

 <p>Policies and Procedures</p>	Category: INFECTION CONTROL	Policy No.: IC 1.0
	Issued by: BOARD OF DIRECTORS & KCH Infection Control Coordinator	Revised: Effective Date: 1.1.2011
Subject: INFECTION CONTROL	Approved by: <p style="text-align: center;">Mary Quinn</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">President of the Board</p>	Supersedes Policy: None
		Page: 1 of 2

PURPOSE

To ensure that patients, visitors, employees and volunteers are protected from communicable diseases

POLICY

1. Volunteers should be in good health and have periodic health checks with their personal physician.
2. Volunteers should stay away from the hospital if they have any active infection or communicable disease.
3. Hand washing must be practiced diligently, especially by volunteers involved in food handling and direct patient contact.
4. All volunteers will be educated in proper hand washing technique, recognition and avoidance of patient isolation rooms, proper transportation or laboratory specimens, proper disposal of trash.

PROCEDURES

1. **HAND WASHING** – wash hands when:
 - Coming on duty
 - Obviously soiled
 - Between handling of patients
 - After handling laboratory specimens, soiled bedpans/urinals/dressings/linens, etc.
 - Before and after contact with a patient's face or mouth
 - After using the toilet
 - After blowing or wiping nose
 - Before eating
 - On completion of duty
2. **HAND WASHING STEPS.**
 - Remove all jewelry & turn on water
 - Moisten hands under running water
 - Apply soap and work up lather using friction. Be sure to get between fingers and around nails.
 - Rub all surfaces for at least 15-30 seconds. (Sing Happy Birthday or similar song twice).
 - Avoid touching inner surface of sink. Take paper towel and turn off faucet. Discard towel.
 - Dry hands thoroughly with clean paper towel.
3. **ENVIRONMENTAL CONTROLS.**
 - **Gloves** – Wear gloves when touching blood, body fluids, secretions, excretions and contaminated items. Put on clean gloves before touching mucous membranes and non-intact skin. Change gloves

between tasks and procedures on the same patient and after contact with materials that may have a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated surfaces, and before going to another patient.

- **Patient care equipment** – Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Re-usable equipment must be properly cleaned before being used on other patients. Single-use items must be discarded in appropriate containers.
- **Linen** – Handle, transport and process used linens in a manner that prevents skin and mucous membrane exposures, contamination of clothing. Place linen in hamper at point of use. Hold linen away from body during removal from bed and transport to hamper.
- **Personal** – Eating, drinking, smoking, applying cosmetics/lip balm and handling contact lenses are prohibited in the work areas where there is a reasonable likelihood of occupational exposure. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops where potentially infectious material, blood or body fluids may be present.

4. **PERSONAL HYGIENE.**

- Keep fingernails short and clean. Light colored and colorless nail polish is acceptable.