

Community Connections Support Services - Policies and Procedures

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| Section | Health and Safety Policy and Procedures |
| Subject | Routine Practices (hs035.1) |
| Applies To | Employees and Subcontractors |
| Revised Date | March 2020 |

Policy: All support persons and subcontractors will practice and adhere to the following procedures to prevent the spread of infectious disease.

Procedures:

Routine Practices Defined

The Canadian Centre for Occupational Health and Safety (CCOHS) defines Routine Practices as: a set of infection control strategies and standards designed to protect workers from exposure to potential sources of infectious diseases. Routine practices are based on the premise that all blood, body fluids, secretions, excretions, mucous membranes, non-intact skin or soiled items are potentially infectious. These practices, while mainly adopted by healthcare providers, apply to all professions in which workers may become exposed to infectious microorganisms through contact with blood and body fluids. (2017)

Routine Practices are a combination of Universal Precautions and Substance Isolation.

Universal Precautions are defined as “a set of strategies developed to prevent transmission of blood borne pathogens. The focus of universal precautions is on blood and selected body fluids such as cerebrospinal fluid, pleural fluid, and amniotic fluid” (CCOHS, 2017).

Substance Isolation are a set of guidelines to control “Body secretions such as urine, vomitus, feces, or sputum” (CCOHS, 2017).

All employees and subcontractors are to:

- Act as though blood and all body fluids are potentially infectious.
- Report any needle-stick injuries to a supervisor or manager immediately.

For personal protection:

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- Wear gloves when in contact with blood or other body fluids, excrement or non-intact skin.
- Wear gloves when in contact with articles such as clothing or surfaces that have been contaminated with blood or body fluids, and while cleaning or decontaminating an area.
- Wear gloves when performing venipuncture or any other procedure involving blood.
- Replace torn or punctured gloves immediately.
- Wear a new pair of gloves for every person you are supporting.
- Always cover any cuts you may have.

Wearing protective eyewear, a mask or face shield and a gown during any procedure where droplets of blood or other body fluids may be produced is recommended.

Protective wear is not only to protect the employee and/or subcontractor but for the protection of the person supported as well.

Use of surgical masks

A surgical mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Surgical masks help minimize the spread of potentially infected material from the wearer to other people.

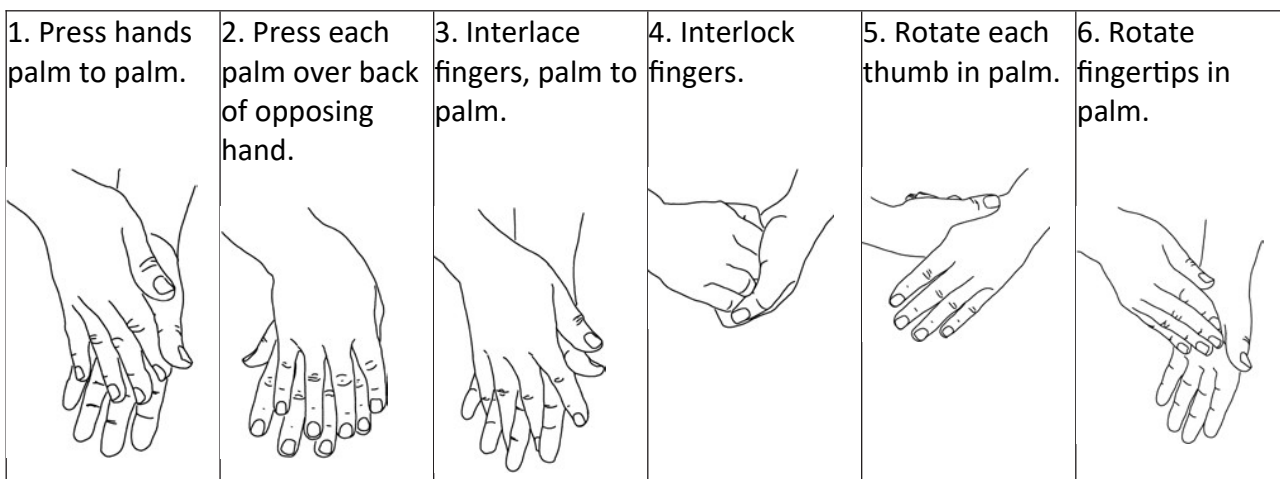
Under some circumstances (for example, an emergency), some workers who have pandemic influenza may be required to return to work. These workers should wear surgical masks and practice cough/sneeze etiquette to avoid infecting other workers. Workers who develop symptoms of pandemic influenza or suspect that they might have influenza must wear surgical masks in the workplace.

Hand-washing is very important:

- When entering the workplace.
- Immediately before any aseptic procedure or any personal care
- Immediately after providing personal care to a person supported.
- Immediately after an exposure risk to body fluids (and after glove removal)
- Before leaving the workplace.
- After touching contaminated materials or surfaces.
- Before and after eating, drinking, smoking, handling contact lenses, applying makeup or using the toilet.

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Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Cough/sneeze etiquette

Our workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Educate workers in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Precautions for cleaning up blood spills

When cleaning up blood spills, the following steps are important for preventing the spread of blood-borne infections like hepatitis C:

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- Wear gloves—torn gloves will not protect the hands from coming into contact with the blood.
- Carefully remove any sharp pieces, such as broken glass, and put them in a sturdy plastic container like one used for detergents.
- Wipe up the blood using paper towel or disposable rags and cloths.
- Disinfect the area with a solution of at 1 part bleach to 9 parts water.
- Wipe up the bleach solution using paper towel or disposable rags and cloths.
- Dispose of the gloves, paper towel, rags and cloths into a durable bag.
- Wash hands thoroughly.
- Wash soiled clothing separately in hot, soapy water.

Reporting

In the event of a known spread or risk of infection you must report the incident following procedures in policy hs040 Incident Reporting.

References

Canadian Centre for Occupational Health and Safety (CCOHS). (2017, December 29). Routine Practices: OSH Answers. Retrieved December 29, 2017, from <http://www.ccohs.ca/oshanswers/prevention/universa.html>

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