

Policy & Procedure Manual

ISOLATION – R-X-3

POLICY:

When it has been determined by a Physician or the Thunder Bay District Health Unit (TBDHU) that an individual receiving service has a condition that warrants isolation, all employees will follow isolation procedures. The Executive Director will be notified of any reportable communicable disease as per the Ministry of Health's reporting obligations.

PURPOSE:

1. To outline the process and structure for implementation of Isolation procedures.
2. To minimize the spread of infectious micro-organisms to people supported employees, visitors and the environment.

PROCEDURE:

NOTE: Depending on the transmission route of the organism, the isolation procedure may vary.

1. **CONSULTATION/NOTIFICATION:**

- a) Consult the individual's Physician or the TBDHU for directions on isolation procedures and treatment required for a person diagnosed with an infectious disease. If the Physician has determined that it is a reportable communicable disease, follow their directions for reporting this disease to the TBDHU. Often the Physician or hospital will do this report.
- b) During regular working hours, 8:00 am – 4:00 pm, Monday to Friday, notify the Supervisor and Coordinator, Health and Safety, of any known infection that requires implementation of this policy. After hours notify the Supervisor on call and notify the Coordinator, Health and Safety, on the next working day. The Director, Community Services/Designate will be responsible for notifying the Executive Director/Designate of any Isolation Procedures implemented.
- c) A sign indicating that isolation procedures are in place will be posted on the bedroom door of the person supported. These signs will be kept in each home for use when required.

2. ISOLATION LOCATION:

- a) When a person is determined to be infectious, place them in a private room or, if not available, with a roommate who has the same organism but no other infection.

3. GLOVING:

- a) When providing care for the infected person, change gloves each time you come in contact with infectious materials, contaminated objects or equipment, and each time care is provided to different sites (i.e. mouth-care then bathing).
- b) Gloves used to provide care in the person's room should not be worn outside of their room. Dispose of them in a garbage can in the room.
- c) If a hand-washing sink is not available, employees can use waterless hand sanitizer until they can get to a sink to wash. Wash hands immediately for 30 seconds with soap and water and use a disposable paper towel to dry your hands. Note: waterless hand sanitizer is not effective for cleansing of hands that are visibly soiled – follow Routine Practices for Residential Settings Policy R-X-11.

4. GOWNS:

- a) Wear a disposable gown each time there is potential to come in contact with infectious materials, body fluids, contaminated equipment and for any contact with a person in isolation.
- b) Remove the gown before leaving the room and place the gown in the garbage container inside the room.
- c) After you have removed the gown, ensure that your clothing does not come into contact with any potentially contaminated surfaces.

5. MASKS/EYE PROTECTION:

- a) If necessary the employee will use the appropriate type of masks, eye protection or face shields as may be directed by the TBDHU.

6. GARBAGE DISPOSAL:

- a) All garbage will be placed into a separate lined garbage container in the isolation room.

- b) To dispose of isolation garbage, tie the bag tightly closed and place it out with the main garbage immediately.
- c) Re-line garbage containers with a clean garbage bag.

7. EQUIPMENT CARE:

- a) When possible, dedicate the equipment to stay in the person's room. This will decrease the chance of transmission of micro-organisms.
- b) If it is necessary to remove the equipment from the room, it must be disinfected first with the appropriate disinfectant according to Environmental Cleaning Policy R-X-5.

8. LINEN AND LAUNDRY:

- a) Dirty linen is to be placed into a basket in the person's room. The basket will be lined with a garbage bag. Ensure disposable gloves are being worn when handling soiled laundry.
- b) Soiled laundry will be cleaned of any large amounts of body waste before washing. Before leaving the room, remove large amounts of waste using disposable paper towels and place the soiled towels in a garbage bag in the person's room.
- c) When changing the bedding, roll the linen away from you into a ball and place the laundry into the lined laundry basket inside the person's room. Linen is never to be shaken when removing it or placing it on a bed.
- d) Ensure disposable gloves are being worn when transporting the garbage bag containing the laundry to be washed. Close this bag before leaving the room and place a clean garbage bag in the laundry basket. The worker will ensure that no environmental surfaces are touched with the bag while transporting. Laundry will be emptied into the washer and the bag disposed of in the main garbage immediately.

N.B. – If the contaminated laundry touches the outside of the washer or other surfaces, these areas must be disinfected.

- e) Laundry is to be washed immediately and separate from other loads. Wash the laundry in hot, soapy water. The water temperature combined with the soap, the agitation of the washing machine and the heat of the dryer, will kill any traces of the micro-organisms.

- f) Only bring the required amount of clean bedding into the person's room. Once the bedding is in the room, it will be treated as contaminated and cannot be removed unless it goes into a laundry bag.

9. DISHES AND EATING UTENSILS:

- a) While isolation procedures are in place, disposable dishes/eating utensils will be used, unless contraindicated.

N.B. – Special consideration must be given to each person's feeding/eating needs.

10. ROUTINE CLEANING OF THE ENVIRONMENT:

- a) During the use of isolation techniques, the environment needs to be cleaned and disinfected daily, according to Environmental Cleaning Policy R-X-5. Special attention should be given to the areas with the highest number of potential micro-organisms, i.e. bathtub and the person's bedroom.
- b) Any equipment that will be leaving the person's room must be thoroughly disinfected before it leaves the room according to Environmental Cleaning Policy R-X-5.
- c) The person's room needs to be disinfected daily, i.e. bed rails and equipment.
- d) Once isolation has been discontinued, wash and disinfect all surfaces and equipment, bedrails, pumps, all bedding, all clothing, etc. Wall areas likely to have been touched need to be washed and disinfected. All window coverings must be washed. This will eliminate any organisms and prevent the possibility of further contamination.

11. VISITORS:

- a) Employees are to instruct all visitors to follow these precautions.
- b) There is no need to restrict visitors unless an outbreak occurs, or special circumstances exist as determined by the Executive Director or the Medical Officer at the TBDHU.

POLICY: R-X-3

DEPARTMENT: Community Services

CATEGORY: Infection Prevention and Safe Food Handling

EFFECTIVE DATE: March 2021

SUPERSEDES VERSION DATED: April 2015

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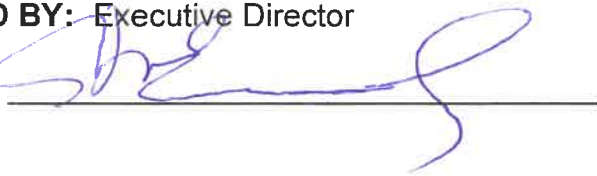
RECOMMENDED BY: Director, Community Services **APPENDICES:** 0

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

ORIGINAL POLICY DATE: February 2003

AUTHORIZED BY: Executive Director

SIGNATURE: _____

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be the name of the Executive Director.