

**An infectious illness/disease** is one that can be transmitted to another person by transmission of infectious agents through direct contact or indirect contact.

Direct contact is from one person to another person and indirect is by touching/ handling an object contaminated by infectious agents.

In general the transmission of infectious agents is categorized into two general groups:

- 1) First and most common is person to person contact through sharing/touching and airborne droplet spread (coughing, sneezing) and;
- 2) Secondly, through contact with blood or body fluids.

In the event a staff member has an infectious illness, or becomes ill while at work they should advise their supervisor and reception. The staff member should stay home from work during the infectious stage. In the case of a Direct Support Person (DSP)/provider they should advise the family or guardian of the individual. The DSP should stay home during the infectious stage.

All employees must be aware of and practice standard precautions for infection control. Such precautions include following good hygienic practices like proper hand washing/cleaning and the proper handling, wearing and disposal of personal protective equipment (PPE). Refer to the Extend-A-Family Waterloo Region (EAFWR) procedure "Standard Precautions For Infection Control".

If an employee is unsure of the standard precautions for infection control or the proper use and disposal of any personal protective equipment, they will contact their Supervisor or Support Coordinator for instruction. The employee is to be instructed in proper hygienic practices and the proper use/disposal of any required personal protective equipment.

### **PRECAUTIONS & USE OF PROTECTIVE EQUIPMENT**

#### **Hand Washing/Hand Cleaning:**

Hand washing/cleaning should be done whenever hands are soiled or likely to be contaminated from body fluids or excretions including airborne contamination from coughing, sneezing. This includes indirect contamination from objects that have also been contaminated. If you get blood or bodily fluid/waste on your hands or other body surface, wash area immediately.

#### Using Soap and Water:

1. Use comfortably warm water and soap – germicidal soaps are not necessary. Liquid soap in a dispenser is preferred to bar soap.
2. Use running water.
3. Wash using friction for at least 20 seconds.
4. Wash thoroughly between fingers and around nails area
5. Rinse thoroughly.
6. Dry completely. Use of disposable towel is recommended.
7. Use the disposable towel to turn off taps.

#### Using Alcohol-based Hand Sanitizer:

1. Use of waterless hand cleanser is not recommended unless soap and water is not available. If soil is visible on hands, clean off with a moist towelette and then apply the hand sanitizer.
2. Apply a loonie-sized amount of sanitizer in palm of one hand.
3. Rub hands together and cover all surfaces from finger tips to wrists.
4. Continue to rub until the product is dry on your hands.

### **Disposable Gloves:**

Disposable gloves are to be worn when you are likely to be contaminated from body fluids or excretions or if you have an open wound on your hands.

#### Using/Removing Disposable Gloves:

1. If using gloves with other protective equipment, put gloves on last.
2. Select the correct size and type.
3. Insert hands into gloves.
4. Extend gloves over sleeves if wearing a disposable gown.
5. Keep gloved hands away from face or from touching unnecessary items.
6. Wear the gloves at all times when cleaning up the area where surfaces are soiled.
7. Remove gloves if they become torn and put on new gloves.
8. If assisting with personal care for more than one individual, change gloves prior to caring to the second individual.
9. Remove glove by grasping edge near wrist, peel down and away from hand, turning inside out.
10. Slide ungloved finger under the wrist of other glove and peel down as above.
11. Insert the previously discarded glove into the second glove and discard.
12. Dispose of the gloves in a bagged disposal container along with any other waste product used in the care, such as tissue or wipes.
13. Always wash/clean hands as indicated above after discarding gloves and prior to touching a clean site or environment.

### **Disposable Face Masks:**

A disposable face mask is used to protect the mucous membranes of the face (nose and mouth) from contamination from airborne droplets (caused by coughing, sneezing for example) or other bodily fluids that are likely to spray. The type of mask to wear depends on the type of contamination, the procedure or care activity, the length of the activity and the likelihood of contact with the droplets or spray. The mask can also be worn, if tolerated, by the individual being cared for to reduce contamination to others they are in contact with.

#### Using a Disposable Face Mask:

1. Select a mask appropriate to the activity:
  - Mask should be substantial enough to prevent droplet penetration;
  - Mask should be able to perform for the duration of the activity;
  - Mask should securely cover the nose and mouth.
2. Change mask if it becomes wet.
3. Do not touch the mask while wearing it.
4. Do not allow masks to hang or dangle from neck.
5. Do not fold or put into pocket for later use.
6. Remove mask immediately after completion of task.
7. To remove mask remove bottom then top tie or slip finger under back loop (depending on mask type) and lift away from face and remove mask. Discard mask in appropriate bagged container.

8. Wash/clean hands after removing mask.
9. Do not re-use disposable masks.

#### Using an N95 Respirator:

An N95 respirator is used to prevent inhalation of small particles that may contain infectious agents transmitted via the airborne route. It is highly unlikely that an EAFWR employee would be working in circumstances where a respirator is required. However in the event such a circumstance should arise, these procedures must be followed:

1. Select a respirator according to fit testing.
2. Place over nose, mouth and chin.
3. Fit flexible nose piece over nose bridge.
4. Secure on head with top elastic followed by bottom elastic.
5. Adjust to fit.
6. Perform a fit check:
  - Inhale - respirator should collapse;
  - Exhale - check for leakage around face (adjust).
7. Follow instruction number 2 to and including 6 as above for face mask.
8. To remove respirator, lift bottom elastic over head first then lift off the top elastic. Lift away from face while holding the elastic. Discard respirator in an approved bagged container.
9. Wash/clean hands after removing mask.
10. Do not reuse disposable respirator.

#### **Gowns and Eye Protection:**

Gowns and eye protection are used to protect uncovered skin, clothing and eyes while caring for an ill individual when the care is likely to generate splashes and sprays of blood or fluids. It is highly unlikely that an EAF employee would be working in circumstances where a gown or eye protection is required. However in the event such a circumstance should arise these procedures must be followed:

#### Using a Gown:

1. Select appropriate size and type of gown – opening to back.
2. Gowns can be disposable single use or washable before re-use.
3. Secure neck and waist.
4. If the gown is too small, use 2 gowns: gown #1 ties in front & #2 ties in back.
5. Remove gown immediately after task is completed.
6. To remove, unfasten ties.
7. Peel gown away from neck and shoulders.
8. Turn contaminated outside toward inside and fold or roll into a bundle.
9. Discard into bagged container for disposal or a receptacle for cleaning.
10. Wash/clean hands after discarding gown.

#### Using Eye Protection:

1. Select appropriate goggles for size and type. Must provide a barrier on the side.
2. Eye protection may be single use disposable or washable before re-use.
3. Regular prescription glasses are not acceptable as eye protection.
4. Position goggles over eyes or prescription glasses and secure to the head using ear pieces or headband.
5. Adjust to fit comfortably.
6. Remove goggles when task completed.
7. Grasp ear or head pieces with ungloved hands and lift away from face.
8. Discard in designated receptacle for disposal or cleaning.

9. Wash/clean hands after discarding.

**Wearing Multiple Personal Protective Equipment:**

Follow the order below when putting on multiple personal protective equipment, starting with the required equipment first listed and then the required equipment listed next. For example, if a gown is not required but a mask is, start with the mask and skip to the next required item on the list. Follow for the removal and discarding of equipment as well.

Order for Donning Personal Protective Equipment:

Wash/Clean Hands  
Gown  
Mask/Respirator  
Eye Protection  
Gloves

Order for Removing Personal Protective Equipment:

Gloves  
Gown  
Wash/Clean Hands  
Eye Protection  
Mask/Respirator  
Wash/Clean Hands

Disposals

1. Disposable gloves, clean up supplies, masks and gowns should be put into a garbage bag, tied off and put into a larger bag for disposal in the garbage. If leaking, double bag.
2. If disposing of sharp items, they must first be put into a hard glass or metal container with a closed lid and then discarded into a garbage bag or taken to a drop off designated pharmacy.
3. Bed linens must be put into a garbage bag, tied off and set aside to be laundered as specified.

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