Policy and Procedure
State Form 47039 (Elec. 2-95)

Agency
Richmond State Hospital

Hospital/Department Policy and/or Procedure
INFECTION PREVENTION/CONTROL

Effective Date
1/10

Approved by
Medical Director
IP/C Physician Chair
Infection Preventionist

Subject
Standard Precautions

Number
170.00

POLICY AND/OR PROCEDURE

I. PURPOSE
To reduce the risk of transmission of pathogens by following a prescribed system of precautions based on the transmission of disease.

II. SCOPE
All employees

III. POLICIES
Standard Precautions is an approach to infection control in which all body fluids (except sweat) are considered potentially infectious and precautions are based on the transmission of the disease. This includes precautions for the bloodborne diseases in which all blood and other potentially infectious body fluids are treated as if infectious.

IV. PROCEDURES
The following Personal Protective Equipment and controls are available to protect the patients and employees from transmission of disease.

GLOVES
1) Wear gloves
   a. when touching any body fluid, non-intact skin, or mucous membrane
   b. when emptying trash
   c. when handling soiled linens
2) Change gloves
   a. between patients
   b. between procedures on same patient
3) Clean hands before putting on gloves, between glove changes, and after removal of gloves.

FACE SHIELD AND/OR EYE PROTECTION
1) Wear eye and face protection when procedures may cause splashes or sprays

GOWNS
1) Wear gown to protect clothing and/or skin
   a. during procedures which may cause splashes or sprays
2) Removal of gown
   a. dispose of gown into infectious waste container--contact isolation room
   b. dispose of gown into trash or laundry bag--non-contact isolation room
3) Clean hands after removal of gown

Original Effective Date
6/88


Source

Distribution

Date/s of Revision 3/91, 3/92, 3/94, 6/96, 12/97, 5/01, 5/03, 4/04, 1/10

Related Policies and Procedures 170.00A Hand Hygiene; 1220.14 Infectious Waste; 240. 04 Management of Exposure; 170.03 Cleaning Patient Bedrooms; 170.01 Transmission Based Precautions

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### PATIENT CARE EQUIPMENT
1) **Soiled/reusable equipment**
   a. wear gloves (gowns if needed)
   b. clean and disinfect equipment between patients using hospital approved disinfectant
   c. disinfect hands after removal of gloves at end of task.

2) **Single use equipment**
   a. dispose of equipment from a contact isolation room into infectious waste container
   b. dispose of equipment from a non-contact isolation room into regular trash.

### SOILED LAUNDRY
1) Wear gloves when handling soiled laundry
2) Utilize impervious laundry bags
3) Never shake out laundry
4) Be alert for hidden sharps
5) Hold soiled laundry away from your body
6) Place directly into impervious laundry bag
7) Laundry workers will wear protective equipment when handling soiled laundry.
8) Clean hands after removal of gloves

### RESUSCITATION DEVICE
1) Utilize resuscitation devices for artificial resuscitation
   a. Microshields
   b. Manual resuscitators

### SHARPS
1) **Protect against injuries from sharps**
   a) Use retractable needle syringe. Be sure that plunger clicks to retract the needle.
   b) Never recap needles. **Exception:** needles used in Dental Clinic that are not retractable should be re-capped Using the one hand ‘scoop’ method.
   c) Hold sharps container away from body
   d) Do not reach into the sharps container
   e) Do not lay sharps into beds or linens
   f) Dispose of razors into sharps container after one use
   g) Fill sharps container only ¾ full
   h) Seal the top of container and place into infectious waste container

### ENVIRONMENTAL CONTROL
Always wear gloves for environmental cleaning. When task is completed, clean your hands.

1) **Patient Bedrooms**
   a) cleaned by housekeeping and nursing personnel
   b) clean surfaces with disinfectant
   c) empty trash routinely

2) **Body Fluid Spills**
   a) use spill kits as needed or hospital disinfectant
   b) non-nursing areas cleaned by housekeepers using hospital approved disinfectant
   c) nursing areas cleaned by nursing personnel using hospital approved disinfectant
   d) both departments will work together to clean emergency/major spills
   e) always wash your hands after cleaning a spill

3) **Contact Isolation Rooms**
   a) cleaned daily by housekeepers
   b) cleaned as needed by nursing staff
### Patient Placement

**Determination of patient placement**

a) according to transmission based precautions needed  
b) patient ability to understand and follow necessary precautions in order to eliminate risk to others

### Healthcare Worker

1) Indiana State Department of Health recommends that all Healthcare workers who have reason to believe that they are at risk for HIV/AIDS should know their status.  
2) When the Healthcare worker has been diagnosed with HIV/AIDS, an advisory panel should meet and discuss with the employee issues relating to job duties. This may include the Healthcare worker, their physician, Health Clinic nurse or physician, and the Infection Prevention/Control Committee chairperson. Strict confidentiality will be followed.

### NOTIFICATION TO PATIENTS/VISITORS/FAMILIES

1) Available on each unit will be an explanation of Standard Precautions and the patient's right to this practice.  
2) Violation reports are to be made to Human Rights Committee and communicated to Infection Prevention/Control Committee and the Indiana State Department of Health.  
3) Confidentiality for the person filing the report is maintained.