



**MANUAL OF ADMINISTRATION**

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Universal Precautions/ Standard Precautions/ PPE	<b>Code:</b> HS190
		<b>Date of Issue:</b> December 2003
		<b>Revised:</b> June 2023
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**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 body fluids, and to prevent the transmission of communicable or infectious diseases. It is strongly recommended that all staff be immunized with the Hepatitis B vaccination.

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

**Body Fluids** – blood, oral secretions, sputum, vomit, urine, feces, wound drainage and any other body discharge.

**Definitions –**

**Direct care** is defined as providing hands on care within 2 meters of the client for personal care and hygiene activities such as eating, bathing, washing, turning, changing clothing, oral hygiene, continence care, dressing changes, care of open wounds or toileting. Pushing a wheelchair is not classified as direct care.

**Protective Personal Equipment (PPE)** - protects the wearer by minimizing their risk of exposure to communicable or infectious diseases.

**PPE AVAILABLE –**

Note- For use of PPE please reference SR001- How to Properly Wear a Mask and SR005- How to Put On and Take Off PPE.

**Gloves** – Nitrile gloves are available in various sizes.

**Eye protection** - includes face shields, goggles, or safety glasses that are close fitting with a protective barrier on top and sides.

**MASKS**

**Medical Mask** – Level/Class 1 – 3 masks also referred to as a procedural mask or surgical mask for use by staff for respiratory etiquette to prevent the wearer from spreading germs by talking, coughing, or sneezing (source control).

**N- 95 masks** –All staff will be fit tested for the appropriate size as per guidelines. Please request to be fit tested again if you find the N95 mask is no longer fitting or when you have gained or lost weight.

**Isolation Gowns** - Disposable long sleeved gowns or washable gowns are worn for direct care when skin or clothing of staff may become contaminated.

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## **UNIVERSAL PRECAUTIONS/STANDARD PRECAUTIONS:**

### **1. Accidental Exposure to Body Fluids:**

- 1.1. If contamination of intact skin with body fluid occurs, wash with soap and water.
- 1.2. If it is a puncture wound let it bleed freely and treat using first aid (wash thoroughly with soap and water).
- 1.3. If it is blood on broken skin, wash area with soap and water.
- 1.4. If it is mucus membrane exposure (nose, mouth), rinse area with plenty of running water.
- 1.5. Notify Supervisor / On-call immediately.
- 1.6. Seek medical attention as advised by a Doctor, Telehealth or local health unit.
- 1.7. 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 and use PPE as directed.** Please refer to the chart to determine appropriate PPE.
- 2.2. PPE will be made available by Avenue II and are required to be worn wherever body fluids might reach an individual's work clothes, skin, eyes, mouth, or other mucous membranes.

### **3. Hand Washing:**

- 3.1. All employees must wash their hands well with soap and water for a minimum of 15 seconds where appropriate.

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## 4. **Disinfection/Decontamination:**

- 4.1 Wash hands, put on appropriate PPE, and wipe up the body fluid with a paper towel.
- 4.2 Wash the area with soap and water.
- 4.3 Wipe the area with a disinfectant cleanser.
- 4.4 Allow drying time of ten (10) minutes.
- 4.5 Rinse with water.
- 4.6 Place soiled PPE, 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 gloves for use.

## 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 body 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 seek medical attention as directed.
- 6.3 In the event that CPR is required, disposable face shields should be used and are available in the First Aid Kits in homes and in the offices.
- 6.4 Wash hands after removing eye goggles and/or mask.

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## 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 will not 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 disposed of as per local requirements.

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 linen.

8.2 All linen soiled with body fluids must be washed immediately in a separate load from other linens. Materials such as feces and vomit must be removed from the linen and safely disposed of before putting in the machine.

8.3 Roll the linen away from you and into a ball and place into the laundry basket.

8.4 Prior to re-using the laundry basket, the basket must be washed with soap and water and wiped with a disinfectant cleanser.

## 9. Gowns:

9.1. Wear gowns when there is a risk of clothing contamination. Follow appropriate policies.

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Staff Protective Personal Equipment (PPE) Quick Reference Guide					
<i>Staff will be provided PPE for situations within this chart. When unsure, don PPE and call management for guidance.</i>					
TASK	Gloves	Medical Mask	N95 Mask	Eye Protection	Gown
Providing direct care or personal care and hygiene to clients in all instances.	✓	✓		✓	
Risk of contact with blood, body fluids, secretions, excretions, non-intact skin, mucous membranes contaminated surfaces or object.	✓	✓		✓	Dependent on situation
Working in a household with severely immunocompromised clients. This will be determined on a case-by-case basis.	Dependent on situation	✓			
When clients have symptoms of COVID-19 or a contagious disease.			✓	✓	
Clients are confirmed positive with COVID-19 or contagious illness.	✓		✓	✓	✓
Staff have very mild COVID-19 symptoms and negative PCR or RAT (if available) with no possible exposure that is not related to a known cause or pre-existing condition.			✓		
Staff or clients have knowingly been exposed to someone who has tested positive for COVID-19 or a contagious illness and have not properly worn a mask and other recommended PPE.			✓		
Close contact with clients who are unlikely to follow cough or sneeze etiquette.		✓		Optional if activity warrants	
When required by the environment they are in.	✓	✓			
<i>Note: Gloves do not replace Hand Hygiene.</i>					