

Imagine



Supported Living

Universal Precautions/Infectious Disease Prevention Policy

Policy Statement

Imagine has a duty to provide and maintain a healthy and safe environment for all staff and consumers, and to minimize the risk to anyone contracting an infectious disease. Staff also have a duty of care toward their coworkers and the people they serve to insure the risk of transmission of any infection is minimized. All employees providing direct support shall be trained with, and agree to use, universal precautions, to prevent the passing of infectious diseases. Imagine will provide all necessary materials and training support to each individual expected, as a part of their job duties, to perform support requiring possible exposure to bodily fluids or other contaminating agents.

Quality Standards for Use of Universal Precautions

1. Upon hiring, each support staff person will receive and sign a copy of this policy.
2. Gloves and antibacterial cleansers will be available to staff in each household.
3. All staff persons shall be trained by their supervisors to use the above materials when providing support to consumers.
4. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing, and keeping surfaces and shared areas clean after each use.
5. Staff should find substitute coverage when contagious or experiencing symptoms listed in this policy.

Guidelines for Universal Precautions/Infectious Disease Prevention:

- Gloves must always be worn when assisting a consumer with toileting, and/or changing of soiled clothing.
- Gloves are always worn when providing first aid assistance.
- In addition to wearing gloves, hands must be washed both prior and after assistance with personal care or first aid, using soap and water or, if water is not available, using alcohol-based hand wipes or gel sanitizers.
- Staff persons must always use gloves when handling clothing, bedding or other surfaces that have come in contact with any bodily fluid.
- Surfaces that have come in contact with bodily fluids or other contaminants should always be cleaned and disinfected. This may be done by using bleach containing cleansers or a solution of bleach and water (1 to 10 ratio). Disinfectant must sit on the surface for a minimum of 30 seconds to be effective.

- Regular cleaning and/or disinfection of all flat surfaces in the home is also necessary. This may include: kitchen counters, cooking and storage areas, bathroom surfaces, walls and doors, hard surface flooring, and others.
- Bedding that is used by staff in the home must be laundered after each use, or staff should bring their own bedding (sleeping bag/pillow, etc.) and never share with coworkers.
- Staff who are sick are expected to stay home, and will be required to do so if experiencing any of these symptoms or are in any way contagious:
 - Fever of 100° or more
 - Severe cold symptoms
 - Vomiting or diarrhea
 - Conjunctivitis
 - Impetigo or other contagious skin disease
- If staff are uncertain whether or not they should come in to work, they should contact their supervisor.
- Staff are expected to coordinate coverage for any shifts that they will miss. If critically ill, staff should contact their supervisor or the Imagine Emergency Pager (after hours) for assistance in finding a substitute.
- Staff should report to their supervisor if they have exposed coworkers or the person served to an infectious disease. Reports are always confidential and only the exposure information will be shared with others, not the name of the originally infected individual.
- Imagine reserves the right to send home a staff person who becomes ill or worsens while at work.

Staff Signature

Date