


TRIMED HEALTHCARE, LLC Policies and Procedures	
Section 5: Health and Safety	
Policy Title: SIGNED INFECTION CONTROL GUIDELINES	Policy Number: 5. 50
	Effective Date:
	Revision Date:
	Approved By:
Page Number: Page 1 of 5	

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE _____ **Date:** _____

PURPOSE

To ensure employees/ clients/families are protected against infectious diseases and infections by providing guidelines for their investigation, control and prevention.

POLICY

TRIMED HEALTHCARE, LLC practices infection control measures, when providing service to its clients in order to minimize the risk of infections to employees/ clients/families and the community-at-large in accordance with Occupational Safety and Health Administration (OSHA) regulations.

DEFINITIONS

1. Infectious Diseases

Infectious/Communicable Diseases are those that are capable of being transmitted from one person or species to another. They include, but are not limited to:


- Malaria
- Strep Throat,
- Influenza (the flu)
- HIV/Aids
- Measles
- Mumps
- Rubella
- SARS
- Tuberculosis
- Common Cold
- Chicken Pox
- Conjunctivitis
- Hepatitis (A,B,C)
- Lice
- Ringworm
- Scabies
- Scarlet Fever
- Sexually Transmitted Diseases
- Yeast Infections

2. Universal Precautions

Universal Precautions are measures that can be followed to help prevent the spread of infection through contact with potentially infectious materials. All blood and body fluids are considered potentially infectious materials and every client is handled as if he/she could have an infectious disease. *Universal Precautions* include:

- a. hand washing;



TRIMED HEALTHCARE, LLC Policies and Procedures	
Section 5: Health and Safety	
Policy Title: SIGNED INFECTION CONTROL GUIDELINES	Policy Number: 5. 50
	Effective Date:
	Revision Date:
	Approved By:
Page Number: Page 2 of 5	

- b. personal protective equipment;
- c. sharp objects;
- d. body specimens;
- e. blood and body fluid spills;
- f. household waste;
- g. laundry; and,
- h. hygienic measures in the home.

PROCEDURES


Employee Responsibilities:

1. Employees shall submit immunization records, signed by their Health Care Providers, when they are hired.
2. Employees shall submit medical documentation, attesting to their suitability for the position, within two weeks of being hired.
3. Employees shall apply *Universal Precautions* in the performance of duties, which may expose them to infectious and blood-borne diseases.
4. Employees shall demonstrate their ability to utilize infection control measures before they assume responsibility for care.
5. Employees, who notice that another employee is not following *Universal Precautions* for infection control shall report the details to Supervisor/ Supervisor.
6. Employees shall practice high levels of hygiene for infection control.
7. Employees shall follow the employer’s policy on “*Immunizations*” to control contracting and transmitting infectious diseases.
8. Employees shall recognize work restrictions based on infection control concerns.
9. Employees shall follow the employer’s individual policies specific to personal protective equipment: “*Gloves,*” “*Gowns and Aprons,*” “*Masks and Protective Goggles.*”
10. Employees shall follow the employer’s policies on “*Blood-borne Diseases*” and *Exposure Control Plan for Blood-borne Diseases.*”
11. Employees shall report health symptoms and/or exposure to any communicable or infectious disease to Supervisor.
12. Infected employees shall consult with their Health Care Provider regarding when they should be removed from client contact and when client contact can once again be resumed.

Supervisor Responsibilities:

1. Supervisor shall ensure that employees are provided with, or know the location of, the employer’s *Policies and Procedures Manual.*
2. Supervisor shall ensure that employees are familiar with, and apply, the employer’s policies on infection control.
3. Supervisor shall ensure employees are given the necessary personal protective equipment and supplies for infection control.
4. Supervisor shall obtain signed consent forms from every employee prior to any immunization.



TRIMED HEALTHCARE, LLC Policies and Procedures	
Section 5: Health and Safety	
Policy Title: SIGNED INFECTION CONTROL GUIDELINES	Policy Number: 5. 50
	Effective Date:
	Revision Date:
	Approved By:
	Page Number: Page 3 of 5


5. Supervisor shall ensure that any employee exposed to high risk infections and infectious diseases is screened immediately.
6. Supervisor shall ensure that a “*Post Exposure Incident Report for Blood-borne Diseases*” is completed for any employee whose eye(s), mouth, other mucous membrane or non-intact skin has come in contact with blood, a potentially infectious material(s) or needle/sharp object(s) while performing his/her duties.
7. Supervisor shall notify the appropriate health authorities and, if necessary to community leadership, whenever employees/clients/families are exposed to high risk infections and/or communicable diseases.
8. Supervisor shall ensure the details of any exposure incident are placed in an employee’s personnel file.
9. Supervisor shall ensure that employees are applying effective *Universal Precaution* measures, on a regular basis.
10. Supervisor shall monitor the health status of all employees regularly.

INFECTION CONTROL GUIDELINES

The following guidelines provide uniform instructions for all home care staff and family members to prevent the transmission of infection when working with all home care consumers.

1. All people shall be considered potentially infections.
2. Supervisor/employees have a responsibility to protect the health and well being of clients/families.
3. Supervisor/employees have a responsibility to protect themselves and each other.
4. An employee’s Health Care Professional shall determine if and when an infected employee is removed from client contact and when client contact can once again be resumed.
5. Eating, drinking, smoking, handling contact lenses and applying make-up shall not be permitted in work areas where there is a potential for exposure to infectious diseases.
6. There shall be no discrimination against employees/co-workers/clients/families, who have an infectious virus or who have positive antibodies to an infection.
7. All medical information about employees/clients/families shall be kept confidential.
8. Training and/or annual refreshers shall be provided to employees about:
 - a. how infections are contacted, transmitted and how to control their spread.
 - b. Occupational Safety and Health Administration (OSHA) standards;
 - c. Universal Precautions
 - d. employer’s policies and procedures;
 - e. employer’s exposure control plan;
 - f. personal protective equipment; and,



TRIMED HEALTHCARE, LLC Policies and Procedures	
Section 5: Health and Safety	
Policy Title: SIGNED INFECTION CONTROL GUIDELINES	Policy Number: 5. 50
	Effective Date:
	Revision Date:
	Approved By:
Page Number: Page 4 of 5	


g. engineering and work practice controls.

9. Training records shall include:
 - a. dates when training was given;
 - b. summary on what training was given;
 - c. names and credentials of person(s) providing the training; and,
 - d. names and positions of people attending the training sessions.
10. Records are to be maintained for 3 years from the date of training.
11. Hands **MUST** be washed before and after contact with each patient, and before preparing food. Hands should be washed under a steady stream of warm water with soap or antibacterial fluid for at least one minute. Dry hands completely.
12. **GLOVES** must be worn when coming in contact with blood or body fluids. These fluids include but are not limited to:
 - feces vomitus urine oral secretions respiratory secretions
 - secretions from open wounds. When gloves are removed, hands should be thoroughly washed again. Gloves do not take the place of hand washing. Remove gloves by grasping the top and peeling them off, folding the fingers into the glove and turning the glove inside out. Discard the gloves. **Never reuse gloves.**
13. Bed linens, towels, and clothing soiled with urine, stool, or any body fluid should be placed in a plastic bag and tied shut until ready to be laundered. Wash all soiled items in hot, soapy water. Dry on high heat.
14. Dispose of urine, stool, and vomitus by flushing in toilet.
15. Clean bedpan or commode bucket and rinse with a 1:10 bleach solution. (Mix 1/4 cup bleach and 2 1/4 cups water.) Use a fresh solution daily.
16. Dispose of gloves and incontinent padding in a sealed plastic bag. Place this bag inside household trash bag.
17. Wash all eating utensils in hot soapy water.
18. Needles, syringes, and sharps are not to be recapped, bent, broken or clipped. Place intact into a puncture resistant container. A coffee can with a hard plastic lid may be used. Tape lid securely in place when ready for disposal with household trash.

CROSS-POLICY REFERENCES

1. Universal Precautions
2. Aseptic Techniques
3. Blood Born Diseases
4. Exposure Control Plan for Blood-borne Diseases



TRIMED HEALTHCARE, LLC Policies and Procedures	
Section 5: Health and Safety	
Policy Title: SIGNED INFECTION CONTROL GUIDELINES	Policy Number: 5. 50
	Effective Date:
	Revision Date:
	Approved By:
Page Number: Page 5 of 5	

5. Gloves
6. Gowns and Aprons
7. Masks and Protective Goggles
8. Hand Washing
9. Sharp Objects
10. Handling and Transporting Specimens
11. Laundry
12. Blood and Body Substance Spills
13. Household Wastes
14. Care and Handling of Equipment
15. Immunizations
16. Hygienic Measures in the Home

FORMS

1. Post Exposure Incident Report for Blood-borne Diseases

REFERENCES

Occupational Safety and Health Administration (OSHA)
Center for Disease Control and Prevention (CDC)
State Health Department
Center for Infectious Diseases
United States Public Health Service (USPHS)
Department of Health and Human Services (HHS)

IF YOU HAVE QUESTIONS, PLEASE CALL OUR OFFICE: 215-279-8772
THESE INSTRUCTIONS MUST REMAIN IN THE CONSUMER’S CHART

