

Section: **D**
Subject: **Infection Control Policy
and Procedures**

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INFECTION CONTROL POLICY AND PROCEDURES

Community Living-Central Huron is committed to providing employees and volunteers with a safe and healthy workplace. This will be accomplished by focusing attention on the overall wellness, proper hygiene practices and education of employees and volunteers about the risks and best practices related to infection control in the workplace and ways to avoid them. All employees and volunteers are expected to actively support this policy and its procedures; non-compliance with the Infection Control Policy and Procedures is subject to discipline, up to and including dismissal.

Definitions:

Infection: the invasion and multiplication of microorganisms such as bacteria, viruses and parasites that are not normally present within the body. An infection may show no symptoms, or symptoms may be apparent; an infection can remain localized or it may spread throughout the body.

Hazard: any real or potential condition, practice, behaviour, act or thing that can cause injury, illness or death.

Risk: a chance of injury or loss.

Personal Protective Equipment: clothing and equipment designed to protect an individual from injury; for the purposes of this policy, it may be disposable gloves, alcohol-based hand sanitizer, masks, eye wear (goggles, glasses), gown or apron to cover clothing, etc.

Universal Precautions: refers to the ongoing practice of avoiding contact with another person's bodily fluids, by means of wearing nonporous personal protective equipment (gloves, glasses, goggles, face shields, masks, gowns) to minimize the risk of infection. Essentially, universal precautions are good hygiene practices, such as hand washing, use of gloves/sanitizers and other barriers, correct handling and disposal of needles and sharps.

Bodily Fluids: include blood, semen, vaginal secretions, oral/respiratory secretions, sputum, urine, feces, wound drainage and any other moist body discharge.

Direct and Indirect Disease Transmission: contact transmission is the most common form of transmitting diseases and infection. Direct contact is when there is physical contact between the infected person and healthy person, via blood, bodily fluids; examples kissing, sexual contact, contact with oral secretions, body lesions. Indirect contact is when the infected person coughs, sending infectious droplets into the air; the healthy person then inhales the infectious droplets or the droplets land directly in their eyes, nose or mouth, or the person touches a surface where the infectious droplets have landed. Droplets generally travel between three and six feet; and when they land on commonly used objects, ie. tables, doorknobs, telephones, and healthy people touch the contaminated object with their hands, eyes, nose, mouth they can become infected.

Mucus Membranes: a membrane lining all body passages that come in contact with air, such as respiratory and digestive tracts and having cells and/or glands that secrete mucus. (ie. nostrils, lips, mouth, eyes)

Infection Control/Prevention: proper thorough hand washing is one the best methods to prevent disease transmission along with good personal hygiene. Regular disinfection of frequently touched surfaces such as doorknobs, handrails, computer keyboards, telephones, counter tops, etc., is also beneficial to avoid the spread of infection.

Fit Testing: is a mandatory test that is conducted to ensure the seal between the respirator mask and the person's face is a tight seal to provide protection from air borne contaminants.

Examples of Hazards:

- not wearing protective equipment, ie. gloves should be worn to sort/dispose of contaminated items, clean-up vomit, blood spills and other bodily fluids;
- improper disposal of sharps, eg. placing sharps in with 'regular garbage' and not utilizing the sharps container;
- neglecting to disinfect an area that has been contacted by bodily fluids, eg. not utilizing a the proper mixture of disinfectant (1 part chlorine bleach to 9 parts water)
- not ensuring that refrigerators are kept the proper temperature for food storage.

Prevention Procedures:

To prevent the spread of infections, the following practices should be followed: hand hygiene; personal protective equipment and safe handling and disposal of sharps. Prevention procedures include:

- washing hands vigorously before and after contact when providing personal care to individuals supported, after using the washroom, and before and after preparing meals;
- use of alcohol-based hand sanitizers;
- wearing disposable gloves for all procedures that may give exposure to mucous membranes, non-intact skin, body fluids and objects that have been in contact with the above. Change gloves before and after each procedure and wash hands after removing the gloves.
- wearing masks and protective eye wear if there is a possibility of bodily fluids to splash skin or mucous membranes ;
- wearing gowns or plastic aprons during procedures or circumstances where soiling may occur;
- properly using and disposing of needles or other sharp instruments; obtain clear instructions and training specific to the person supported and dispose of needs in approved "Sharps Container;"
- disinfecting areas exposed to disease transmission, using a mixture of 1 part chlorine bleach to 9 parts water; and
- food safety, handling, preparation and cross-contamination awareness.

Goals and Objectives:

The goal of this Policy is to increase and maintain awareness and education of infection control for all employees and volunteers; prevention will be the primary focus. Further objectives are to reduce the number of injuries and to comply with Occupational Health & Safety legislation. This will be accomplished through a participatory program by the Board of Directors, Management Staff, all support workers and volunteers.

Roles and Responsibilities:

As with all matters relating to health and safety, responsibilities are shared among the workplace parties, more specifically:

Employer (Sections 25 and 26, Occupational Health & Safety Act):

The Employer will:

- provide awareness and education materials to all workers and volunteers to aid in the prevention of infection;
- provide as appropriate all necessary personal protective equipment;
- monitor that all employees and volunteers are using safe work practices;
- improve its knowledge of measures to reduce incidents of infection in all work locations; and
- review statistics quarterly with the Location Health and Safety Representatives, to identify work areas with incidents of infection; education of such and a means to reduce any potential injuries.
- determine, in consultation with health care professionals, what medical requirements (ie. medical exam) and testing (ie. TB testing) may be required for Staff to undertake.

Supervisor (Section 27, Occupational Health & Safety Act):

The Supervisor will:

- ensure all employees and volunteers perform their tasks in a safe manner through regular audits of use of personal protective equipment, proper hygiene practices and related procedures and making corrections as necessary;
- take every reasonable precaution to protect workers and volunteers;
- educate employees and volunteers on the hazards and provide written measures and procedures as required;
- lead by example (ie. always direct and perform work in a safe manner themselves);
- provide personal protective equipment; and
- seek information from approved health care professionals regarding specific infectious control matters and convey such information to other Staff (ie. recommended clean-up for blood spills).
- communicate medical and testing requirements to Staff.

Location Health and Safety Committee Representatives:

Location Health and Safety Committee Representatives will:

- regularly inspect the workplace, use of personal protective equipment and proper hygiene practices to ensure a safe and healthy environment and involve workers, as needed with inspections;
- be trained on infection control and prevention ideas; and
- make recommendations to the Employer on how to eliminate, control or reduce hazards or risks that increase the likelihood for infection of employees and/or volunteers.

Workers (Sections 28, Occupational Health & Safety Act):

Workers will:

- ensure that safe work practices include prevention and protections of infections, use of personal protective equipment, proper hygiene practices; including properly using all equipment provided by the Employer;
- report in writing to their Supervisor, in a timely manner anything that may be a hazard or risk factor that could cause or contribute to infections;

- take part, when requested, in a workplace inspection to advise of any infectious hazards or risks;
- participate in education sessions and comply with safe work procedures; and
- abide by medical and testing requirements, as determined by the Employer.

Reporting and Investigation:

It is the responsibility of all employees and volunteers to immediately report all infections or potential risk factors, hazards, injuries to their immediate Supervisor using the Employee Incident Form and /or the Workplace Hazard & Suggestion Report. The Supervisor will investigate the incidents of infections or potential infections, as soon as possible and take appropriate steps to address any continuing risk to the health and well-being of all employees and volunteers.

Evaluation:

Community Living-Central Huron is committed to looking at leading indicators of infection through surveys to employees and volunteers and providing continuing education and awareness as necessary. Supervisors will regularly audit employee and volunteer practices related to infection control, as well as review the monthly checklist for any noted hazards and corrections. The Location Health and Safety Representatives will make recommendations to the Employer to identify infectious issues and potential hazards.

Policies and Procedures:

- Volunteer Policy (B-007)
- Accessibility Policy (B-009)
- Duty of Care Policy (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights Policy (C-001)
- Serious Occurrence Policy (C-006)
- Communication Book (C-007)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation for People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Persons Supported Food and Nutrition Policy (C-015)
- Health and Safety Policy Statement (D-001)
- Emergency Policy (D-003)
- Pandemic Policy (D-008)
- First Aid Policy and Procedures (D-011)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Sharps Policy and Procedures (D-018)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Appraisal Policy (E-008)
- Employee Performance Standards Policy (E-011)
- Disciplinary Policy (E-012)

Other Related Documents:

- Medication Policy and Procedures Manual
- Occupational Health and Safety Document