



INFECTION CONTROL

Policy and Procedure Manual



Item # H50045

About the Manual

This manual has been designed to help establish infection control programs that meet the specific needs of the elderly population and the facilities caring for them. Infections are one of the most significant and costly problems nursing facilities face today. They account for a large proportion of morbidity and mortality among residents, and for many hospital transfers. Preventing infections in long-term care is an arduous task that requires the ongoing cooperation of staff, administration, residents and visitors.

Structure and Organization

The documents in this manual are divided into two general categories to help users locate information quickly. These categories are *Operational* and *Clinical*.

Operational Policies and Procedures (Part 1) contains infection control policies and procedures that are facility-wide and operational in nature. The following list describes these chapters:

- **Administrative Policies**—contains administrative infection control policies and documentation tools (e.g., committee duties and responsibilities; monitoring compliance with infection control; policy review and updating, etc.) This chapter also includes a job description for the Infection Control Coordinator.
- **Bioterrorism and Disaster Preparedness**—contains policies and related guidelines regarding pandemic influenza; and current CDC information regarding biological and chemical agents and related threats (anthrax, smallpox, plague, etc.), as well as recommendations to prepare facilities for natural and man-made disasters.
- **Employee Health**—includes policies, procedures, and documentation tools that govern the health and safety of employees, including what to do if an exposure incident occurs, employee work assignments, and how to screen employees for infectious diseases. This chapter also includes a discussion of the role of the Medical Director in employee health.
- **Environmental Infection Control**—provides policies, procedures, and documentation tools that guide the proper cleaning and disinfecting of the environment, disposal of medical waste, and infection control during construction.
- **Surveillance**—contains policies, recordkeeping forms and documentation tools that assist facilities in surveillance of infections, recognition of outbreaks of communicable disease, and reporting.
- **OBRA Regulations and Interpretive Guidelines**—provides the most current OBRA regulations and interpretive guidelines for infection control.

Clinical Practices and Procedures (Part 2) contains information related to specific clinical situations and conditions, including practices to prevent or minimize the spread or occurrence of infections while caring for residents. These topics include:

- **Clinical Policies and Procedures**—includes policies, procedures, and documentation tools related to infection control aspects of clinical situations and conditions common in long-term care (e.g., fecal incontinence, soiled dressings, suctioning, multidrug-resistant organisms, etc.). This chapter also contains CDC recommendations for preventing antimicrobial resistance in long-term care.
- **General Infection Control Practices**—contains policies and procedures that guide routine infection control practices, including personal protective measures, handwashing and hand hygiene, and guidelines for Standard and Transmission-Based Precautions.
- **Immunization and Vaccination**—includes policies, procedures, and documentation tools that govern immunization and vaccination of residents.
- **Miscellaneous**—a placeholder for miscellaneous information that may be added in future updates.
- **Guidelines and Recommendations**—lists current guidelines and recommendations (CDC, APIC, OSHA, etc.) with URLs for the current web documents. The full text documents are available on the CD.

Locating Topics

There are three ways to locate documents or topics:

1. **Alphabetical Index**—located in the back of each part. This is a comprehensive index of topics, keywords, phrases, and document titles cross-referenced to page numbers and chapters throughout the manual.
2. **Chapter Tables of Content**—located behind the title page of each chapter. The TOC provides a list of documents in that chapter with the corresponding page numbers.
3. **CD-ROM**—provided with the manual. The CD-ROM contains a searchable Adobe Acrobat™ (pdf) version of the manual. It is a single, bookmarked, hyperlinked document file.

Navigating the Documents

Policies – policies establish the underlying premise for all procedures. They are governing statements that facilitate consistency and simplify decision-making. Each policy format is designed to help the reader locate information quickly.

- **Policy Statement**—a summary statement that indicates the primary focus of the policy.
- **Policy Interpretation and Implementation**—the detailed steps that outline what the policy statement means and how it is implemented in the facility.
- **Highlights Bar**—highlights key words and phrases from the policy.
- **Headers/Footers**—indicate the chapter title, manual title, policy revision date and page number.
- **References Box**—provides regulatory and reference information, lists related documents located throughout the manual, and provides a space for documentation of policy revision.

Procedures – procedures provide step-by-step guidelines for specific actions, treatments, or processes.

- **Purpose of the Procedure**—a summary statement that indicates the general purpose of the procedure.
- **Highlight Bars**—designate sections in the procedure (e.g., Procedure guidelines; Equipment and Supplies; Steps in the Procedure).
- **Clinical Tier**—establishes the complexity of the procedure and the level of skill and training associated with the procedure. (Note: Facilities should use this as a guideline only and *always* defer to the state licensing requirements and practice standards for each discipline.) Clinical tiers for procedures consist of the following parameters:
 - **Level I:** Consists of procedures that represent basic levels of care in the facility. These procedures may be performed by all trained and oriented clinical staff (licensed or unlicensed) and in some cases non-clinical staff (e.g., housekeeping).
 - **Level II:** Represents procedures that require additional skill, experience, or special training for non-licensed staff to perform. In some cases, procedures may only be performed under the supervision of licensed staff.
 - **Level III:** Represents specialized or complex procedures that should be performed by licensed and trained staff (for details, consult state licensing and practice guidelines).
- **Headers/Footers**—indicate the chapter title, manual title, procedure revision date and page number.
- **References Box**—provides survey tag number and MDS references, lists related documents throughout the manual, suggests potential exposure risks for that procedure and provides a space for documentation of procedure revision.

Finding Related Information

- **Related Documents**—listed (where applicable) in the References box. Where possible, like topics are grouped in the same chapter, however, in some cases related documents may be located in other chapters (or appendices of chapters) in the manual. We recommend using the cumulative index to search for the location of related documents, or using the hyperlinks and search function in the Adobe Acrobat™ (pdf) version of the manual on the CD-ROM.
- **Chapter Appendices**—contain documentation tools, references, and forms that compliment the policies and procedures within the chapter.



10800 Industry Lane
Miamisburg, OH 45342
800-438-8884 (phone) 800-230-8687 (fax)
www.heaton.org
www.med-pass.com

©2001 MED-PASS, Inc. Copyright claimed in all chapters, exclusive of the text of U.S. Government statutes and implementing regulations.

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered and is intended for use by qualified health care practitioners and other qualified professionals in regard to the subject matter covered. It is sold as a guideline in meeting compliance with OBRA regulations governing long-term care facilities and with the understanding that the authors and the publisher are not engaged in rendering medical, legal, accounting, or other professional service. This manual does not instruct--and is not intended to instruct--a user about how to treat any medical condition or infectious disease outbreak. The information in this manual is not intended and should not be construed as a substitute for a physician's medical advice, or the input of a Medical Director, Registered Nurse, or Infection Control Coordinator about caring for patients and meeting legal and regulatory requirements. If medical or legal advice or other expert assistance is required, the services of a competent professional person should be sought. The authors, editors, and the publisher expressly disclaim responsibility for any adverse effects or consequences resulting from the use of any of the practices or procedures presented or discussed in this manual. They shall not be liable for any damages whatsoever resulting from the use of this manual.

The authors have made every effort to ensure the accuracy of the information herein. However, appropriate information sources should be consulted, especially for new or unfamiliar policies or procedures. It is the responsibility of every user of this manual to evaluate the appropriateness of a particular opinion in the context of actual clinical situations and with due considerations to new developments. Authors, editors, and the publisher cannot be held responsible for any typographical or other errors found in this book. —*From a Declaration of Principles jointly adopted by a Committee of the American Bar Association and a Committee of Publishers and Associations.*

All rights reserved. No parts of this book may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publisher.

MED-PASS and Heaton Resources and the MED-PASS and Heaton Resources logos contained herein are either registered trademarks or trademarks of MED-PASS, Inc. Other product and company names mentioned herein may be the trademarks of their respective owners.

Published by

MED-PASS, Inc.

Printed in the United States of America

Revised November 2011

Authors:

Steven A. Levenson, MD, CMD
Stacy Lundin Yale, RN, BSN

Editor:

Betty Lovvorn

Product number

H50045

Infection Control Policy and Procedure Manual

Administrative Policies

Table of Contents

	Page
Admission of Residents with Communicable Disease (Policy)	1
Biohazard Labeling (Policy).....	3
Employee Training on Infection Control (Policy).....	5
Healthcare-Associated Infections, Identifying (Policy).....	7
Infection Control Committee – Duties and Responsibilities	8
Infection Control Committee Overview (Policy)	12
Infection Control Coordinator (Policy)	13
Monitoring Compliance with Infection Control (Policy)	14
Notification of Funeral Home (Policy).....	16
Policies and Practices – Infection Control (Policy).....	17
Policy Review and Updating (Policy)	19
Reportable Diseases (Policy).....	20
<u>Appendices</u>	
Appendix A: Report of Incident/Accident	A-1
Appendix B: Animal Bite Incident Report.....	B-1
Appendix C: Monitoring Compliance with Infection Control Checklist	C-1
Appendix D: Infection Control Coordinator Job Description	D-1
Appendix E: Infection Control Training Resources.....	E-1

Infection Control Policy and Procedure Manual

Bioterrorism and Disaster Preparedness

Table of Contents

	Page
Bioterrorism	
Emergency Procedure – Terrorism/Biological Attack (Procedure).....	1
 Pandemic Influenza Preparedness	
Emergency Procedure – Pandemic Influenza (Procedure)	5
Pandemic Influenza Communications Plan (Policy)	10
Pandemic Influenza, Infection Control Measures During (Policy)	11
Pandemic Influenza Planning Committee and Response Coordinator (Policy)	13
Pandemic Influenza, Planning for Surge Capacity (Policy)	15
Pandemic Influenza Surveillance and Detection (Policy)	16
Pandemic Influenza Training and Education (Policy).....	18
Pandemic Influenza Written Plan (Policy)	20
 <u>Appendix A</u>	
Bioterrorism Readiness Plan: A Template for Healthcare Facilities (<i>See CD-ROM</i>)	
 <u>Appendix B</u>	
Enhanced U.S. Surveillance and Diagnostic Evaluation to Identify Cases of Human Infection With Avian Influenza A (H5N1)	B-1
Influenza Symptoms and Laboratory Diagnostic Procedures.....	B-3
Interim Guidance for the Use of Masks to Control Influenza Transmission.....	B-7
Line Listing Report, Influenza-Like Illness	B-11
Long-Term Care and Other Residential Facilities Pandemic Influenza Planning Checklist.....	B-13
Pandemic Influenza Critical Contact Points.....	B-19
Pandemic Influenza Internet Resources	B-21
Pandemic Influenza Planning Committee Roster.....	B-25
Sample Supply Checklists for Pandemic Planning.....	B-27

Infection Control Policy and Procedure Manual

Employee Health

Table of Contents

	Page
Communicable/Contagious Diseases, Employee (Policy).....	1
Employee Health – Medical Director Role (Policy).....	3
Employee Health Records (Policy)	5
Employee Infection and Vaccination Status (Policy).....	7
Employee Work Assignments (Policy)	9
Employees of Other Employers, Infection Control (Policy)	10
Engineering Controls (Policy).....	12
Exposure Classification of Tasks/Procedures (Policy).....	13
Exposure Reporting and Investigating (Policy).....	15
Exposure Reports (Policy).....	17
First Aid Treatment (Policy)	18
Hepatitis B Vaccination (Policy).....	21
Needlesticks and Cuts (Policy).....	24
Sharps Injury Record (Policy)	25
Standard Precautions Barrier Checklist (Policy)	26
Tuberculosis – Employee Exposure Follow-Up (Policy)	27
Tuberculosis, Employee Screening for (Policy).....	29
Waste Disposal (Policy)	32
Work Practices (Policy).....	33
 <u>Appendices</u>	
<u>Appendix A</u>	
Employee Health – Role of the Medical Director	A-1
<u>Appendix B</u>	
Bloodborne Pathogens Exposure Report.....	B-1
Sharps Injury Record.....	B-3
Standard Precautions Barrier Checklist.....	B-5
Standard Precautions Barrier Checklist (Example).....	B-6
Task Evaluation and Classification Record.....	B-7
Task Evaluation and Classification Record (Example).....	B-8

Infection Control Policy and Procedure Manual

Employee Health

Table of Contents

(continued)

	Page
<u>Appendix C</u>	
Employee Declination of Annual Influenza Vaccination	C-1
Employee Health Survey/Immunization Status	C-3
Employee Record of Vaccination	C-5
Hepatitis B General Information	C-7
Hepatitis B Vaccine – Acceptance/Declination and Hepatitis B Vaccination Record	C-9
Hepatitis B Vaccine Information Statement	C-11
<u>Appendix D</u>	
Employee Medical Treatment Record	D-1
<u>Appendix E</u>	
Employee’s Notice of Reportable Conditions	E-1
<u>Appendix F</u>	
Employee Orientation Checklist, Infection Control Program	F-1
<u>Appendix G</u>	
Associate/Employee TB Screening Record	G-1

Infection Control Policy and Procedure Manual

Environmental Infection Control

Table of Contents

	Page
Cleaning and Disinfecting Non-Critical Resident-Care Items (Procedure).....	1
Cleaning and Disinfecting Residents' Rooms (Procedure)	4
Cleaning and Disinfection of Environmental Surfaces (Policy).....	7
Cleaning and Disinfection of Resident-Care Items and Equipment (Policy)	10
Cleaning Broken Glass When Contaminated with Blood or Body Fluids (Procedure).....	12
Cleaning/Repairing Carpeting and Cloth Furnishings (Policy)	14
Cleaning Spills or Splashes of Blood or Body Fluids (Policy).....	15
Cleaning Spills or Splashes of Blood or Body Fluids (Procedure).....	16
Construction and Renovation – Maintaining Air Quality and Safety (Policy)	18
Construction and Renovation – Role of the Administrator or Designee(s) (Policy)	19
Equipment and Supplies Used During Isolation (Policy).....	21
Ice Machines and Ice Storage Chests (Policy).....	22
Laundry and Bedding, Soiled (Policy)	24
Medical Waste, Categories of (Policy).....	26
Medical Waste Containers (Policy).....	28
Medical Waste Handling (Policy)	29
Medical Waste Management – Employee Training (Policy).....	30
Medical Waste – Preparing for Pickup (Policy)	31
Medical Waste – Segregating and Separating (Policy).....	33
Medical Waste Storage (Policy).....	34
Medical Waste Tracking (Policy).....	36
Pets, Animals, and Plants (Policy).....	38
Sharps Disposal (Policy)	40
Water Supply (Policy)	42
Water Supply – Disruption Due to Repairs or Emergencies (Policy).....	43

continues on next page

Infection Control Policy and Procedure Manual

Environmental Infection Control

Table of Contents

(continued)

	Page
<u>Appendix A</u>	
Environmental Protection Agency Regional Offices	A-1
Generator Shipment Log	A-3
Housekeeping and Laundry Service Cleaning Schedule.....	A-5
Medical Waste Tracking Form.....	A-7
Shipping Log – Institutions Transporting Medical Waste Between Their Own Facilities	A-9

Infection Control Policy and Procedure Manual

OBRA Regulations and Interpretive Guidelines

Table of Contents

	Page
§483.65 – Infection Control	1
§483.65(a) – Infection Control Program	1
§483.65(b) – Preventing Spread of Infection	1
§483.65(c) – Linens.....	1
Investigative Protocol for Infection Control.....	16
Endnotes	24

Infection Control Policy and Procedure Manual

Surveillance

Table of Contents

	Page
Compliance Rounds (Policy).....	1
Outbreak of Communicable Diseases (Policy).....	2
Reporting Communicable Diseases (Procedure).....	4
Surveillance for Healthcare-Associated Infections (Policy).....	5
<u>Appendix A — Surveillance Documentation</u>	
Documentation of Infection or Communicable Disease.....	A-1
Healthcare-Associated Infections Worksheet Sites and Pathogens.....	A-2
Healthcare-Associated Infections Worksheet Sites and Pathogens (Example)	A-3
Line Listing, Monthly Infection Report for All Nursing Units	A-4
Line Listing, Monthly Infection Report for All Nursing Units (Example)	A-5
Line Listing, Monthly Infection Report for Individual Nursing Units	A-6
Line Listing Report, Clostridium Difficile.....	A-7
Line Listing Report, MRSA.....	A-8
Line Listing Report, Respiratory Illness	A-9
Line Listing Report, VRE	A-10
Nationally Notifiable Conditions, 2011	A-11

Infection Control Policy and Procedure Manual

Clinical Policies and Procedures

Table of Contents

	Page
Clostridium Difficile (Policy).....	1
Colostomy/Ileostomy Care (Procedure)	3
Cultures for MRSA (Staphylococcus Screening) (Procedure)	5
Diapers/Underpads (Procedure)	7
Diarrhea and Fecal Incontinence (Procedure)	9
Dressings, Dry/Clean (Procedure).....	11
Dressings, Soiled/Contaminated (Policy).....	13
Dressings, Sterile (Procedure)	14
Guidelines for Preventing Intravenous Catheter-Related Infections (Procedure).....	16
HIV Antibody Testing (Policy).....	22
Influenza, Prevention and Control of Seasonal (Policy).....	24
MRSA – Management of Recurrent Skin and Soft Tissue Infection (Policy).....	31
Multidrug-Resistant Organisms (Policy).....	33
Norovirus Prevention and Control (Policy).....	37
Scabies (Procedure).....	40
Skin Tears – Abrasions and Minor Breaks, Care of (Procedure).....	44
Suctioning (Procedure).....	47
Tracheostomy Care (Procedure).....	50
Tuberculosis Infection Control Program (Policy)	52
Tuberculosis Risk Assessment (Procedure).....	54
Tuberculosis Screening – Administration and Interpretation of Tuberculin Skin Tests (Policy).....	56
Tuberculosis, Screening Residents for (Policy).....	58
 <u>Clinical Protocols</u>	
Fever/Septicemia – Clinical Protocol (Clinical Protocol)	60
Infections – Clinical Protocol (Clinical Protocol)	63
Pneumonia, Bronchitis and Lower Respiratory Tract Infections – Clinical Protocol (Clinical Protocol).....	67
Urinary Tract Infections/Bacteriuria – Clinical Protocol (Clinical Protocol).....	69

Infection Control Policy and Procedure Manual

Clinical Policies and Procedures

Table of Contents

(continued)

	Page
<u>Appendices</u>	
<u>Appendix A — Clinical Documentation</u>	
Documentation of Infection or Communicable Disease.....	A-1
Infection Treatment/Tracking Report.....	A-3
Infection Report	A-5
<u>Appendix B</u>	
HIV/HBV Antibody Testing	B-1
<u>Appendix C</u>	
CDC Campaign to Prevent Antimicrobial Resistance in Healthcare Settings.....	C-1
General Recommendations for Routine Prevention and Control of MDROs in Healthcare Settings	C-3
Recommendations for Intensified MDRO Control Efforts	C-5
<u>Appendix D — Tuberculosis Documentation</u>	
Tuberculosis (TB) Risk Assessment Worksheet	D-1
Tuberculosis (TB) Risk Assessment Worksheet (Example)	D-7
Risk Classifications and Recommendations for Screening Frequency	D-13
Tuberculosis Cases and Case Rates per 100,000 Population: States, 2004 and 2003	D-14
Tuberculosis Cases, Case Rates per 100,000 Population, Deaths, and Death Rates Per 100,000 Population, and Percent Change: United States, 1953-2004.....	D-15
State TB Statistics on the Internet.....	D-16
Tuberculosis Summary Record	D-17
Resident TB Screening and Immunization Record	D-19
TB Elimination — Infection Control in Health-Care Settings	D-21
Procedural Observation Checklists: Placing and Reading Tuberculin Skin Tests	D-23

Infection Control Policy and Procedure Manual

General Infection Control Practices

Table of Contents

	Page
Blood or Body Fluids Exposure (Policy).....	1
Blood Sampling – Capillary (Finger Sticks) (Procedure).....	3
Cultures (Policy).....	4
Cultures, Specimen Collection for (Procedure).....	5
Departmental (Environmental Services) – Laundry and Linen (Procedure)	10
Departmental (Maintenance) – Plumbing, HVAC and Related Systems (Procedure).....	12
Departmental (Physical Therapy) – Prevention of Infection (Procedure)	14
Departmental (Recreational Therapy) – Prevention of Infection (Procedure).....	16
Departmental (Respiratory Therapy) – Prevention of Infection (Procedure)	17
Feeding Syringes, Sanitization of Reusable (Procedure).....	20
Handwashing/Hand Hygiene (Policy)	22
Isolation – Categories of Transmission-Based Precautions (Policy)	25
Isolation, Discontinuing (Policy).....	31
Isolation – Initiating Transmission-Based Precautions (Policy).....	32
Isolation – Notices of Transmission-Based Precautions (Policy).....	34
Isolation, Removing a Body from (Policy).....	35
Needle Handling and/or Disposal (Procedure)	36
Personal Protective Equipment (Policy).....	37
Personal Protective Equipment – Eyewear (Policy)	38
Personal Protective Equipment – Using Protective Eyewear (Procedure).....	39
Personal Protective Equipment – Face Masks (Policy)	40
Personal Protective Equipment – Using Face Masks (Procedure).....	41
Personal Protective Equipment – Gloves (Policy).....	43
Personal Protective Equipment – Using Gloves (Procedure)	45
Personal Protective Equipment – Gowns, Aprons, Lab Coats (Policy).....	47
Personal Protective Equipment – Using Gowns (Procedure)	48
Preventing Foodborne Illness – Food Handling (Policy)	50

continues on next page

Infection Control Policy and Procedure Manual

General Infection Control Practices

Table of Contents

(continued)

	Page
Quarantine (Policy)	52
Standard Precautions (Policy)	53
Visitation, Infection Control During (Policy).....	56
<u>Appendix A — Documentation</u>	
Donning PPE.....	A-1
CDC Guideline for Isolation Precautions: Table 2.....	A-3
CDC Guideline for Isolation Precautions: Appendix A	A-7
Notice to Visitors	
Cover your Cough	

Infection Control Policy and Procedure Manual

Immunization and Vaccination

Table of Contents

	Page
Herpes Zoster Vaccine (Policy).....	1
Influenza Vaccine (Policy)	2
Pneumococcal Vaccine (Policy).....	4
Vaccination of Residents (Policy)	5
<u>Appendix A — Immunization and Vaccination Documentation</u>	
Herpes Zoster Vaccination – Informed Consent	A-1
Influenza Vaccination – Informed Consent.....	A-2
Pneumococcal Vaccination – Informed Consent	A-3
Resident Vaccination Record	A-4
Recommendations for Use of Zoster Vaccine.....	A-5
Recommended Adult Immunization Schedule – United States, 2011	A-11
Summary of Recommendations for Adult Immunization	A-15
2009 H1N1 Influenza Vaccine – Inactivated	A-19
2009 H1N1 Influenza Vaccine – Live, Attenuated	A-21
Inactivated Influenza Vaccine – 2010-11	A-23
Live, Intranasal Influenza Vaccine – 2010-11	A-25
Pneumococcal Conjugate Vaccine	A-27
Shingles Vaccine.....	A-29
Tetanus, Diphtheria (Td) or Tetanus, Diphtheria, Pertussis (Tdap) Vaccine	A-31