

Section 3: **Routine Practices**

Policy number: **3.5**

Subject: **Administrative Controls**

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## **1 POLICY**

- 1.1 Administrative controls, such as IPAC policies and procedures, education of staff and clients, healthy workplace policies, and staff immunization are measures put in place by FNIHB to protect staff and clients from infection. All staff must be familiar with administrative controls and adhere to these measures.

## **2 PROCEDURE**

- 2.1 Administrative controls are measures that are put into place to protect staff and clients from infection and include:
- 2.1.1 Staff Education and Training
  - 2.1.2 Education of Clients
  - 2.1.3 Respiratory Etiquette
  - 2.1.4 Healthy Workplace Policies and Procedures
  - 2.1.5 Staff Immunization
- 2.2 Staff Education and Training:
- 2.2.1 IPAC Education is a requirement for all FNIHB - OR staff who work in a health facility
  - 2.2.2 All new hires will be provided with IPAC education by the hiring manager/coordinator or designate at the initiation of employment as part of the orientation program.
  - 2.2.3 All existing staff will receive IPAC education via their manager or designate on an annual basis as part of ongoing continuing education.
    - 2.2.3.1 IPAC education should include, but is not limited to the following concepts:
      - 2.2.3.1.1 Disease transmission, the risks associated with infectious diseases and basic epidemiology of health care-associated infection specific to the care setting
      - 2.2.3.1.2 Importance of maintaining immunizations

- 2.2.3.1.3 Hand hygiene, including proper use of alcohol-based hand rubs and hand washing
- 2.2.3.1.4 Principles and components of Routine Practices as well as Additional Precautions
- 2.2.3.1.5 Assessment of the risk of exposure and the appropriate use of and indications for PPE, including safe application, removal and disposal
- 2.2.3.1.6 Appropriate cleaning and/or disinfection of health care equipment, supplies and surfaces or items in the health care environment
- 2.2.3.1.7 Individual staff responsibility for keeping clients, themselves and co-workers safe
- 2.2.3.1.8 Education in early problem or symptom recognition

## 2.3 Education of Clients:

### 2.3.1 Client teaching should include:

- 2.3.1.1 Correct hand hygiene – when to perform and how
- 2.3.1.2 Basic hygiene practices that prevent the spread of microorganisms, such as respiratory etiquette
- 2.3.1.3 Not sharing personal items

## 2.4 Respiratory Etiquette:

### 2.4.1 Staff, clients, and visitors should understand the personal practices that help prevent the spread of microorganisms that cause respiratory infections. These personal practices include:

- 2.4.1.1 Not visiting in a health care facility when ill with an acute respiratory infection, an infectious rash, or with vomiting and diarrhea illnesses
- 2.4.1.2 Avoidance measures that minimize contact with droplets when coughing or sneezing such as:
  - 2.4.1.2.1 Turning head away from others
  - 2.4.1.2.2 Maintaining a two-meter separation from others
  - 2.4.1.2.3 Covering the nose and mouth with tissue
  - 2.4.1.2.4 Coughing into the sleeve
  - 2.4.1.2.5 Immediate disposal of tissues into waste receptacles after use
  - 2.4.1.2.6 Immediate hand hygiene after disposal of tissue

## 2.5 Healthy Workplace Policies:

- 2.5.1 As part of the IPAC education orientation, staff will be advised that it is an expectation that staff do not come in to work when ill with symptoms that are of an infectious origin
- 2.5.2 Staff working in health care settings who develop an infectious illness **may** be subject to some work restrictions. (Refer to Policy 1.4: Management of Occupational Accidental Exposure to Infectious Diseases).

## 2.6 Staff Immunization

- 2.6.1 All FNIHB staff are expected to meet current immunization recommendations and to maintain up-to-date immunization status as outlined in the current edition of the Health Canada Occupational Health Assessment Guidelines (OHAG) Annex O (and as recommended by the National Advisory Committee on Immunization (NACI) Canadian Immunization Guide, current edition. (Refer to Policy 1.1: Staff Immunization, Policy 1.2: Staff Tuberculin Skin Test Screening/Assessment)

## 3 REFERENCES

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