



ADMINISTRATIVE PROCEDURES

SUBJECT: Infection Control: Routine Practices / Universal Precautions

Introduction:

Schools are common sites for the transmission of infections. It is therefore important for school boards to establish a procedure to ensure that issues relating to infections are addressed in a safe and respectful manner consistent with the legal requirements of the Ministry of Health, the Ministry of Education, and the Ontario Occupational Health and Safety Act.

Basic Understanding:

Understanding is the first step to controlling the spread of infection. Infections are caused by bacteria, viruses, or other microorganisms. These micro-organisms are found in blood and all other body fluids, such as stool or vomit, or in tiny droplets produced by breathing, coughing, or sneezing. They spread from one person to another in different ways. Some are spread directly from person to person, while others are spread indirectly through contaminated objects and surfaces.

An individual may be exposed to infectious agents through any of the following:

- droplet or airborne spread
- puncture into the skin from contaminated glass or other sharp objects
- touching a contaminated object with breaks in the skin such as cuts, scrapes, dermatitis, etc.
- splashes of contaminate substance into eyes, mouth, or nose.
- contact with improperly disposed contaminated material.
- assistance to an injured person without wearing protective equipment

Administrative Procedures:

The Lambton Kent District School Board strives to ensure a safe and healthy work environment for all staff and students. To that end, this procedure will provide staff with a framework to follow to prevent possible transmission of potentially infectious agents when handling blood, body fluids and human waste.

Roles and Responsibilities:

The Lambton Kent District School Board is responsible for ensuring that a procedure is in place in each school / work site to respond to incidents involving blood, body fluids, and human waste and that staff are adequately trained in this procedure.

In addition, the Lambton Kent District School Board shall ensure that all necessary equipment, materials, and devices are provided to protect staff and students as required.

School Principals and Supervisors will ensure that the Routine Practices as outlined in this document are reviewed and implemented by all staff, where there is a risk of exposure to blood, body fluids, and human waste and that staff are adequately trained in this procedure. Principals / Supervisors are responsible to take every precaution reasonable under the circumstances to protect staff and students.

All staff are required to comply with the Occupational Health and Safety Act and the Lambton Kent District School Board's policy and procedures. All staff must follow the routine practices outlined in this procedure, participate in training, and wear personal protective equipment as required. All staff are required to report any deficiencies in equipment, including ppe, or procedures to their School Principal and/or Supervisor.

Routine Practices/Universal Precaution Procedures:

Routine practices (formerly known as universal precautions) are normal work activities used to protect students and staff from potential infectious diseases. Routine practices assume that all blood and/or body fluids could transmit diseases.

Any staff member that may be required to handle blood, body fluids and human waste should know, understand, and follow the principles of Routine Practices which include;

- 1) Education
- 2) Hand Washing
- 3) Personal Protective Equipment
- 4) Cleaning and Disinfecting of Contaminated Surfaces
- 5) Safe handling / Disposal of Contaminated Materials including sharps. – See Sharps Program Administrative Procedure A-BU-541

1) Education

- a) Education and training for staff and students shall be provided, as deemed necessary, by the Principal/Supervisor, including the responsibility of making all staff aware of Routine Practices.

- b) The Principal will identify all program areas where there may be risk of exposure to blood, bodily fluids and/or human waste. Building Service Supervisors will assist in this risk assessment.
- c) Any staff member who becomes aware of a situation involving blood, bodily fluids and/or human waste will notify the School Principal and/or their Supervisor.
- d) The Principal will ensure that all staff in their building are aware of these procedures and are aware of potential risks.
- e) Building Services Supervisors are responsible for ensuring that the specific procedures for routine building disinfection and cleaning (washrooms, showers, change rooms, etc.) as outlined in the Custodial Manual are followed and that their staff members are trained in these procedures.
- f) Maintenance Supervisors should ensure that their staff are familiar with these procedures and take precautions as necessary.

2) Hand Washing:

All staff should wash their hands thoroughly before and after exposure to blood, bodily fluids, and/or human wastes, with soap and water, and following the removal of protective gloves. Hand washing is the best defense against any infection. Please note hand sanitizer may be used as a secondary defense, but should not replace soap and water, as in some cases, such as where c-difficile is present, hand sanitizer may not be effective.

3) Personal Protective Equipment

All staff will wear personal protective equipment (PPE) whenever there is the potential for exposure to blood, bodily fluids and/or human waste. Personal protective equipment can include disposable gloves, gowns, face shields and eye protection. Staff should be trained in the appropriate personal protective equipment (ppe) required for the task being performed. Principals / Supervisors are responsible for providing the proper personal protective equipment for their staff. The Health and Safety Department is available to consult on proper PPE and training.

4) Cleaning and Disinfecting of Containment areas

- a) When cleaning & disinfecting contaminated areas, staff will wear disposable gloves and any other required protective equipment and use disposable paper towels or other means of cleaning that will ensure protection against direct contact with blood or body fluid.
- b) Staff will decontaminate the area with a LKDSB-approved disinfectant.
- c) All equipment that cannot be disposed of should be thoroughly washed and disinfected.

- d) Where a known infectious disease is present (i.e., MSRA, c-difficile, Norwalk virus, etc.) contact the Health & Safety Department for further instructions on proper disinfection methods and products.
- e) Staff shall put on/don PPE in the following manner:
 - i.) Wash hands with soap and water
 - ii.) Gowns
 - iii.) Eye/Face Protection (i.e., face shield, goggles, etc.)
 - iv.) Gloves

Please note staff may not be wearing all PPE but the order for donning remains the same.

- f) Staff shall remove/doff all personal protective equipment in the following order:
 - i) Remove gloves – following proper glove removal practices – see appendix 3.
 - ii) Wash hands with soap and water.
 - iii) Remove gown.
 - iv) Eye/Face Protection (i.e., face shield, goggles, etc.)
 - v) Wash your hands with soap and water.

Please note staff may not be wearing all PPE but the order for doffing remains the same.

5) Safe Handling / Disposal of Contaminated Materials including Sharps

- a) The staff member responsible shall dispose of all waste materials into a plastic garbage bag. The top of this bag shall be tied and placed inside a second bag and tied. The material will then be removed from the facility to the outdoor garbage receptacle. Material from a minor injury, which requires just a small bandage or less can be placed into a normal garbage container and disposed of following normal garbage practices.
- b) Sharps are items that are potentially contaminated with blood or body fluids that are capable of causing a cut or puncture in the skin. Sharps include materials such as syringes, insulin pen needles, razor blades and lancets, etc. See the LKDSB Sharps Program Administrative Procedure A-BU-541 for how to handle sharps found on LKDSB property. All sharps must be retrieved by appropriately trained staff and placed in the facility's sharps container as per LKDSB Sharps Program. Sharps that result from student or staff medical conditions also need to be placed in appropriate containers. Please contact Health & Safety if you require additional sharps containers beyond those normally provided for the collection of sharps found on LKDSB property.

Implementation Date: November 6, 2012

Revised: September 2017
November 13, 2023

Reference: Emergency Preparedness Policy and Regulation
Occupational Health and Safety Act

Appendix 1 – Hand Washing



Steps for effective Hand Washing



1 Wet hands with warm water



2 Apply soap to produce lather



3 Rub for 20 seconds



4 Rinse away germs



5 Dry hands with paper towel



6 Turn off tap with paper towel

Appendix 2 Hand Sanitizer Rub

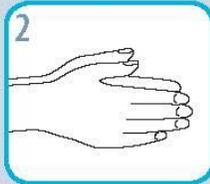
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How to handrub

Rub hands for 15 seconds



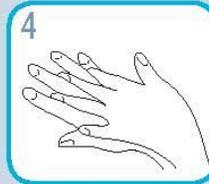
1 Apply 1 to 2 pumps of product to palms of dry hands.



2 Rub hands together, palm to palm.



3 Rub in between and around fingers.



4 Rub back of each hand with palm of other hand.

Rub hands for 15 seconds



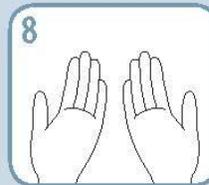
5 Rub fingertips of each hand in opposite palm.



6 Rub each thumb clasped in opposite hand.



7 Rub hands until product is dry. Do not use paper towels.



8 Once dry, your hands are safe.



JUST CLEAN
YOUR HANDS

For more information, please contact handhygiene@oahpp.ca or visit publichealthontario.ca/JCYH



Appendix 3 – Gloves

How To Wear Gloves

1. Perform hand hygiene.
2. Consider removing rings, and other jewelry that could cause accidental rips or tears in the glove.
3. Put the first glove on your dominant hand, while touching it as little as possible to preserve cleanliness.
4. Then, put the other glove on your non-dominant hand, using your gloved dominant hand to pull it on.
5. Once both gloves are on your hands you can adjust your fingers and the fit of the glove.
6. Avoid touching your face while wearing gloves. Gloves are not a replacement for hand hygiene and can give a false sense of security.



How to Remove Gloves

1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your fingers under the wrist of the remaining glove. Do not touch the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside out glove being held in your gloved hand.
7. Dispose immediately in a lined waste receptacle.
8. Gloves should never be re-worn.



Appendix 4 – Face Shield

How to Wear a Face Shield

1. Perform hand hygiene
2. Bend forward, hold on to the face shield with both hands.
3. Expand the elastic band and place it behind your head.
4. Rest the foam on your forehead.
5. Once the shield is placed, check that it covers the front and sides of your face.
6. Once shield is on, do not touch the front of your face shield while wearing it and immediately perform hand hygiene if this occurs.



How To Remove a Face Shield

1. Perform hand hygiene.
2. Remove from the back by lifting at head band pulling up and over head. Avoid touching the shield as it is considered to be contaminated.
3. Discard the shield in lined waste bin unless it is reusable. See cleaning instructions on next slide for reusable shields.
4. Perform hand hygiene.

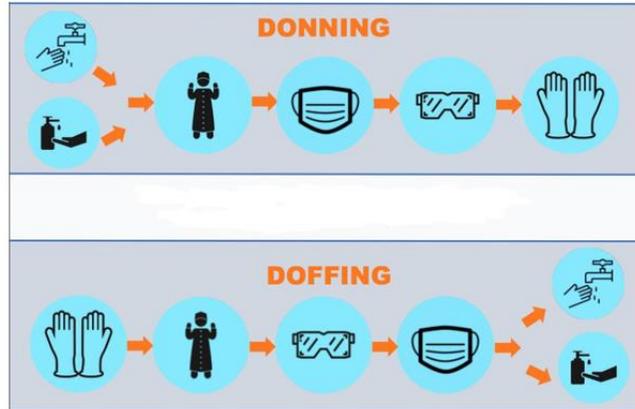


Appendix 5 – PPE

Donning/Doffing PPE

DONNING ORDER

1. HAND HYGEINE
2. GOWNS
3. MASKS
4. GOGGLES / FACE SHEILDS
5. GLOVES



DOFFING ORDER

1. GLOVES
2. GOWNS
3. GOGGLES / FACE SHEILDS
4. MASKS
5. HAND HYGIENE

Staff may not be wearing all PPE but the order for donning & doffing will remain the same.

Maintenance and Care of PPE

- Always follow manufacturers' instructions for the use, inspection, storage and care of PPE.
- Inspect your PPE prior to each use.
- Report any deficiencies in your PPE or lack of supplies to your Principal/Supervisor immediately.
- Damaged PPE must not be worn.
- Single use or disposable PPE must be discarded in a lined waste receptacle immediately after use. Never place used/contaminated PPE directly on surfaces.

