

Policy & Procedure Manual

**ROUTINE PRACTICES FOR INFECTION PREVENTION
– HR-XI-11**

POLICY:

Routine Practices are used for the handling of blood and body fluids of all people (people receiving support, employees, visitors, volunteers, students, etc.) regardless of a disease diagnosis.

If there are conditions in an area that require isolation procedures to be followed, all people entering the work area must be advised.

All new employees will attend a training session on Health and Safety Awareness, which shall include a section on Routine Practices.

PURPOSE:

1. To prevent the transmission of infections to people receiving support, employees, volunteers, students and visitors and to the environment.
2. To ensure consistent practices among all employees, visitors and volunteers including the use of appropriate personal protective equipment.

DEFINITION:

Routine Practices – The system of infection prevention and control practices recommended by the Provincial Infectious Diseases Advisory Committee (PIDA) to be used by all health care providers during all personal care to prevent and control transmission of microorganisms.

PROCEDURE:

1. **Hand Washing:**

NOTE: Sinks used for food preparation should not be used to wash hands after providing personal care.

- i. Proper hand washing is the most effective way of preventing the spread of infections.
- ii. Wash hands after direct contact with blood, body fluids, secretions, excretions and contaminated items whether or not gloves are worn.
- iii. Wash hands immediately after gloves are removed, between personal care contacts, and when otherwise required to avoid transfer of micro-organisms to other persons, the environment or to yourself.

1. **Hand Washing (continued):**

- iv. Wash hands between different tasks and procedures on the same person to prevent contamination of different body sites (i.e. mouth care then bathing).
- v. Use warm running water and sufficient liquid soap from a pump dispenser to form lather.
- vi. Wash all surfaces of hands thoroughly, including wrists, palms, back of hands, fingers and under fingernails. Rub hands together creating friction on the skin for at least 30 seconds. If a nail brush is used, remember to disinfect the brush by washing it with soap and water, then soak it in a solution of 1 part bleach to 10 parts water for 10 minutes. Rinse and allow brush to air dry. This must be done after each use.
- vii. Using a one-use towel or a disposable paper towel, dry hands thoroughly by patting the skin, rather than rubbing to avoid chapping and cracking, then use this towel to turn off the taps; dispose of towel. Apply lotion to help prevent or soothe dry skin. Refer to posted hand washing signs within your work area.

2. **Gloves: N.B. – Gloves do not replace hand washing.**

- i. Prior to putting gloves on: it is ideal to remove all jewellery and at a minimum requirement, to remove jewellery that may puncture the glove, and cover any cuts, scrapes or skin irritations with protective coverings to provide additional coverage in case of contact with blood and body fluids. Watches need to be removed or worn above the wrist.
- ii. Wear a single pair of proper fitting disposable gloves when touching blood, body fluids, secretions, excretions, mucous membranes, non-intact skin and contaminated items and when there is a chance of coming in contact with body fluids/contaminated objects.

- iii. Put proper fitting disposable gloves on prior to touching mucous membranes and non-intact skin.
- iv. To prevent the spread of micro-organisms and self-contamination, change gloves between tasks and procedures on the same individual; after contact with blood and body fluids, and if gloves become punctured.
- v. Remove gloves promptly after use and before touching non-contaminated items, environmental surfaces, and before having contact with another individual.
- vi. Wash hands and change any bandages immediately after removing gloves. This will assist in decreasing the likelihood of transferring micro-organisms to other individuals, the environment or yourself.
- vii. For non-person contact with blood or body fluids, non-disposable rubber gloves may be worn. Before removing gloves, wash outside of gloves with antibacterial hand soap, rinse and hang to dry (i.e. blood spill on the floor).

3. **Mask, Eye Protection:**

- i. Wear eye protection or a disposable mask to protect the eyes, nose and mouth during procedures and personal care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.
- ii. If a splash does occur to the eye or mucous membrane, wash the affected eye(s) under running water for 10 to 20 minutes. Follow any directions per the SDS instructions and notify the supervisor and follow procedures outline in the policy Employee Injury/Illness While at Work if claiming an Occupational Illness or Exposure .
- iii. Wash reusable eye protection after each use with soap. Rinse and hang to dry.
- iv. Wash hands after removing eye goggles or mask.

4. **Sharps Disposal:**

- i. Use a dustpan and tongs/brush to dispose of materials with broken/sharp edges, broken glass, etc.
- ii. All used sharps including broken glass are placed directly into an appropriate container such as a hard plastic container, hard cardboard box or coffee can. The container will be sealed with tape when it is full and then put into regular garbage.

- iii. A biohazard sharps container will be located in each work area. This container will be used to dispose of used syringes, and all other related sharps e.g. razors, lancets. No other objects/materials are to be placed in these containers.

Employees are not to place their hands into the container. When disposing of sharps, keep disposal container nearby, to avoid walking with sharps in hand and immediately seal and store the container away in a cabinet, appropriate to the work environment. (i.e.: locked or unlocked)

- iv. Full bio hazardous sharps containers, must be replaced with a new container. To dispose of these full containers, contact Janzen's Pharmacy and request they come to the group home to pick up the full container. No worker shall be disposing of these containers.
- v. Each washroom at the 95 N. Cumberland office and the accessible washroom at 86 S. Cumberland office has been equipped with a sharps container supplied by Superior Points. To dispose of full containers contact Superior Points Harm Reduction Program at any of the following numbers: 625-8831, 625-7996, or 625-8830.

Note: For Needle Handling Safety/Disposal Procedures refer to Needlestick Injury Precautions Policy R-X-6.

5. Mouth to Mouth Resuscitation:

- i. Use the Laerdal Pocket Mask or a disposable face shield.
- ii. The Laerdal mask is reusable and easy to clean. The one-way valve is disposable and is to be discarded after single person use and replaced with a new valve.
- iii. Wash and scrub mask in warm soapy water. Rinse in clean water. Submerge for 10 minutes in a 1:10 (1 part bleach to 10 parts water) household bleach solution. Rinse and allow to air dry. This must be done after each use.
- iv. If blood or body fluids get into your mouth, do not swallow. Spit out several times and rinse your mouth with water several times. Notify the supervisor immediately and follow the procedures outlined in the policy – Employee Injury/Illness While At Work, if claiming an Occupational Illness Exposure.

6. Other:

In addition to Routine Practices, follow the Isolation Policy found in Personal Support Services Policy R-X-3 for all identified diseases which require employees to follow more detailed safety procedures.

POLICY: HR-XI-11
DEPARTMENT: Human Resources
CATEGORY: Health and Safety - General
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RECOMMENDED BY: Director, Human Resources and
Co-ordinator, Health and Safety

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: September 1998

AUTHORIZED BY: Executive Director

SIGNATURE: 

