

Infection Control

POLICY

Infection control is the responsibility of staff, contactors and volunteers.

PROCEDURES

Standard Precautions

Standard precautions include hand washing, wearing personal protective equipment, disposal of waste, using aseptic techniques and managing staff infections.

1. Wash your hands:
 - Before and after client contact
 - Before putting on gloves and when they are removed
 - Before and after meal breaks
 - Before handling food or food utensils
 - When contaminated with body substance
 - After touching a contaminated surface or material
 - Before handling medical equipment
 - After personal toileting or handling toilet equipment
 - After smoking
 - After blowing your nose
2. Cover any wounds you have with a waterproof dressing.
3. Wear gloves if likely to touch any body fluid, wet or dirty linen and when cleaning toilets or spills of urine/faeces.
4. Wear an apron, gown and eye protection when you are at risk of being splashed by a body substance or when caring for a client who has an infection that may be spread by direct contact.
5. Wear a mask if you have a cold and are giving care to clients or if you are likely to be splashed by a body substance.
6. Dispose of waste appropriately.

Wearing Gloves

Care staff and cleaners must always wear gloves:

- If they are likely to touch any body fluid or non-intact skin of all clients
- If touching wet, dirty linen
- When cleaning toilets or spills of urine/faeces
- When cleaning baths, showers, hand wash bowls, shower and toilet chairs
- If checking or changing dressings
- When undertaking personal care tasks with clients
- When handling and applying medications, creams, ointments, drops, tablets and capsules (including non-medicated ointments and creams)

Refer to the Work Instruction WI.Co.W.42... Care Staff Medications Assistance for further clarification on wearing gloves when handling all types of medications.

Personal and Hand Hygiene

1. Keep hands and fingers away from your mouth, nose, hair, ears and eyes.
2. Keep fingernails trimmed and clean.
3. Wear clean clothing and uniform.

Practice Good Hygiene Practices

All staff will practice good hygiene practices, including:

- Cover coughs and sneezes with elbow or a tissue
- Put used tissues straight in the bin
- Wash hands often with soap and water
- Use alcohol-based hand sanitisers
- Avoid touching own eyes, nose and mouth
- Clean and disinfect frequently used objects such as benches, desks and doorknobs
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
- Increase the amount of fresh air available by opening windows or adjusting air conditioning

Protective Clothing and Equipment (PPE)

1. Wash hands before putting on PPE.
2. Remove PPE as required.
3. Dispose of used PPE appropriately.
4. Wash hands.

Wearing Face Masks and PPE

Staff will wear face masks and all other Personal Protective Equipment (PPE) as directed by the Victorian State Government and Department of Health and Human Services.

Staff Infections

1. Notify the Director of Community Care or relevant delegate before commencing work if you have:
 - Covid-19
 - Diarrhoea or vomiting
 - Influenza or cold
 - Scabies/Lice
 - Chicken Pox
 - Weeping skin lesions or wound infections
 - Shingles
 - A rash
 - Any other infectious illness
2. Notify the Director of Community Care or relevant delegate if you are pregnant and have been asked to care for a client who has an infectious illness.

Immunisation

It is a condition of employment that staff participate in the annual Influenza vaccination and other vaccinations as required.

Before Entering the Clients Home

All staff will ask the client if they currently have Covid-19 prior to entering the client's home to provide services. If the client answers yes and they are still in their isolation period, staff will leave the client's home and notify Westmont immediately.

Westmont will continue to provide essential services if the client has no other support options during their isolation period.

Providing Services in the Clients Home

When providing services in the client's home staff will:

- a) Practice social distancing wherever possible when providing the service.
- b) Routinely wash hands with soap and water and dry using paper towel.
- c) Don PPE as directed by the Victorian State Government and Department of Health and Human Services.
- d) Complete the service as directed.
- e) At the completion of the service, remove PPE and dispose appropriately.
- f) Wash your hands with soap and water, and dry using paper towel.
- g) Sanitise hands before you get into their car.

Client Transport Services

When transporting clients, staff will advise the client that they must sit in the rear passenger seat of the car or provide sufficient social distancing/space in a bus and wear a face mask as directed by the Victorian State Government and Department of Health and Human Services.

Date approved:	June 2019	By Department:	Executive		
To be reviewed:	June 2022	By Department:		Key changes:	1.1 Updated January 2020 – wearing gloves 1.2 Updated April 2020 – pandemic practices 1.3 Updated August 2020 – screening questions; reporting WorkSafe
Date Approved:	June 2022	By:	Maralee Vogel		1.4 Updated June 2022 – updated Covid-19 requirements
To be reviewed:	June 2025				