Infection Control for Non-Employee Workforce in a *Non-Clinical* Setting

Upon completion of this course, you should be able to:
1. Perform good hand hygiene and respiratory etiquette.
2. Adhere to the seasonal influenza vaccination requirements

**Presbyterian’s Infection Prevention and Control Program Purpose**
Infection Prevention and Control is a Patient Safety program charged with:
   A. Preventing hospital-associated infections (HAIs).
   B. Preventing the transmission of infections in the work environment.
   C. Creating prevention partnerships within all areas of the organization.

**Presbyterian’s Infection Prevention and Control Team**
Every Presbyterian Facility has an Infection Preventionist available 24/7.
- E-mail your questions to InfectionControl@phs.org
- Call the facility operator to reach the Infection Control office or Preventionist-on-call.

**Your Role in Infection Prevention and Control**
All workforce members are vital to preventing and controlling the spread of infection. How you participate:
   A. Assessing real and potential risks within your work environment.
   B. Following infection prevention and control procedures and guidelines.
   C. Identifying, reporting, and acting on identified risks.
   D. Consulting with your supervisor and Infection Prevention and Control.

**Hand Hygiene**
Clean hands are one of the most effective ways to prevent the spread of germs.
Keep your hands clean to:
- Protect yourself from infection.
- Protect others (healthcare workers, patients and visitors) from infection.

**Note:** Before and after interaction with all patients, members or visitors hand hygiene should be performed. You are encourage to teach patients and others about the importance of hand hygiene and make sure they observe your participation in this life-saving measure.

**Hand Hygiene is the act of cleaning your hands by either:**
- Alcohol-based waterless hand sanitizer or
- Traditional hand washing with soap and water
Alcohol-based Waterless Hand Sanitizer is PREFERRED during patient care unless hands are visibly soiled or contaminated with blood or body fluids.

Advantages of Waterless Hand Sanitizer:
1. Quicker to use
2. Kills more germs than soap and water
3. Less drying to skin than soap, water and paper towels

How to Use Waterless Hand Sanitizer:

1. Dispense enough sanitizer to cover both hands and keep hands wet for 20 seconds.
2. Rub hands together covering both front and back of hands, finger nails, and wrists.
3. Rub sanitizer into hands until completely dry.

Traditional hand washing (washing with soap and water) is required during patient care activities when:
1. Hands are visibly dirty
2. After using the toilet
3. Before and after eating or preparing food
4. After using a handkerchief or tissue to blow nose or wipe off
Washing Technique when using soap and water:

1. Wet hands and wrist with water, keeping fingers pointed down.
2. Dispense soap into palm of hand.
3. Wash hands vigorously for **20 seconds** covering all surfaces: finger nails, front and back of hands, and wrists.
4. Rinse hands thoroughly.
5. Dry hands completely.
6. Turn off faucet with paper towel to prevent recontamination, and discard paper towel in trash receptacle.

**Fingernail Hygiene:**

- Keep fingernails neatly trimmed.
- At Presbyterian, acrylic and artificial nails, gel, dip, and shellac nail polish, bonding, tips, extenders, tapes, wraps, and decorations are **NOT** allowed for personnel who have contact with:
  - Patients
  - Sterile patient care equipment
  - Medications
  - Food
- Fingernail polish (Intact and not chipped) is allowed.
  - Chipped nail polish lets more germs grown and must be removed.
Cell Phone Hygiene
Personal cell phones can be a vector for disease.
   A. Never use your cell phone while using the restroom.
   B. Do not use your cell phone while in the patient care environment.
   C. Clean your cell phone with alcohol-based technology wipes found throughout the hospital.

Seasonal Influenza (Flu)
A. Seasonal Flu Vaccine: All PHS healthcare workers are strongly encouraged to get their seasonal flu vaccine each season. Information regarding flu shot clinics, schedules and forms can be found on PresNet.
B. Mask Required for Those Who Decline Vaccination: Any healthcare worker who has not received their flu vaccination, and has direct patient contact, will be required to wear a mask during flu season. Reference the Work Force Influenza Vaccine policy for information on masking procedures and expectations.
C. For additional information about Presbyterian’s Influenza Initiative, ask your supervisor to provide you with a copy the Work Force Influenza Vaccine policy (IC.PDS.0065) located in the PEL.

Respiratory Etiquette
If you are sneezing or coughing remember to:
   • Cover your cough or sneeze with tissue or the sleeve of your clothing. “Cover Your Cough”
   • Wash or sanitize your hands frequently and after sneezing, coughing, and/or blowing your nose.
   • Try to keep a three-foot distance from others around you.

Health Care Worker Illness
To prevent the spread of infection in the workplace:
   1. Health care workers are encouraged to stay home when they are sick.
   2. For some infections and for exposures to certain infections (even if the exposure occurs outside the hospital), health care workers are obligated to follow the work restriction policy.
   3. Health care workers who are excluded or restricted in their job duties must be cleared through Employee Health Services before returning to work. See Contagious Disease-Work Restrictions for Workforce Policy in the PEL.
   4. Keep immunizations up to date.
   5. If you suspect or know that an exposure has occurred, notify your supervisor and enter an online injury report immediately.
Summary
Remember three things:
1. Presbyterian is committed to providing a safe work environment for employees and other healthcare workers.
2. Good hand hygiene is the single most important thing that you can do to protect yourself and prevent the spread of infections, along with covering your cough and sneezes.
3. For additional information about Presbyterian’s Infection Prevention program or for questions regarding infection control related issues, send e-mail to: InfectionControl@phs.org

***************************End of Training***************************