

POLICY AND PROCEDURE CONCERNING PREVENTION OF TRANSMISSION OF CHRONIC INFECTIOUS DISEASE

I. PURPOSE

This policy and procedure is implemented in order to assure compliance with Regulations: Title 175 Chap. 3 004.08 and Title 205 015.05D.

II. AUTHORITY

This procedure has been implemented with the approval of the Governing Board and/or its designee.

III. PROCEDURAL DIRECTIVES

A. Measures for preventing transmission:

Employees and persons receiving services will treat blood and body fluids of **all** persons in agency settings as though these were potentially infectious.

Employees and persons served will prevent skin contact with blood and body fluids of other persons while in an agency setting.

Vinyl or latex gloves (hereafter referred to as disposable gloves) will be available in medication storage areas and bathrooms in agency residential settings, day services programs, and vehicles used to transport individuals.

Resuscitation masks will be available in every group home, day services program, and vehicle used to transport individuals.

Covered wastebaskets with disposable liners will be used.

Hand washing is the primary means for preventing transmission of Microorganisms. Therefore, employees will wash their hands with soap and water **before and after** assisting individuals with runny noses, drooling difficulties, or while assisting individuals with Items 1-3 and items 4 and 6 in this procedure. Disposable tissues, not handkerchiefs, will be used for assisting with runny noses or drooling.

Individuals will be encouraged to wash their hands with soap and water when their hands are soiled and they will be assisted in maintaining clean fingernails and in bathing daily (unless directed otherwise by a physician).

1. Minor Injury (bleeding wound):
 - a. Those persons capable of cleaning and bandaging a minor injury, with only staff verbal direction or supervision to assure that proper first aid measures have been followed, will be encouraged to do so themselves.
 - b. Those persons unable to clean and dress a minor injury independently will be assisted by staff. Staff will wear disposable gloves when assisting the individual. The injury will be treated according to directives provided during agency sponsored first aid training.
 - c. Staff members assisting the individual in treating the injury will wash their hands with soap and water immediately before and after assisting the person, even though gloves are worn.
2. Assisting with Personal Hygiene (urine/feces accidents, menstrual hygiene):
 - a. Any person capable of independently cleaning themselves and changing clothing after a bowel or bladder accident with only verbal direction or with prompts from staff will be allowed to do so. Any person capable of completing menstrual hygiene tasks will be encouraged to do so. Hands will be washed with soap and water immediately before and after personal hygiene tasks are completed.
 - b. Those persons who are unable to cleanse themselves, change clothing or diapers after voiding or voiding accidents will be assisted by staff. Staff will wear disposable gloves when assisting the person in cleansing themselves, changing clothing, or changing diapers after a voiding accident. Those persons incapable of completing menstrual hygiene tasks without physical assistance will be assisted by staff. Staff will wear disposable gloves when assisting individuals with menstrual tasks.
 - c. Soiled diapers, disposable towelettes, or menstrual supplies will be disposed of promptly in covered wastebaskets with disposable liners.
 - d. Staff members will wash their hands immediately with soap and water after assisting the person with personal hygiene and will dispose of gloves promptly in covered wastebaskets with disposable liners.

3. Topical Medications:

- a. Any person capable of applying topical medications with only verbal prompts and observations from staff will be encouraged to do so. They will always be asked to wash their hands with soap and water before and after applying any topical medications. On the appropriate medication administration forms used by the agency, staff will record the administration of topical medications they have observed the person applying (see *Medication Procedures Manual*).
- b. Those persons who need assistance with applying topical medications will be assisted by staff. Staff will wear disposable gloves when applying topical medications, according to directions provided in agency Medications Aide training.
- c. Staff will wash their hands with soap and water immediately before and after applying the topical medications and will dispose of the gloves promptly in covered wastebaskets with disposable liners.

4. Urine, Vomit, and Blood Spills:

- a. Any spill of vomit, urine, or blood will be cleaned promptly with a freshly prepared disinfectant solution such as a 1:10 dilution of bleach and water (one part bleach, ten parts water). Staff will wear disposable gloves when cleaning spills.
- b. Gross spillage will be removed with paper towels, first, then the surface will be disinfected. Rags or paper towels used to clean spills will be disposed of promptly in covered wastebaskets with disposable liners.
- c. Hands will be washed with soap and water immediately after cleaning a vomit, urine, or blood spill.

5. Laundry:

- a. Laundry of any person receiving services will not be washed with laundry belonging to another person (in agency group settings). Each individual will have an individual laundry day or laundry will be done separately.
- b. Any laundry containing gross blood or stool stains will be laundered twice, using bleach if possible, according to the bleach label directions. The laundry will be dried in the clothes dryer. Staff will wear disposable gloves when handling contaminated laundry.

Gloves need not be worn when handling laundry that is not contaminated.

- c. Individuals' soiled laundry will always be kept in individual covered hampers.
- d. Persons served by the agency will have individual towels and linen. If central towel storage must be used, towels will be washed in hot or warm water using powdered bleach and then dried in the clothes dryer. No one will use a bath towel used by another person prior to laundering. If paper towels are not available at a sink or lavatory, a hand towel that is changed daily or when contaminated will be used.

6. Personal Sundries and Grooming Aids:

- a. Each person will have his/her own personal grooming aids such as toothbrush, razor, comb, brush, soap, shampoo, mouthwash, manicure sets and fingernail clippers, etc.
- b. **UNDER NO CIRCUMSTANCES ARE ANY PERSONAL SUNDRIES OR GROOMING AIDS TO BE SHARED BY PERSONS SERVED.**
- c. Personal sundries and grooming aids or the containers holding such items will be marked with the individuals' names.
- d. Pump dispenser soap may be used and shared at sinks or lavatories for hand washing.

7. Open Wounds:

- a. Any staff person will cover an open wound that s/he might have when working within an agency setting. The employee's supervisor will be notified of any major open wound or weeping dermatitis condition that an employee may have.
- b. Staff with open wounds will not assist people in caring for bleeding injuries or in applying topical medications, unless the situation requires immediate, emergency-based attention. The staff person will wash his/her hands as thoroughly as possible.
- c. Staff will assist people in covering open wounds as directed by instructions in agency first aid training or according to directions from the individuals' physicians (see instructions in 1.a).

Staff will wear disposable gloves **only** in work situations described in this procedure. Gloves will not be worn at all times simply for the sake of convenience.

Individuals will be assisted with personal hygiene, medication administration, and first aid in as private a setting as is possible.

B. Employment of Persons Who Have an Infectious Disease:

1. Any employee with an infectious disease shall immediately notify his/her supervisor of such diagnosis and shall immediately provide his/her supervisor with a physician's statement regarding the nature and extent of the threat the employee's disease poses to the health and/or safety of other individuals in the workplace. The physician's statement shall specifically set forth;
 - a. The duration of risk
 - b. The nature and severity of harm
 - c. The likelihood that the potential harm will occur
 - d. The imminence of the potential harm.

The physician's statement shall further describe any measures which may be taken to eliminate or reduce risk of transmission of the disease and the effectiveness of such measures in eliminating the risk of transmission of such disease. The physician's statement shall further set forth whether the employee's condition renders him/her able or unable to perform the essential functions of his/her position, and if so, the expected duration of the condition.

2. Upon notification of the employee's diagnosis, and pending receipt of the physician's statement from the employee, the agency may require the employee to take sick leave, vacation leave, leave of absence without pay, or may reassign the employee, as it is appropriate, in the event the agency has knowledge that the employee poses a direct threat to the safety or health of other individuals in the workplace.
3. Individuals with an infectious disease may be denied employment or may be terminated from employment if the individual would pose a direct threat to the health or safety of other individuals in the work place, or render him/her unable to perform the essential functions of his/her position, unless such threat or inability to perform can be eliminated with reasonable accommodations.

Further, any employee who has been diagnosed as having a disease on the list prepared by the Secretary of Health and Human Services pursuant to 42 U.S.C. 12101 et. seq., and whose job position involves food handling, or shall be terminated in the event there is no such vacancy for which the employee is qualified, unless the risk of transmission of the disease through food handling can be eliminated with reasonable accommodations.

4. The agency may require the employee to be evaluated by a physician of the agency's own selection, and to submit such other information as may be determined to be necessary, for the purpose of determining the nature and extent of the threat, if any, that the employee presents to the health or safety of other individuals in the workplace.

C. Testing:

1. If it is determined that an incident under agency auspices would indicate the possibility of the spread of an infectious disease, the agency will offer appropriate testing to the employee, individual served by the agency, guardian, or services coordinator, as appropriate. A written response to the offer is requested within 48 hours to the appropriate Area Director.
2. Guardians for the persons served will make the decisions regarding appropriate testing. For those individuals with no guardian, the agency will offer testing on behalf of the individual to the services coordinator. A written response is requested within 48 hours of the offer to the appropriate Area Director.

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