

MANUAL OF ADMINISTRATION

| | | |
|------------------------------------|---|--------------------------------|
| TOPIC: HEALTH AND SAFETY | SUBJECT: Universal Precautions/ Standard Precautions | Code: HS190 |
| | | Date of Issue: Dec 2003 |
| | | Revised: Dec 2011 |
| | | Page 1 of 5 |

PURPOSE: To provide a common set of standards to ensure safety in the workplace, to inform employees as to the policies and procedures relating to contact with blood and bodily fluids, and to prevent the transmission of communicable or infectious diseases.

DEFINITIONS: **Universal Precautions or Standard Precautions mean the same thing.** It is a method of infection control in which all human blood and bodily fluids are treated as if they are known to be infectious.

UNIVERSAL PRECAUTIONS/STANDARD PRECAUTIONS:

1. Accidents:

- 1.1 If contamination of intact skin with blood or bodily fluid occurs, wash with soap and water.
- 1.2 If you are exposed to blood or bodily fluids through a break in your skin:
 - 1.2.1 Notify your Manager immediately.
 - 1.2.2 Report to family doctor or emergency within two (2) hours.
 - 1.2.3 Provide any information you have regarding a suspected infectious disease to the physician and to your Manager.
 - 1.2.4 It is recommended by the Health Unit that you have blood checked for Hep B, Hep C, HIV infections.
 - 1.2.5 Follow up as instructed by your physician for repeat testing if required.
 - 1.2.6 It is recommended by the Health Unit that testing be repeated after 3 months, and again after 6 months from the date of initial exposure.
 - 1.2.7 Call Health Unit for more information at 623-5900 or Nurses' Registry on weekends at 623-7451.
- 1.3 Complete an Employee Injury/Near Miss Report as per policy HS010 – Injury/Illness Reporting and/or an Incident Report as per Policy AD082 – Incident Reporting System.

2. Responsibilities:

- 2.1 **Employees shall practice Universal Precautions/Standard Precautions at all times.**
- 2.2 Avenue II will train employees on Universal Precautions/Standard Precautions, and update as required.

MANUAL OF ADMINISTRATION

| | | |
|------------------------------------|---|--------------------------------|
| TOPIC: HEALTH AND SAFETY | SUBJECT: Universal Precautions/ Standard Precautions | Code: HS190 |
| | | Date of Issue: Dec 2003 |
| | | Revised: Dec 2011 |
| | | Page 2 of 5 |

- 2.3 In order to limit contamination, employees are advised to wash their hands frequently with soap and water, as per Section 3 of this policy.
- 2.4 Protective equipment, such as gloves, goggles and masks, will be made available by Avenue II and are required to be worn wherever blood or bodily fluids might reach an individual's work clothes, skin, eyes, mouth, or other mucous membranes. Gloves, goggles and masks can be obtained through Administration. A body fluid kit is in each 24 hour home and can be requested from the office if not available. Please use policy HS191 – Body Fluid Kits, for proper use of the kit.
- 2.5 Gloves and masks are disposable. They must be discarded when used, or if cracked, peeling, torn, or punctured. Change gloves as necessary, following Universal Precautions/Standard Precautions. Always wash hands after using gloves and masks.
- 2.6 Housekeeping practices must be performed regularly as per household routines, checklists, or scheduled responsibilities to ensure cleanliness.

3. Hand Washing:

- 3.1 Hand washing is the most important practice for reducing the spread of infection. All employees must wash their hands well with soap and water for a minimum of 15 seconds before and after exposure to bodily fluids. After washing their hands, employees should leave the water running while they dry their hands with paper towel, and then turn the water off with the paper towel. This prevents recontamination of clean hands with organisms left on taps by dirty hands.
- 3.2 Employees must wash their hands:
 - 3.2.1 After touching blood, bodily fluids, and before putting on or after taking off gloves.
 - 3.2.2 Immediately after accidental skin contact with blood, bodily fluids, or tissues. If contact occurs through a break in the gloves, the gloves should be immediately removed and discarded and hands thoroughly washed.
 - 3.2.3 After handling dirty objects and before going on to handle clean supplies.
 - 3.2.4 Between and after support duties with the same and/or different individual(s) we support to prevent the contamination of different body

MANUAL OF ADMINISTRATION

| | | |
|------------------------------------|---|--------------------------------|
| TOPIC: HEALTH AND SAFETY | SUBJECT: Universal Precautions/ Standard Precautions | Code: HS190 |
| | | Date of Issue: Dec 2003 |
| | | Revised: Dec 2011 |
| | | Page 3 of 5 |

parts, and to ensure the protection of each different individual(s) we support.

3.2.5 Before and after using the lavatory facilities.

3.3 It is recommended that you wash your hands:

3.3.1 Before eating, before food preparation, drinking, smoking, applying makeup and changing contact lenses.

3.3.2 Before and at the completion of work.

3.3.3 Before all other activities which entail hand contact with mucous membranes, eyes, and breaks in the skin, which includes blowing and wiping the nose and rubbing the eyes.

4. **Disinfection/Decontamination:**

4.1 Wash hands, put on gloves, and wipe up the blood or bodily fluid with a paper towel.

4.2 Wash the area with soap and water.

4.3 Wipe it with a disinfectant cleanser.

4.4 Allow drying time of ten (10) minutes.

4.5 Rinse with water.

4.6 Place soiled gloves, towels, and other equipment in a plastic bag.

4.7 Place the bag into a second plastic bag.

4.8 Place the bag in the garbage or appropriate waste site.

5. **Gloves Removal:**

5.1 Gloves must be removed by grasping the cuffs and pulling them off inside out and disposed in a bag that will not be touched by anyone else.

5.2 Remove gloves before touching other objects outside your task.

5.3 Wash hands thoroughly after removing gloves.

5.4 Avenue II recommends that support workers carry spare non-sterile vinyl gloves in either a pocket or purse for use if unexpected contact with blood or bodily fluids occurs. Gloves may be obtained through Administration.

MANUAL OF ADMINISTRATION

| | | |
|------------------------------------|---|--------------------------------|
| TOPIC: HEALTH AND SAFETY | SUBJECT: Universal Precautions/ Standard Precautions | Code: HS190 |
| | | Date of Issue: Dec 2003 |
| | | Revised: Dec 2011 |
| | | Page 4 of 5 |

5.4.1 Gloves must be discarded and replaced after use, or if in disrepair as per line 2.5 of this policy.

6. Masks and Eye Protection:

- 6.1 Protect mucous membranes (nose, mouth) and eyes by wearing a mask and/or eye protection during procedures and individual care activities that are likely to generate splashes or sprays of blood and bodily fluids.
- 6.2 If a splash does occur on the eye or mucous membrane, the area should be washed out immediately under running water for 10 to 20 minutes. Notify your Manager immediately and follow steps in item #1.2 on page 1.
- 6.3 In the event that CPR is required, disposable face shields should be used and are available in the First Aid Kits in N.E.I.G.H.B.O.U.R.S. homes and in the offices. It is recommended that support workers carry a disposable CPR mask in their purse or wallet. Ask your Manager for a disposable face shield if you wish to carry one.
- 6.4 Be sure to wash hands after removing eye goggles and/or mask.

7. Sharps Disposal:

- 7.1 Each home, where required, will have a **biohazard** sharps container. This container will be used to dispose of used **syringes**, **test strips** and **lancets**. Employees should be careful not to place their hand into the container.
 - 7.1.1 If a biohazard sharps container is needed, a request must be put in writing to the appropriate Manager for approval.
- 7.2 Full biohazard sharps containers must be returned to the pharmacy.
- 7.3 All other used sharps, including broken glass and used razors, are to be placed directly into an appropriate container such as a hard plastic container or coffee can. The container will be sealed with tape when it is full and then put into regular garbage for disposal.

8. Linen:

- 8.1 Disposable gloves must be worn when handling soiled linen.
- 8.2 All linen soiled with blood, body fluids, secretions and excretions must be washed immediately in a separate load from other linens. Materials such as feces and vomit must be removed from the linen before putting in the machine. This can be accomplished by removing debris with disposable

MANUAL OF ADMINISTRATION

| | | |
|------------------------------------|---|--------------------------------|
| TOPIC: HEALTH AND SAFETY | SUBJECT: Universal Precautions/ Standard Precautions | Code: HS190 |
| | | Date of Issue: Dec 2003 |
| | | Revised: Dec 2011 |
| | | Page 5 of 5 |

paper towels, place these paper towels in a garbage bag and seal garbage bag for disposal.

- 8.3 Roll the linen away from you and into a ball and place into the laundry basket. If carrying soiled materials through the kitchen and/or dining area, cover the laundry basket with a clean cloth to prevent the possible contamination of the environment with airborne spores.
- 8.4 Prior to re-using the laundry basket, the basket must be washed with soap and water and wiped with a disinfectant cleanser.