

TITLE : INFECTION CONTROL  
DOCUMENT NO : SOP.29  
ISSUE : 04/03/2020

## Infection Control Policy

### Policy brief & purpose

The purpose of this policy is to minimize the spread of infection between individuals (i.e. Connect Health Services and Elite Hospitality Personnel employees, clients and visitors).

### Scope

This policy applies to all employees and contractors.

### Definitions

Infection requires three main elements- a source of the infectious agent, a mode of transmission and a susceptible host.

Infection control is preventing the transmission of infectious organisms and managing infections if they occur.

Infectious agents are biological agents that cause disease or illness to their hosts.

Contact transmission usually involves transmission of an infectious agent by hand or via contact with blood or body substances. Contact may be direct or indirect.

Direct contact transmission occurs when infectious agents are transferred from one person to another, for example, a consumer's blood entering a healthcare worker's body through an unprotected cut in the skin.

Indirect contact transmission involves the transfer of an infectious agent through a contaminated intermediate object or person, for example, an employee touches an infected body site on one consumer and does not perform hand hygiene before touching another consumer.

Standard precautions are work practices which require everyone to assume that all blood and body substances are potential sources of infection, independent of perceived risk.

### Principles

Effective infection control is central to providing high quality support for clients and a safe working environment for Connect Health Services and Elite Hospitality Personnel employees, clients and visitors.

The main modes for transmission of infectious agents are contact (including blood borne), droplet and airborne. Transmission of infection may also occur through sources such as contaminated food, water, medications, devices or equipment.

Infection control is integral to consumer support, not an additional set of practices.

### Outcomes

Infections and infection transmissions are prevented and managed as far as possible through the application of standard precaution practices.

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### **Risk management**

Risks of infection are regularly assessed, identified and managed.

Employees are trained in infection control practice, including relevant application of precautions to minimize the risk of infection.

Mechanisms are in place for monitoring compliance with infection control procedures.

### **Policy implementation**

The organization ensures effective implementation of infection control.

All staff have access to policies and procedures relating to infection control.

Tailored training is provided to persons with specific tasks where infection transmission is a risk.

### **Infection control risk management plan**

Once infection risks are identified, the organization's risk management program includes:

- eliminating the risk factors
- modifying or changing procedures, protocols and work practices
- monitoring consumer and employee compliance with infection control procedures
- providing information/education and training to employees

### **Infection risk assessment**

Connect Health Services and Elite Hospitality Personnel identifies and assesses infection control risks by taking into consideration the likelihood of infection from a hazard, and the consequences if a person is infected. Factors such as frequency of exposure, levels of training and knowledge, existing controls, environmental factors and the experience of employees are considered.

The risk assessment matrix (see Risk Management Policy) prioritizes identified risks for action.

Connect Health Services and Elite Hospitality Personnel develops and prioritizes actions for managing identified risks.

### **Standard precautions**

Standard precautions are applied in all situations in which staff may have contact with blood and/or body fluids.

### **Hand washing and hand care**

Hand washing and hand care are considered the most important measures in infection control. Skin offers a natural defense against infection. Cuts and abrasions on exposed skin should be covered with a water-resistant dressing and changed as often as necessary.

Hands must be washed and dried before and after any direct consumer contact and/or prior to the use of and on removal of gloves. Hands should be washed with a soap or cleaning agent covering all surfaces. Protective gloves must be worn when handling blood and body substances.

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### **Protective barriers**

Protective barriers (eye shields, gloves, gowns and masks) are to be used whenever there is a potential for exposure to blood and body substances.

General purpose utility gloves should be worn for housekeeping tasks including cleaning clinical instrument and handling chemical disinfectants.

Utility gloves are to be discarded if they are peeled, torn or punctured or have other evidence of deterioration.

### **Needles and sharps**

Special care must be taken to prevent injuries during procedures when cleaning sharp instruments and use or disposal of sharps (needles). Sharps must not be passed from one worker to another unless specifically required for the proper conduct of the procedure. Needles must not be removed from disposable syringes for disposal nor re-sheathed before disposal.

Sharps containers should be placed as close as practical to the consumer care area, not easily accessible to visitors and out of the reach of children. Containers should be clearly labelled with the biohazard symbol and never overfilled.

### **Quarantining**

Employees experiencing infectious conditions will be requested to refrain from Connect Health Services and Elite Hospitality Personnel, and client premises as well as activities during the infectious period of the condition. You are required to notify Connect Health Services and Elite Hospitality Personnel office immediately, once tested for or diagnosed with any infectious condition.

### **Response to possible infection**

When potentially infected body fluids come into contact with an employee, steps are taken to decrease the impact of such contact, including first aid and assessment at a medical service. Directors must be notified of such incidents as soon as possible and an incident report form completed.

### **References and resources**

Work Health and Safety Policy

Risk Management Policy

Incident Report Form

### **Training (all staff)**

Hand Hygiene Online Learning Module

- Hand hygiene
- When to perform hand hygiene
- How to perform hand hygiene
- Hand hygiene special issues
- Skin care
- Hand hygiene in practice

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