

Ingersoll Support Services Inc.

Policy: Infectious Diseases	Policy # HS 6a Section: Health and Safety
Reviewed and Effective: June 28 2017 Date of Origin: March 19 2009	Ministry requirement - OHSA
<i>Ingersoll Support Services will maintain effective guidelines for infection and disease control. This policy must be used in conjunction with all other applicable health and safety regulations and governmental legislation.</i>	

Procedure:

General Guidelines

All employees will be provided with general education on infection prevention and control (IPAC) practices. This education will include:

- The risks associated with infectious diseases
- The importance of appropriate immunizations
- Hand hygiene
- Appropriate cleaning and/or disinfection of items
- Employees will also be notified of any pertinent health notices that may affect the workplace and will also be informed of their responsibilities in the face of health notices or bulletins
- Current immunizations are encouraged for all employees, but are not required
- Employees must follow all health and safety policies at all times
- This Infection and Disease Control Policy will be amended at minimum annually, but may be amended more often as contagious infections come in season (e.g. influenza, H1N1, cough/cold season)

Employees Who May be Contagious

Employees who may have contracted a cough/cold, flu, etc. and are in the early stages of infection should not report to work as they may infect the others in the workplace. Employees are required to exercise their judgement and call-in if they are contagious, using the Ingersoll Support Services' Call-In Procedure. Where a replacement employee could not attend in the ill employee's place, the employee may be requested

to come for part of the shift but will be required to wear protective equipment to minimize the possible spread of infection as much as possible (e.g., gloves, face mask, etc.).

Management at Ingersoll Support Services will keep records of absences due to illness and is responsible for noting any alarming trends or repeated outbreak of infections. In any cases where a pattern is noted, senior management will be notified so that additional infection control procedures can be put into place where necessary.

Employees should only return to the workplace when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.

Transmission of Microorganisms

Employees and clients of Ingersoll Support Services may be exposed to pathogenic microorganisms, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods of time.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion;
- Contact with the skin, eyes, or nose.

While it may not be possible for Ingersoll Support Services to completely eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Routine Practices

Following routine practices helps to protect both the employees and clients of Ingersoll Support Services from pathogens. Consistent practices must be used at all times with all persons as someone could be infected but be asymptomatic.

Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with plain or antimicrobial soap with water as well as non-rinse alcohol-based hand rubs.

Ingersoll Support Services will implement a hand hygiene program that incorporates the following elements:

- Provides employees with the ability to wash their hands with soap and water or alcohol-based hand rub when working with a client;
- Provides education to employees about how and when to wash their hands; and
- Ensures that client hand hygiene is also supported.

Employees of Ingersoll Support Services should wash their hands with soap and running water:

- If hands are contaminated with bodily fluids or visibly soiled, including when soiled with powder from hand protection gloves; and
- After any personal body function.

When using soap and water, a minimum of 15 seconds of lathering is required before rinsing.

When hands are not visibly soiled, the use of 70-90% alcohol-based hand rub is the preferred method of hand hygiene. This would include:

- Before and after any direct contact with clients;
- Before and after eating;
- Before and after smoking;
- After body fluid exposure risk; and
- After client/client environment contact.

Apply sufficient hand rub so that a minimum of 15 seconds will pass before the product becomes dry on hands.

Employees should exercise good judgment when determining if hands should be washed. If it is possible that hands may have become contaminated with bodily fluids, they should be washed with soap and water or sanitized.

Impediments to Effective Hand Hygiene

- Nail polish – chipped nail polish can harbour microorganisms that are not removed by hand washing
- Artificial nails – associated with bacterial and fungal outbreaks
- Rings, other hand jewelry and bracelets – are hard to clean, hide bacteria and viruses from the hand hygiene agent, and increases the risk of tears in gloves. Watches and long sleeves should be pulled above the wrist when hands are cleaned

Additional Hand Hygiene Guidelines

- Hand hygiene should be done in a manner appropriate for the type of situation

- Bar soap must never be used – instead, liquid soap should be provided in disposable pump dispensers
- Soap dispensers should be discarded when empty and not refilled or topped-up
- Hand lotion should never be petroleum-based as it may affect glove integrity

Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee's own tissue from exposure to infectious materials and from transmission resulting from contact with clients. The type of PPE is dependent on the nature of the interaction with the client. Employees of Ingersoll Support Services are to wear appropriate PPE when interacting with clients who pose the risk of transmitting microorganisms. Common PPE include gloves, facial protection and gowns. Please note: face masks and gowns are generally only used in situations where it is already known that the client is suffering from an airborne transmissible disease.

Gloves

- As gloves may break, proper hand hygiene must be performed prior to putting on gloves
- Gloves must always be changed if the employee is going from one client to another
- Gloves should be put on immediately before performing the activity for which they are being used
- Gloves must be removed and discarded immediately after use; hand hygiene must then also be performed
- Non-latex gloves must be used if a latex allergy is detected in an employee
- Employees who have any open wounds on their hands are required to wear a bandage over the wound and then gloves over the bandage

Facial Protection/Gowns

- A mask and/or gown can be used in the event that Health Canada recommends it for airborne infectious diseases or other communicable diseases
- Masks and/or gowns should be put on immediately before the activity in which it is indicated, and hand hygiene is to be performed after removing the mask

Administrative and Environmental Controls

Administrative and environmental controls include respiratory etiquette, encouragement of employee immunizations, and environmental cleaning and sanitizing.

Respiratory Etiquette

Ingersoll Support Services expects that all employees practice respiratory etiquette and personal practices that help prevent the spread of microorganisms and encourage clients to do the same. These personal practices include:

- Avoidance measures that minimize contact with droplets when coughing or sneezing, including:
 - Turning the head away from others
 - Maintaining a two-metre distance from others
 - Covering the nose and mouth with a tissue
- Immediate disposal of tissues after use
- Immediate hand hygiene after disposal of tissues

If tissues are not available, other avoidance measures (e.g. coughing or sneezing into sleeve) may be used.

Environmental Cleaning & Sanitizing

Cleaning is the removal of foreign material (e.g. dust, soil, blood secretions, microorganisms, etc.). Cleaning physically removes rather than kills the microorganism and thorough cleaning is required for any equipment/surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at Ingersoll Support Services. Environmental cleaning and disinfection is performed on a routine and consistent basis to provide a safe and sanitary environment.

Recommended Daily Cleaning List (and sooner when visibly soiled)

- Bathrooms
- Carpets (vacuumed)
- Chairs, couches
- Doorknobs
- Floors
- Light switches
- Mirrors
- Tables

- Telephones
- Wall-mounted items (e.g. soap and sanitizer dispensers, paper towel holders)

Clean According to a Fixed Schedule (and sooner when visibly soiled)

- Appliances
- Baseboards
- Carpets (steam cleaned)
- Ceilings and air vents
- Exterior surfaces of machines and equipment
- Furnishings in office space (e.g. desk, cabinets, book shelves)
- Televisions
- Walls
- Window air conditioners
- Windows, window sills, window coverings

Employee Immunizations

To protect both employees and clients, Ingersoll Support Services recommends that employees have (some/all) of the following immunizations:

- Annual influenza vaccine;
- Measles, mumps and rubella (MMR) vaccine (two doses) or documentation of immunity;
- Varicella vaccine (two doses) or documentation of immunity;
- Hepatitis B vaccine (two doses) or documentation of immunity;
- Tetanus vaccine (every 10 years);
- Acellular pertussis vaccine (one dose).

A Tuberculin Skin Test (TST) is also recommended at the beginning of employment for all employees of Ingersoll Support Services.