

<b>935.0</b>	<b>HYGIENE – UNIVERSAL PRECAUTIONS</b>	<b>935.0</b>
<b>Application:</b> Special Services to Children Adult Life Skills Teen & Pre-Teen Program S.T.A.G.E Program		<b>References:</b> BC Ministry of Health Services Ministry of Health Planning Work Safe BC

**POLICY:**

Employees and the people we support (where applicable) are trained to the practice of using universal precautions at all sites owned, leased or operated by the NSDRC.

**REASONS FOR POLICY:**

While the NSDRC recognizes there is no guard against all eventualities, employees and the people we support are encouraged to practice universal precautions at home or when out in the community to minimize the risk of infections or other diseases.

**DEFINITIONS:** Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

**PROCEDURES:**

**General Health:**

1. In the best interest of the people we support, employees should maintain their own general health with proper nutrition and rest.
2. Employees report to the Program Manager, Team Leader or designate depending on the program stream on any condition that might affect the health and well being of the people we support.
3. Employees seek out professional advice for any condition which may interfere with the performance of their duties.
4. In situations where the person receiving service is ill and unable to participate, the employee reports to the Program Manager, Team Leader or designate depending on the program stream as soon as possible for further direction.

**Hand Washing:**

5. Employees and the person receiving service wash their hands before and after any of the following procedures;
  - before and after any personal care task
  - after blowing your nose, coughing or sneezing
  - after using the bathroom
6. Employees and the person receiving service wet their hands, apply soap and wash vigorously for a minimum of thirty seconds (30). Rinse with warm water, repeat procedure for a more efficient effect. To prevent re-contamination use a paper towel to turn off faucets.

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**Eating Utensils and Dishes:**

7. If possible and depending on the location, employees and the person receiving service (if applicable) use an automatic dishwasher to clean and sterilize dirty dishes and eating utensils.
8. Employees and the person receiving service wash their hands after loading and before unloading the dishwasher to minimize the risk of re-contaminating clean dishes and eating utensils. If there is no automatic dishwasher site, dishes and eating utensils are washed by hand, rinsed and left to air dry.
9. In the event there is no automatic dishwasher on site and the employees are required to wash dishes or eating utensils as part of their normal duties, dishes and utensils are washed by hand using hot soapy water, followed by a rinse and left to air dry.

**Personal Care:**

10. If an employee is required to assist a person receiving service with their personal care either at home or out in the community, the employee wears disposable gloves to carry out the procedure. Disposable gloves may be obtained from the Program Manager, the Team Leader or their designate at the NSDRC Administration Office.
11. Employees requiring disposable gloves contact the Program Manager, their Team Leader or designate to make necessary arrangements.