

**POLICY AND PROCEDURE ON PREVENTION OF ILLNESS AND  
COMMUNICABLE DISEASES**

**I. PURPOSE**

The purpose of this policy is to provide procedures that will promote the health of PCAs and the service recipient through sanitary practices.

**II. POLICY**

It is the policy of the agency to minimize the transmission of illness, infections, and communicable diseases by practicing and using proper hygiene practices. PCAs will be educated on these procedures and general infection control procedures. This includes active methods to minimize the risk of contracting illness or disease through person to person contact or person to contaminated surface contact as well as universal precautions to prevent the spread of blood borne pathogens. All procedures contained within this policy are intended to minimize and prevent the spreading of infection and communicable diseases. If infection or a communicable disease were to be identified, the company will follow the control and investigation practices and guidelines as established by the Center for Disease Control and Prevention.

**III. PROCEDURE**

**A. Care and sanitation**

1. PCAs will follow proper food handling and storage procedures including, but not limited to, using appropriate cooking temperatures, food storage containers, and refrigeration if helping a service recipient in this way.
2. Food and drink will not be stored in areas where bodily fluids, hazardous materials, and harmful substances may be present (i.e. bathrooms).
3. Medications are stored according to the service recipient's needs and care plan.

**B. Infection control and blood borne pathogens**

1. Hand washing is the single most important practice for preventing the spread of disease and infection. Proper hand washing will be completed as a part of regular work practice and routine, regardless of the presence or absence of any recognized disease and infection. PCAs are also expected to assist service recipients to ensure regular hand washing according to the service recipient's needs.
2. Gloves will be used as a barrier between hands and any potential source of infection. Gloves must be worn when contact with high risk bodily fluids can be reasonably anticipated. Fresh gloves will be provided by the service recipient or responsible party for PCAs to use.
3. Eye protection or gowns may be made available whenever splashes, drops, or higher volumes of high risk bodily fluids are anticipated. This can include, but is not limited to, oral hygiene procedures and clean up of large amounts of high risk bodily fluids. Personal protective equipment, if deemed necessary, are also to be provided to PCAs by the service recipient or responsible party.
4. When handling linen and clothing contaminated with high risk bodily fluids, employees will wear gloves at all times. Contaminated laundry will be cleaned in the washing machine and dried in the dryer separate from non-contaminated laundry.
5. Employees are to use extreme, deliberate precaution in handling contaminated needles and sharps. Contaminated needles will not be bent or recapped. All needles and sharps will be disposed of in an appropriate sharps container.

**C. Compliance**

1. Employees are responsible to adhere to universal precaution procedures. If there are obstacles to the implementation of universal precaution procedures, they will be immediately brought to the attention of the Qualified Professional. The Qualified Professional will then develop and implement solutions as necessary.

## Dependable Home Health Care, Inc.

2. At a minimum, gloves and disinfectant will be available at the recipient's home and provided by them for PCAs..
  3. PCAs will receive training, at time of hire and annually, on universal precaution procedures, infection control, and blood borne pathogens.
- D. Identification and investigation of Center for Disease Control identified infections or communicable diseases
1. PCAs will monitor for changes in the recipient's physical, mental, and emotional condition if an infection or communicable disease is known.
  2. The Qualified Professional will be contacted regarding the concern of possible infection or communicable disease and if necessary, a visit to the individual's physician will be recommended.
  3. All practices and guidelines will be followed if provided by the physician or the Center for Disease Control and Prevention if an investigation is directed as a result of an identified infection or communicable disease and as directed by the care plan.