



POLICY AND PROCEDURE ON UNIVERSAL PRECAUTIONS AND SANITARY PRACTICES

I. PURPOSE

The purpose of this policy is to establish guidelines to follow regarding universal precautions and sanitary practices, including hand washing, for infection prevention and control, and to prevent communicable diseases.

II. POLICY

It is the policy of Intercommunity Home Health Care is to minimize the transmission of illness, communicable diseases and prevent infection by practicing and using proper sanitary practices. Staff will be trained on universal precautions to prevent the spread of blood borne pathogens, sanitary practices, and general infection control procedures. This includes active methods to minimize the risk of contracting illness or disease through individual to individual contact or individual to contaminated surface contact.

III. PROCEDURE

Care and sanitation of the general program site:

- A. The Designated Coordinator and/or Designated Manager will ensure that the program site including the interior and exterior of buildings, structures, or enclosures, walls, floors, ceilings, registers, fixtures, equipment, and furnishings are maintained in good repair and in sanitary and safe condition. The program site will be and kept clean and free from accumulations of dirt, grease, garbage, peeling paint, mold, vermin, and insects. Any building and equipment deterioration, safety hazards, and unsanitary conditions will be corrected.
- B. Food will be obtained, handled, and properly stored to prevent contamination, spoilage, or a threat to persons served. Food and drink will not be stored in areas where bodily fluids, hazardous materials, and harmful substances may be present (i.e. bathrooms).
- C. Chemicals, detergents, cleaning supplies, and other hazardous or toxic substances will not be stored with food or drink products or in any way that poses a hazard to persons served.
- D. Persons served who become ill during the day will be provided with an area to rest if:
 1. The person becomes ill during the day.
 2. The person does not live in a licensed residential site.
 3. The person requires supervision.
 4. There is not a caretaker immediately available. Supervision will be provided until the caretaker arrives to bring the person home.



- E. If the day services facility provides refrigeration at their service sites owned or leased by IHHC for storing perishable foods and perishable portions of bag lunches, whether the foods are supplied by IHHC or the persons served, the refrigeration must have a temperature of 40 degrees Fahrenheit or less.
- G. Drinking water will be provided in single-service containers or from drinking fountains accessible to all persons. This drinking water must be available to all persons served, if a person is unable to request or obtain drinking water, staff must provide it according to each person's individual needs.
- H. IHHC will establish general written safety procedures that include criteria for selecting, training, and supervising persons who work with hazardous machinery, tools, or substances. Safety procedures specific to each person's activities must be explained and be available in writing to all staff and persons served.

Universal precautions and infection prevention and control

Please see HCS Infection Control Procedures- section H-1

Universal precautions apply to the following infectious materials: blood; bodily fluids visibly contaminated by blood; semen; and vaginal secretions. All staff are required to follow universal precautions and sanitary practices, including:

1. Use of proper hand washing procedure
2. Use of gloves in contact with infectious materials.
3. Use of a gown or apron when clothing may become soiled with infectious materials
4. Use of a mask and eye protection, if splashing is possible
5. Use of gloves and disinfecting solution when cleaning a contaminated surface
6. Proper disposal of sharps
7. Use of gloves and proper bagging procedures when handling and washing contaminated laundry

Compliance

Reportable Infectious Diseases: Reportable Diseases A-Z - Minnesota Dept. of Health)(<http://www.health.state.mn.us>)

- A. Staff are responsible to adhere to universal precaution procedures. If there are obstacles to the implementation of universal precaution procedures, they will be immediately brought to the attention of the Designated Coordinator and/or Designated Manager. The Designated Coordinator and/or Designated Manager will then develop and implement solutions as necessary.



- B. At a minimum, gloves, disinfectant, and appropriate cleaning supplies and materials will be available at the program site. The Designated Coordinator and/or Designated Manager will ensure adequate amounts of the infection control supplies after consideration of the program and staff needs.
- C. Staff will receive training at orientation and annually thereafter on universal precaution procedures, infection control, and blood borne pathogens. Staff will report any signs of possible infections or symptoms of communicable diseases that a person receiving services is experiencing.
- D. Staff will report any signs of possible infections or symptoms of communicable diseases that a person receiving services exhibits to the Designated Coordinator and/or Designated Manager, Contracted Nurse Consultant and/or the individual's residential contact.
- E. When a person receiving services has been exposed to a diagnosed communicable disease, staff will promptly report to other licensed providers and residential settings.
- F. Individuals diagnosed with a communicable disease, may return to work upon direction of a health care professional.

Acknowledgement of Receipt

As the Worker, I have reviewed the above policy in the Manual. I understand that Intercommunity Home Health Care requires that I be trained on the rights of consumers and duties of workers related to the use and disclosure of protected health information. I agree to comply with all policies and procedures. I understand that severe civil and criminal penalties (up to ten years imprisonment and a \$250,000 fine) may be imposed for violation of these regulations.

Worker Signature:

Date:

Representative Signature:

Date: