

Safe Work Guideline

Infection Control

Prepared By:
Don Doherty

Effective Date:
November 2009

Revised By:
Don Doherty

Date:
March 2023

Introduction:

By following the cleaning requirements within this protocol a safe and healthful work environment can be created under normal circumstances. During an influenza pandemic, more stringent cleaning methods must be adopted in order to protect the safety and health of staff and students. Given the concern regarding the spread of influenza through contaminated objects and surfaces, additional measures will be required to minimize the transmission of the virus through surfaces such as sinks, handles, railings, desktops, counters or other shared work surfaces. The use of additional cleaning products will assist in reducing the spread of influenza.

Each school or facility should continue with their normal cleaning routines unless notified otherwise. If additional cleaning is required staff will be notified. Principals and Decision Unit Administrators must initiate the additional disinfecting requirements once they have been notified that an influenza pandemic exists.

Personal Protection:

Hand washing

Hand washing, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Good hand washing technique can significantly reduce the spread of infectious diseases among both children and adults. The following technique is the best practice to be used by students and staff:

1. Remove all rings, jewelry, such as watches and bracelets. Wet your hands with warm running water.
2. Put a small amount of liquid soap in the palm of one hand. Bar soaps are not as hygienic as liquid soaps because they stay moist and attract germs. If a bar soap is the only option it should be stored on a rack so that the bar doesn't sit in water.
3. Rub your hands together for 20-45 seconds so you produce lather. Make sure you scrub between your fingers, under your fingernails and the backs of your hands.
4. Rinse your hands well with clean running water for at least 10 seconds. Try not to touch the faucets once your hands are clean. Use a paper towel to turn off the water.
5. Dry your hands with a single use paper towel. If no paper towel is available, use the air dryer, but do not touch the activation button with your hand (use your elbow/sleeve).

Wash your hands frequently with soap and water, especially after coughing, sneezing or blowing your nose. When soap and water are not available, hand sanitizers are an excellent alternative to use if hands do not look dirty.

Do not touch your eyes, nose or mouth after shaking hands or touching hard surfaces like counters and door handles or other surfaces that may have influenza and other viruses on them.

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Cover your cough and sneeze

Sneeze and cough into your elbow or sleeve or use a tissue. After wiping or blowing your nose with a tissue, throw away the tissue and wash your hands. Keep your fingers away from your eyes, nose and mouth.

If you are sick – stay home and avoid crowds when sick

If you are sick, avoid going to work and being in large crowds as you can spread influenza easily to others. Symptoms include fever, cough, runny nose, sore throat, body aches, fatigue and lack of appetite. If you have flu like symptoms, do not come to work, stay at home. Do not go out. Call in and report your illness to the school, and they will request a replacement worker for you. Clean your house using a cleaning disinfectant.

Call Alberta Health Services Health Link

To get health advice or information call:

Toll Free 811

Personal Protective Equipment

General PPE

In all cases, where an additional cleaning product or solution is recommended, staff must adhere to the WHMIS requirements and consult the Material Safety Data Sheet.

You may want to keep a full change of clothing, shirt, pants, socks and shoes at work. Use these for working and change into your regular clothing prior to going home. Wash work clothes daily. When taking work clothes home put them in a garbage bag and wash/dry them separately from all other family clothing. Use a solution containing a product such as *Bleach for the Unbleachables* when washing work clothes. You may wish to have a dedicated pair of shoes for work when cleaning an isolation/sick room. Spray disinfectant on shoes after use.

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Specific PPE

Refer to Appendix A – PPE Chart

Refer to Appendix B – Proper technique for putting on and taking off PPE

Cleaning:

Removal of Clutter and non-essential items in gathering areas e.g. Main Office

Magazines, papers and other items such as toys or other learning aids are to be removed from reception/waiting areas, and from common areas such as kitchens, common rooms and breakout areas. Principals and teachers are encouraged to minimize shared learning tools, books, magazines and gym equipment.

Employee Cleaning Responsibilities

Employees will be responsible for cleaning and disinfecting personal areas and equipment such as keyboards, computer mice and telephone receivers.

Cleaning Supplies

Cleaning supplies will be available to all schools; (see *Public Health Agency of Canada*

Guidelines), paper towels, disposable gloves, masks and disinfectant sprays. In case detergents and disinfectants run out, you may want to use alternate replacement products such as neutral cleaners, soaps, *Pro-clean* or bleach. In the case of the latter, follow proper dilution ratios for disinfection. *Pro-clean* should only be used on floors or bathroom/locker/room/shower walls.

Cleaning Process

1. Apply solution to either surface or to cloth. Clean all horizontal surfaces in the room ensuring that the cloth is changed when soiled. Place used cloth in a marked plastic-lined waste basket.
2. Disinfect all horizontal surfaces in the room by reapplying the disinfectant solution and allowing for a 5 minute contact time. If using cloth and bucket method, once room has been cleaned discard all unused cleaning solution before proceeding to the disinfection step. All to air dry or wipe dry.

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Although air drying of disinfected surfaces is preferable, should surfaces still be wet after the 5 minute contact time, the surface may be wiped dry if necessary. Periodic rinsing of soft surfaces such as vinyl is suggested. Bathrooms within a room should be cleaned last.

General school cleaning

Cleaning and sanitizing should be done to all hard surfaces in common areas daily:

- Student desks and tables
- Staff desks – priority given to shared desk surfaces
- Empty garbage containers
- Counters and hand railings
- Lift, stairwells, elevator buttons (if applicable)
- Doors, door handles and push plates
- Light switched and lift buttons
- Washbasins, toilet bowls and urinals

Specialized cleaning

If a case is confirmed, and the student or staff member has entered the school while ill within a 48 hour time frame then cleaning of the locker, desk and/or workspace should take place immediately to minimize the spread of infection. Their locker and desk should not be used by any individual until this cleaning has been completed. If necessary, the area can be marked do not disturb/touch by means of tape and/or signage until this process is completed.

Kitchen hygiene/break-out area hygiene/home economics

Where possible, disposable cups, plates and utensils should be used. In locations where this may not be feasible then students and staff should be reminded not to share cups, dishes, and utensils. All dishes, cups and utensils are to be thoroughly washed with soap and hot water after use, or preferably washed in a dishwasher.

Tea towels are not to be used to dry your hands. Paper towels located in a no-touch dispenser are to be used. If tea towels are going to be used to dry dishes they are to be replaced after use. Not to be re-used between washings.

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Tea towels and other cloth products such as aprons are to be washed in a bleach solution.

Countertops and other high touch areas in staff kitchens are to be disinfected regularly and in Home Ec. Rooms between classes.

Infirmery (sick room) Cleaning

In the event that a sick room is used for someone suspected of having H1N1 influenza, the following procedures should be used for preparing and cleaning the room.

1. Remove all unnecessary equipment and materials from the infirmery, e.g. first aid kt.
2. Gather all equipment, cleaning solutions and materials required to clean the room.
3. Wash hands and put on the proper PPE in proper sequence. (See Appendix B) PPE should be changed if torn or soiled and should always be changed between rooms.
4. Place signage on door to not disturb or enter while cleaning.
5. Dispose of garbage in the room.
6. Clean and disinfect all furniture, bedding, bathrooms and fixtures, high touch areas, knobs, switches, etc. any everything that could have been touched by the sick student. Spare bedding to be kept in separate area.
7. Restock paper towel dispensers.
8. Spot wipe all walls, high to low with disinfectant solution. If cleaning bucket needs to be removed from the room, spray the bucket with the disinfectant solution before taking from the room.
9. Used clothes should be dispensed into a garbage bag, and cleaned separately from other cleaning clothes.
10. Remove and discard disposable PPE in the proper order.
11. Wash hands prior to leaving the room.
12. At the end of the day spray the entire room with disinfectant

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PHAC Guidance

Environmental Cleaning

"Influenza viruses can survive on some surfaces for several hours to days but are rapidly destroyed by cleaning. Cleaning of objects and surfaces that are frequently touched by multiple students or staff, high touch surfaces such as doorknobs, faucet handles, computer keyboards, telephones, etc., will help to prevent the transmission of the influenza virus from person to person through contaminated hands.

It is recommended that high touch surfaces in post-secondary and boarding schools be cleaned at least twice daily. No special disinfectants or waste handling practices are required for influenza; regular household or commercially available cleaning products are sufficient for this purpose, and waste handling would be according to usual standards.

Post-secondary and boarding schools are advised to increase the frequency of cleaning during school hours as well as monitoring hand cleaning supplies. All sinks in washrooms, kitchens and classrooms should be well stocked with hand washing supplies at all times (i.e., soap and paper towels). Consider the use of alcohol-based hand rubs (with 60-90% alcohol) in classrooms without hand washing sinks."

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APPENDIX A

PPE (PERSONAL PROTECTIVE EQUIPMENT) CHART

Custodian Staff will not be involved in active care of ill staff/students. Public Health Agency of Canada does not recommend the use of N95 masks.

Risk Rating	Hand Hygiene	Respiratory Hygiene (cover cough)	Surgical Mask	Eye Protection	Protective Clothing	Gloves
Level One-Low Risk First case in Country	YES	YES	NO	NO	NO	NO
Level Two-Medium Risk First case in district school	YES	YES	YES	No – unless in direct contact with sick staff/student or cleaning isolation (sick/infirmary) Room.	If isolation gown not available a Change of clothing recommended if in contact with ill student/staff or cleaning isolation room.	YES
Level Four-High Risk Spread within district schools (multiple schools)	YES	YES	YES	No – unless in direct contact with sick staff/student or cleaning isolation (sick/infirmary) room.	If isolation gown not available a change of clothing recommended if in contact with ill student/staff or cleaning isolation room	YES

APPENDIX B

PROPER TECHNIQUE FOR PUTTING ON/TAKING OFF PPE

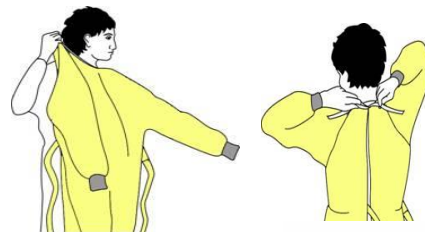
SEQUENCE FOR PUTTING ON (DONNING)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

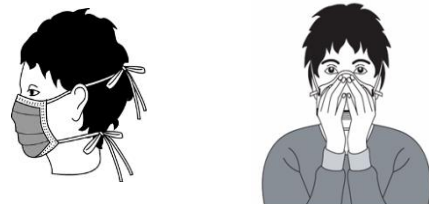
1. GOWN

- ▶ Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- ▶ Fasten in back of neck and waist



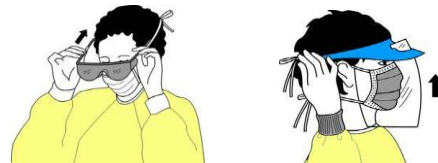
2. MASK OR RESPIRATOR

- ▶ Secure ties or elastic bands at middle of head and neck
- ▶ Fit flexible band to nose bridge
- ▶ Fit snug to face and below chin
- ▶ Fit-check respirator



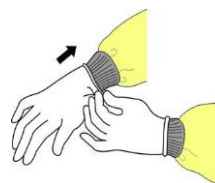
3. GOGGLES OR FACE SHIELD

- ▶ Place over face and eyes and adjust to fit



4. GLOVES

- ▶ Extend to cover wrist of isolation gown
- ▶ Gloves are always applied last



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USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION



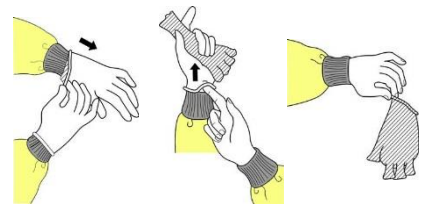
- ▶ Keep hands away from face
- ▶ Limit surfaces touched
- ▶ Change gloves when torn or heavily contaminated
- ▶ **PERFORM HAND HYGIENE prior to glove application**

Adopted CDC Guidelines 2008

SEQUENCE FOR REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)

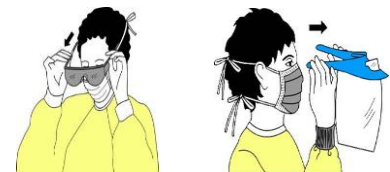
1. GLOVES

- ▶ Outside of gloves is contaminated!
- ▶ Grasp outside of glove with opposite gloved hand; peel off
- ▶ Hold removed glove in gloved hand
- ▶ Slide fingers of ungloved hand under remaining glove at wrist
- ▶ Peel glove off over first glove
- ▶ Discard gloves in waste container
- ▶ **Gloves are always removed first**



2. GOGGLES OR FACE SHIELD

- ▶ Outside of goggles or face shield is contaminated!
- ▶ To remove, handle by head band or ear pieces
- ▶ Place in designated receptacle for reprocessing or in waste container



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3. GOWN

- ▶ Gown front and sleeves are contaminated!
- ▶ Unfasten ties
- ▶ Pull away from neck and shoulders, touching inside of gown only
- ▶ Turn gown inside out
- ▶ Fold or roll into a bundle and discard



4. MASK OR RESPIRATOR

- ▶ Front of mask/respirator is contaminated – DO NOT TOUCH!!
- ▶ Grasp bottom, then top ties or elastics and remove
- ▶ Discard in waste container



Remove PPE at doorway before leaving the patient room, except N95 mask when Airborne Precaution.

**PERFORM HAND HYGIENE
IMMEDIATELY AFTER
REMOVING ALL PPE.**