### EMPLOYEE EXPOSURE CHECKLIST:

<table>
<thead>
<tr>
<th>Employees Name</th>
<th>Title/Position</th>
<th>Date of Incident</th>
<th>Institution: ______________________________</th>
</tr>
</thead>
</table>

**ACTIONS NEEDED**

**Completion**

**Date/time**

**BY WHOM**

If you have had bodily exposure to blood or other potentially infectious materials (OPIM), immediately inform the nearest supervisor of the event and the need to wash the affected area.

Remove contaminated outer gloves and/or protective clothing before handling any door knobs or other objects;

In the event of gross contamination, or eyes being affected get someone to assist you to get to washing facilities;

Immediately, or as soon as possible, wash the affected area of your body; flush affected eyes and mucous membranes with continuous flow of water (eye and face wash station);

Immediately, or as soon as possible, inform your supervisor you have experienced a potential exposure; and provide the basic information about the nature of the exposure (puncture, bite, splash, etc.), type (blood, OPIM), and the area affected;

After washing the affected area, and as soon as possible, proceed to Health Services;

If your clothing or footwear have been contaminated, inform your supervisor you will need a change of clothing; you are prohibited from removing contaminated articles from the facility.