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MEMORANDUM

PERSONNEL MEMORANDUM 20-04

TO: Cabinet Secretaries
Constitutional Officers
Agency Heads
HR Administrators

FROM: Gerina D. Whethers, Secretary

DATE: April 3, 2020

RE: **Blood Drives**

To ensure consistency in our policies and protocols across the enterprise, and as follow up to Governor Beshear's Executive Order 2020-215 declaring a State of Emergency in response to the 2019 Novel Coronavirus (COVID-19) and Orders issued under the State of Emergency, blood drive protocols involving Executive Branch state employees at state government facilities have been amended as set forth herein.

Until further notice, all blood drives will be held via mobile transportation units only. For all mobile drives held at state-operated facilities, additional preventative measures must be in place. Those preventative safety measures are explained below. The Personnel Cabinet will take the necessary steps to notify all Executive Branch blood drive coordinators that the following preventative safety measures must be utilized for any scheduled blood drives.

Blood donation continues to be a top priority for our community and employees are free to donate at any fixed site, FDA-approved blood center locations as well as drives that are not sponsored by state government agencies. This information will be available on our website and will also be communicated by email. Our Executive Leadership remains in constant contact with the Governor's Office and health officials and we reserve the right to amend this policy as needed.

For updated information on COVID-19, please visit www.kycovid19.ky.gov or call 1-800-722-5725.

Thank you for your patience and understanding as we navigate this constantly evolving situation.

Please keep the following guidelines in mind regarding leave time for blood donations:

- Employees must request blood donation leave in advance.

- All employees who donate blood at a licensed blood center certified by the Food and Drug Administration during their regular working hours shall receive (4) hours leave time, with pay, for the purposes of donating blood and recuperating.
- Blood Donation Leave shall be used at the time of the donation unless circumstances, as specified by the supervisor, require the employees to return to work.
- If the employee returns to work, the unused portion of the leave time shall be credited as compensatory leave.
- Blood donation leave shall not be granted for donations given during an employee's lunch hour.
- Employees who are deferred from donating blood shall not be charged leave for the time spent attempting to donate, but shall not receive the four (4) hours leave time for attempting to make a donation.
- Employees are required to submit blood donation leave verification to their supervisor.

If you have any questions, please contact the following:

1. Leave - Personnel Cabinet, Office of Legal Services at (502) 564-7430
2. Drive - [Tony Dehner](#), Drive Coordinator at (502) 564-9653
3. Blood Donation – [Kentucky Blood Center](#) at 1 (888) 775-2522
[American Red Cross](#) at 1 (800) 733-2767

ADDITIONAL SAFETY MEASURES FOR STATE-SPONSORED BLOOD DRIVES

At each blood drive, thorough safety protocols must be followed including:

- All blood drive staff will have their temperatures taken before leaving the blood center and prior to the blood drive.
- Prior to entering the bloodmobile/blood collection site, all donors will have their temperatures assessed.
- In an effort to limit the number of people on a bloodmobile, appointments should be reduced.
- Limit staff/donor contact by having the same staff member process the donor from start to finish, i.e., from registration through phlebotomy.
- Use a Clorox wipe or other acceptable method to sanitize the screening chair/seat between donors.
- Wipe down the entire phlebotomy bed between donors.
- Wipe the door handles (including any screening booth doors) and hand rails between donors.
- Wipe the donor reading materials (e.g., Educational Materials booklet, laminated post donation instructions, etc.) between donors.
- Wipe all work surfaces between donors.
- Thoroughly wipe any electronic devices used for registration or intake with Clorox wipe or an alcohol pad prior to each donor using it.
- Provide the donor with hand sanitizer or alcohol wipes to use before entering and throughout the donation appointment.
- Use of masks to protect the donor and staff, if such masks are available.
- Wearing gloves and changing them after every donor.
- There should be only one donor in the bed area at any given time.

Notification of Donors:

- Call donor #1
- Take donor #1 temperature
- Donor #1 passes screening – allow on bus to bed area for donation/screening
- Clean booth

- Call donor #2
- Take donor #2 temperature, acceptable range, enter back door to screening booth
- Donor #2 passes screening – allow on bus to bed area for donation/screening

- Donor #1 – finishes donation process including hydration, exits the bus prior to the beginning of blood collection of donor #2
- Clean bed

- Donor #2 screening – take to the front of the bus to bed area for donation/screening booth cleaned (Donor #2 can be held at appropriate social distance if needed to finish process)

- Call donor #3
- Repeat steps...
- **NOTE: At no time shall more than one donor be in the bed area for donation.**