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|---|---|
| (Insert your company/agency name.) Policies and Procedures |  |
| Section 5: Health and Safety | |
| Policy Title: Clients with Infectious/ Communicable Diseases | Policy Number: 5.150 |
| | Effective Date: |
| | Revision Date: |
| | Approved By: |
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PURPOSE

To protect all employees/clients/families, as much as possible, from the effects of infectious/ communicable diseases and to minimize the exposure of susceptible persons to contagious individuals.

POLICY

(Insert your company/agency name.) is committed to protecting the health and safety of its employees/clients/families/other individuals by educating them about infectious/ communicable diseases and by establishing guidelines and procedures for their management, in accordance with federal, state and local law authorities.

DEFINITIONS

1. Infectious/Communicable Diseases

An infectious/communicable disease is a disease that can be spread directly or indirectly from one living thing to another. They include, but are not limited to:


- Malaria
- Strep Throat,
- Influenza (the flu)
- HIV/Aids
- Measles
- Mumps
- Rubella
- SARS
- Tuberculosis
- Common Cold
- Chicken Pox
- Conjunctivitis
- Hepatitis (A,B,C)
- Lice
- Ringworm
- Scabies
- Scarlet Fever
- Sexually Transmitted Diseases
- Yeast Infections

PROCEDURES

1. Employees shall:

- a. report any suspected infectious/communicable diseases to the Supervisor;
- b. follow the policies and procedures for infection control;
- c. advise the Supervisor if they notice that another employee/individual is not following infection control policies and procedures;
- d. obtain recommended immunizations (unless prohibited for personal/legitimate reasons);
- e. maintain strict personal hygiene;
- f. keep the infected client’s condition confidential;
- g. not discriminate against an infected client;




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- h. take recommended training for infection control; and,
 - i. demonstrate their ability to utilize infection control measures before they assume responsibility for care.
2. Supervisor shall:
- a. determine if the infectious/communicable disease has been reported to the local Health Authority, in accordance with the Center for Disease Control and Prevention’s (CDC) mandate; and, if not, ensure that it is reported;
 - b. follow medical direction and practice based on current information;
 - c. ensure that all employees working with infected clients are made aware of their conditions;
 - d. not compromise the occupational health and safety of any employee who continues to work with infected clients;
 - e. respect the infected client’s confidentiality rights;
 - f. deliver benevolent, nondiscriminatory and compassionate service to the infected client;
 - g. make notations in the infected clients’ files;
 - h. ensure that infection control practices are followed;
 - i. conduct regular assessments to ensure infection control precautions are being applied;
 - j. consider the wellbeing of the community;
 - k. conform to local health laws concerning reporting, testing and immunization;
 - l. ensure that appropriate documentation of current immunizations for all employees is on file/submitted; and,
 - m. ensure a “*Post Exposure Incident Report for Blood-borne Diseases*” is completed for any employee whose eye(s), mouth, other mucous membrane or non-intact skin has come in contact with blood, a potentially infectious material(s) or needle/sharp object(s) while performing his/her duties

GUIDELINES

- 1. Employees/clients/families/employees shall be given information on infectious/communicable diseases and their control measures.
- 2. Employees/clients/families shall have a knowledge of risk factors for the presenting infectious/communicable disease, which includes:
 - a. the nature of the risk, i.e. how the disease is transmitted;
 - b. the duration of the risk, i.e. how long the carrier is infectious;
 - c. the severity of the risk, i.e. the degree the potential harm to third parties; and,
 - d. the probability that the disease will be transmitted and will cause varying degrees of harm.



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3. Employees shall receive training on infectious/contagious diseases during orientation, upon initial assignment to an infected client, as required and as an annual refresher.
4. Clients/families shall demonstrate their ability to utilize infection control measures before they assume any responsibility for care.
5. Training for infectious/contagious diseases shall include:
 - a. what infectious/contagious diseases are, how they are contacted, how they are transmitted and how they are controlled;
 - b. Occupational Safety and Health Administration (OSHA) standards;
 - c. Universal Precautions;
 - d. employer's policies and procedures;
 - e. employer's exposure control plan;
 - f. personal protective equipment; and,
 - g. engineering and work practice controls.
6. Training records shall include:
 - i. dates when training was given;
 - ii. summary on what training was given;
 - iii. names and credentials of person(s) providing the training; and,
 - iv. names and positions of people attending the training sessions.
7. Records are to be maintained for 3 years from the date of training.

CROSS-POLICY REFERENCES

1. Universal Precautions
2. Aseptic Techniques
3. Infection Control
4. Blood-borne Diseases
5. Exposure Control Plan for Blood-borne Diseases
6. Recording and Reporting Exposure to Blood-borne Diseases

FORMS

1. Post Exposure Incident Report for Blood-borne Diseases

REFERENCES

1. Center for Disease Control and Prevention (CDC)
2. Department of Health and Human Services (HHS)

