

HAND WASHING PROCEDURE & GUIDELINES

HAND WASHING PROCEDURE

1. Turn on the water using a paper towel.
2. Wet your hands, keeping your fingertips pointed down.
3. Apply soap.
4. Rub your hands together vigorously to create a lather. Rub hands together in a circular motion for at least 15 seconds. Pay particular attention to the area between your fingers. Keep your fingers pointed down.
5. Rub the fingernails against the palm of the opposite hand. Clean the nails with a brush or an orange stick if they are soiled.
6. Rinse your hands from the wrist to the fingertips. Keep your fingers pointed down.
7. Dry your hands with a paper towel.
8. Use a clean, dry paper towel to turn off the faucet. The faucet is contaminated with microbes deposited when people with unclean hands turn on the faucet. Do not touch the faucet handle with your hand.
9. Discard the paper towel.
10. Avoid touching the sink with your body or clothing during this procedure. Avoid splashing water onto your clothing.

HAND WASHING GUIDELINES

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| <ul style="list-style-type: none">• When coming on duty.• After picking anything up from the floor.• Before and after caring for each client.• Before applying and after removing gloves.• After personal use of the toilet or blowing your nose.• Before and after using lip balm.• Before and after manipulating contact lenses.• Before and after eating or drinking.• Before and after handling a client's food or drink.• After contact with anything soiled or contaminated.• Before handling any supply considered clean.• Before treating a cut or break in your skin.• After handling uncooked foods, particularly raw meat, poultry or fish.• After handling an incontinence brief or diaper.• After touching an animal, especially a reptile. | <ul style="list-style-type: none">• After handling trash or garbage.• Immediately before touching non-intact skin (skin that is broken, chapped, cut or cracked. If you are wearing gloves, change them.)• Immediately before touching mucous membranes (tissues of the body that secrete mucous; these tissues are open to the outside of the body). If you are wearing gloves, change them.• After touching non-intact skin, mucous membranes, blood, or any moist body fluid, secretions or excretions (human waste products eliminated from the body), even if the gloves were worn during the contact.• Whenever hands are visibly soiled.• After touching anything that many people have handled.• Any time your gloves become torn. |
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INFECTION CONTROL & SANITATION

To prevent the transmission of infection, all CNA's must comply with standard precautions and with policies and procedures concerning infection control.

REDUCING THE SPREAD OF INFECTION

The best defense against spreading germs and infection is to practice good sanitation methods. Although infection control may be second nature to you, it may not be as familiar to some of the clients and their families. Evaluate clients and their families to determine their ability to understand and apply infection control measures such as:

- Wash hands before and after care.
- Take only items essential to care into the home.
- Use a 1:10 solution of household bleach and water to clean non-disposable equipment contaminated with blood or body fluids.
- Discard disposable equipment that has been contaminated with blood or body fluids in a plastic bag and securely close it before placing it in the household trash.
- Pour body waste, such as urine or stool, into the toilet (after raising the seat) and then flush and disinfect the toilet.
- Dispose of solid waste, such as contaminated tissues, dressings, and disposable supplies, in a plastic bag and secure the top before placing in the household trash.
- Always carry a pair of household cleaning gloves when working in bathrooms or kitchens.
- Always wear gloves when handling clothing or linens soiled with blood or body fluids.
- Prevent the spread of droplets or infectious particles when handling soiled linens by handling carefully and trying not to shake them.
- Wash soiled linens with hot soapy water separate from other household wash and whenever possible add bleach or Lysol disinfectant to the wash.

If you feel that a client or family member can't apply infection control procedures adequately, notify the Client Care Department at Home Instead Home Care. Also, you must notify the Client Care Department if a client or family member's blood or body fluid gets on you or your clothing. You may want to carry an extra set of clean clothing in your car.

INFECTION CONTROL & SANITATION (CONT.)

To help protect you from infection and reduce the risk of transmitting infection to the client and their family members, here are some principles to keep in mind:

- Wash your hands thoroughly and often. Refer to ***Hand Washing Guidelines*** and ***Hand Washing Procedure***.
- Handle all bodily substances as if they are infectious, regardless of the client's diagnosis.
- Use barrier protection such as gloves, gowns, face masks, or eye protection as needed. Contact the Director of Home Care Services if any of these items are needed in the home.
- Keep your vaccinations current, including those for hepatitis B, tetanus, and possibly influenza.
- At the end of the work day, remove your clothes as soon as you get home and store them in a safe contained area until you can wash them.

FOOD SAFETY

Foods that are stored improperly can create a serious health threat, especially for frail elderly people and people who are immune-suppressed. Practice good food sanitation. To reduce the risk of food hazards, make sure that you, the client, and the family members take these safety precautions when working with food:

- Wash hands before handling any foods and after handling poultry, other meats, and food waste.
- Wash hands after using the bathroom or blowing a nose.
- Defrost foods by placing them in the refrigerator, running under cold water, or using a microwave on the defrost setting rather than defrosting at room temperature.
- Use one cutting board for raw meat and a different cutting board for everything else.
- Clean the food preparation area thoroughly before and after preparing foods.
- Discard any food items that smell or look spoiled or have passed the "sell by" date on the label.
- Discard any food, especially meats and mayonnaise-based items that have been stored too long at temperatures between 45 and 140 degrees.
- Cook foods thoroughly to 140 degrees.
- Avoid recipes that call for raw eggs.
- Wash fruits and vegetables, especially if they will be eaten unpeeled.
- Store cooked foods on the top shelves of the refrigerator and raw foods on the bottom shelves.
- Never return foods from a serving dish to the original container.
- Do not store acidic foods or drinks in chipped or damaged galvanized or leaded crystal containers.
- Label and date all items you place in a client's refrigerator.
- Change dish towels daily and whenever a towel is used to mop up spills or wipe a container.