airtight Plexiglas partition (or a similar partition) separating the client from the transporting officer.

If the client has a vigorous, productive cough, the client and/or the transporting officer should wear a properly fitted disposable surgical mask or a particulate respirator.

BLOODBORNE DISEASES

To reduce the risk of a bloodborne infection, the transporting personnel should practice "**Standard Precautions,**" in which he or she treats blood and all body fluids of any client being transported as potentially infectious or communicable. Standard Precautions include the following guidelines:

The wearing of gloves is standard procedure whenever there is possible exposure to blood or body fluids. No one type of glove is appropriate for all situations:

Latex, disposable gloves - For use when touching blood, body fluids, mucous membranes, and nonintact skin. In an emergency situation use these gloves.

Rubber household gloves - For use when cleaning and decontaminating spills of blood or body fluids.

Thick, leather gloves - For use to help prevent bites or scratches from clients. (NOTE: Transmission of these diseases by a bite or scratch would be an unusual occurrence.)

Masks, eyewear and plastic gowns should be worn when/if there is a possibility of splatter of blood or body fluids into mucous membranes (eyes, nose or mouth), onto non-intact skin or onto clothing.

Name Plate