**Infection Prevention and**

**Control Manual**



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# Introduction

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose | The aim of this document is to provide information and processes consistent with current accepted good practices in the prevention and control of infections. | | | | | |
| **Scope** | Employees, contractors, service users and visitors. | | | | | |
| **Policy** | The service will manage their residences and services by minimising the risk of infections to service users, staff and visitors and by managing infections in accordance with legislation and best practice. | | | | | |
| **References** | | | | | | |
| **Legislation** | [Epidemic Preparedness Act 2006](http://www.legislation.govt.nz/act/public/2006/0085/latest/DLM404459.html)  [Food Act 2014](http://www.legislation.govt.nz/act/public/2014/0032/latest/DLM2995811.html)  [Health Act 1956](http://www.legislation.govt.nz/act/public/1956/0065/latest/DLM305840.html)  [Health Amendment Act 2006](http://www.legislation.govt.nz/act/public/2006/0086/latest/DLM404612.html)  [Health and Disability (Safety) Act 2001](http://www.legislation.govt.nz/act/public/2001/0093/latest/DLM119975.html) | | | | | |
| **Standards**  **Guidelines** | [NZS 8134.3:2008 Health and Disability Services](http://www.health.govt.nz/our-work/regulation-health-and-disability-system/certification-health-care-services/health-and-disability-services-standards) (Infection Prevention and Control) Standards.  [Infection Prevention and Control Training](http://learnonline.health.nz/course/categorylist.php?viewtype=course) | | | | | |
| **Organisational Documents** | Service users’ information pack  Staff orientation pack  Workforce Development and Training | | | | | |
| **Other** | [Communicable disease control manual 2012](http://www.health.govt.nz/publication/communicable-disease-control-manual-2012) [Getting Through Together: Ethical values for a pandemic](https://neac.health.govt.nz/publications-and-resources/neac-publications/getting-through-together-ethical-values-pandemic) [HealthEd NZ](https://www.healthed.govt.nz/search?query=infection%20&type=resource&topic=All&language=All&format=All&online_only=All&mode=picture-view)  [National Health Emergency Plan](http://www.health.govt.nz/our-work/emergency-management/national-health-emergency-plan) [National Health Emergency Plan: Infectious Diseases](http://www.health.govt.nz/publication/national-health-emergency-plan-infectious-diseases) [New Zealand Influenza Pandemic Action Plan](http://www.health.govt.nz/publication/new-zealand-influenza-pandemic-plan-framework-action)  [Schedule for notifiable diseases](http://www.health.govt.nz/our-work/diseases-and-conditions/notifiable-diseases)  [WHO](http://www.who.int/csr/bioriskreduction/infection_control/publications/en/index.html) | | | | | |
| **Consultation** | **Consultation on the Infection Control Manual included:** | | | | | |
| **Name** | | **Organisation** | | | **Date** |
|  | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
| **Contact Information -** Additional resources and reporting contacts: | | | | | | |
| **Organisation** | | **Responsible for** | | | **Contact Detail** | |
| DHB Infection Control Team | | [Consultation in regards to isolation procedures.](http://www.healthpoint.co.nz/specialists/infectious-diseases/auckland-dhb-infectious-diseases/)  [Information on specific infectious diseases.](http://www.adhb.govt.nz/CETU/IMGs/Infection_control.htm)  Consultation in regards to organisational changes. | | [ADHB](http://www.healthpoint.co.nz/specialists/infectious-diseases/auckland-dhb-infectious-diseases/)  [WDHB](http://www.healthpoint.co.nz/specialists/infectious-diseases/waitemata-dhb-infectious-diseases-service/)  [CMDHB](http://www.healthpoint.co.nz/specialists/other/counties-manukau-health-infection-prevention/)  [NDHB](http://www.healthpoint.co.nz/specialists/infectious-diseases/northland-dhb-communicable-disease/?region=19) | | |

# Orientation/induction and training

|  |  |  |
| --- | --- | --- |
| **Role** | **Training** | **Frequency** |
| Service user | Standard precautions, cleaning, food hygiene, laundry management and reporting infectious conditions. | At:   * service entry * in response to a specific   situation |
| Infection management coordinator | Completes the <http://learnonline.health.nz/login/index.php>  Infection prevention and control certificate.  Is familiar with the Infection Prevention and Control Manual.  Establishes and maintains a relationship with an infection specialist. | At:   * commencement of the role * updates of the manual * when practices change |
| Service delivery staff | Either completethe <http://learnonline.health.nz/login/index.php>  Infection prevention and control certificate.  Or at a minimum: standard precautions, infection surveillance, cleaning, food and laundry hygiene.  Familiarity with the Infection Prevention and Control Manual. | At:   * induction/orientation * in response to a specific situation * when practices change * updates of the manual |
| Administration staff | Standard precautions.  Cleaning of the office space. | At:   * induction/orientation * in response to a specific situation * when practices change * updates of the manual |



# Organisational changes requiring infection management consultation

**Consultation**

**Example:**

* DHB infection prevention and control specialist

**Before the change occurs**

**Governance/Infection management coordinator/external specialists**

**Areas for which consultation need to occur:**

**Equipment**

**Facility**

**Products**

**Staffing**

**Practices**

* washing machine
* cleaning equipment
* new premises
* renovation
* expanding
* new roles
* changed roles
* loss of roles
* additional service provision requirements
* incontinent products
* cleaning products



# 

# Infection management: responsibilities & implementation

|  |  |
| --- | --- |
| **Purpose** | The service manages its service delivery environments to minimise the risk of infection for service users, service providers and visitors by allocating responsibilities for infection prevention and control activities. |

**All staff & contractors**

Implementation of the infection control processes

as documented in the Infection Prevention and Control Manual

report to

**Infection management coordinator**

**Monthly**

* Ensures audits are completed.
* Analyses monthly surveillance data for accuracy and appropriate responses.
* Ensures staff have infection prevention and control related training.
* Reports on trends.
* Reports on incidents/accidents/hazards related to infection control.

report to

**Management meeting/quality forum**

**2-monthly or as required**

* Develop and manage service improvement in response to incidents/accidents/hazards related to infection control.
* Document quarterly report to the manager/CEO on infection control related surveillance and other monitoring activities.

report to

**Manager/CEO**

**6-monthly & as required**

* Overall responsibility that the quality forum responds effectively to infection management issues.
* Incorporates identified infection control issues in the organisational risk management plan.
* Facilitates accesses to resources required for an effective infection control programme.
* Includes infection control information in a 6 monthly report to the Board.
* Ensures infection control related issues are managed and reported according to the Adverse Event Management policy/procedure.

report to

**Infection management coordinator**

**Board of Trustees/Directors**

**yearly**

* Reviews the infection control programme.
* Approve the infection control programme.
* Approves resource allocation to implement Infection Prevention and Control Standard requirements.

# Preventing and managing infections

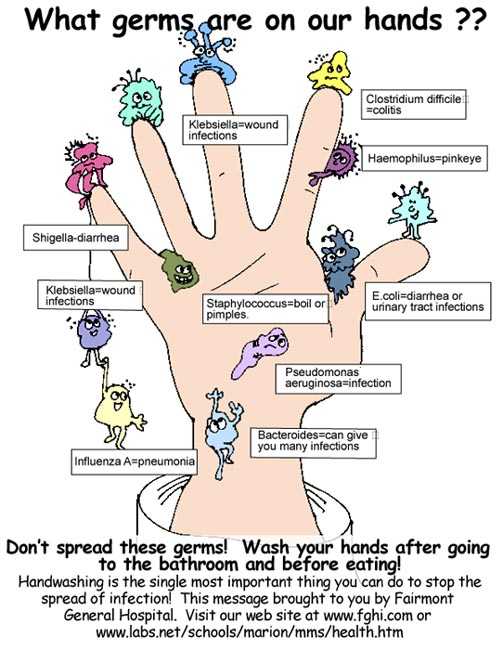
|  |  |
| --- | --- |
| **Definitions** | [Chain of infection](http://www.rph.org.nz/public-health-topics/early-childhood-centres/keeping-your-centre-healthy/how-do-infections-spread/) |
| **Immunisation** | The service encourages and facilitates that staff and service users have a yearly flu shot. |
| **Response to sick staff/service users/**  **visitors** | The service will:   * Send staff home if they are sick with an infectious condition that can easily be transmitted. * Not admit service users (housing and recovery services) who have been exposed to a notifiable disease during the incubation period of that disease. * Not allow visitors that show symptoms of an infection such as influenza. * Ensure that sick service users receive medical practitioner services. * Take standard precautions if staff are in contact with infectious service users during home visits. |
| **Notifiable Diseases** | The medical practitioner or emergency clinic providing services to service users will notify the Ministry of Health/Medical Officer of Health of any notifiable disease identified.  For detailed information: [**http://www.moh.govt.nz/moh.nsf/wpg\_index/About-notifiable+diseases**](http://www.moh.govt.nz/moh.nsf/wpg_index/About-notifiable+diseases)  The service will follow the medical practitioners/Medical Officer of Health instructions specifically isolation and other [precautions](https://www.healthed.govt.nz/resource-table/table-infectious-diseases-poster). |
| **Access to diagnostic results of service users** | The service will communicate with the medical practitioner of the service user to express that the service needs to be informed immediately of any infectious condition which would compromise other service users and staff health. A copy of diagnostic test results will be requested and will be filed in the service users’ records. |
| **Caution** | Some medication levels change if the person taking it has an infection. This specifically applies to Clozapine. Ensure [immediate medical attention for any infection service users on this medication have.](http://www.medsafe.govt.nz/profs/PUarticles/ClozInfection.htm) |

# [Standard Infection Control Precautions](http://library.careerforce.org.nz/Learning%20Assessment%20Resources/LG20826-28535-3.1.pdf)

|  |  |
| --- | --- |
| **Purpose** | Standard precautions are in place to prevent the spread of infections to staff, service users, visitors and the wider community. |
| **Definition** | Placing a physical, mechanical or chemical barrier between microorganisms and an individual. |
| **Introduction** | Because most people with blood borne viral infections do not have symptoms, nor can they be visibly recognized as being infected, ‘Standard Precautions’ are designed for the care of **all** persons—regardless of whether or not they are infected.  Standard Precautions apply to blood and all other body fluids, secretions and excretions (except sweat), non-intact skin and mucous membranes. Their implementation is meant to reduce the risk of transmitting microorganisms from known or unknown sources of infection (e.g. staff, service users, contaminated objects, used needles and syringes, etc.). **Consider every person as potentially infectious and susceptible to infections.** |
| **Precautions** | |  |  |  | | --- | --- | --- | | [**Hand Hygiene**](http://www.handhygiene.org.nz/) | [**Personal Protective Equipment**](http://www.tdhb.org.nz/primary_care/documents/gp_ppe_stuff.pdf) | [**Management of Spillage**](http://www.bpac.org.nz/BT/2014/November/exposure.aspx) | | [**Sharps Management**](https://diabetesauckland.org.nz/blog/2016/02/15/sharps-disposal-update/) | **Management of Specimen** | [**Food Safety**](http://www.foodsafety.govt.nz/industry/general/fsp/) | | [**Needle stick Injury**](https://www.healthnavigator.org.nz/health-a-z/n/needlestick-injuries/?tab=10403) | **Single Use Items** | |

## Hand-washing- [Hand Hygiene](http://www.handhygiene.org.nz/)





|  |  |  |
| --- | --- | --- |
|  | **Wash hands before:**  Handling food  https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTbf9RUcm4NDxP6-vgAZ1GaVB3Obu-w2KWv-PP1JkdphvBHcHdW3tZK4Q  Drinking  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcQn0ooZF1wsDJLbJJQAzRQ6fccWGKO1M-yis29XDqmIOXdkTPvb  Eating  https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcReZOoZWkzDdrEMwBrP3lSvWpDeUb9t6O33kcZXxYAeVEldGlQ4  **Wash hands before and after:**  Using protective gloves  https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcTrj224VlPPfpqyDMZuGDFo5exMTW232JQxT4izjo7uz-p_kqkk-D7-Ug  Changing working areas  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcSoefNfnlvrWEzeQi8dVlyDb_Djt8VN6OJ8QrSuqYnKMqxdcdnu3ZAx6A  Smoking  https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTNZnSTGOdBGPDBVJN7m2S4rda01NwVRpDnhSWIwgZZjZy2nhsF    Handling waste  https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcQzZW7OINoenlyTIoG6e9u6dqjc7ik6zO8snDw1mZ2FdHWm6YG8  Sneezing  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcQ_fETcIQYTHCNYs5nvg5MKmmB1dGUJt520hw4q6oP2ssv89zmQwXerhg  Handling specimen  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcQ-uIZzXTiQeqS1gno20Ouy4A_NNGtV7LUIby1PA58666QvcobOOqMwiA  **Wash hands after**  Gardening  https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcQCfzQ_qVTB0R_TBfwo9tYTFq-GIY4-CvQAH7AWJBuVN7ZQpTM12w  Using the toilet  https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTeiTCmP7EMtzNRdn8h1sF0WxKiTmqAxllpkhok5TKEArNfKPazhViVBD8  Giving or administering medication  https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcTFwunjCU50011WB2eBIalcvxkx3NMQupCGd_rYXKt84wdsLREJ6A  Dressing a wound or scratch  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcRJ0maTGGu_1yMoez8U4H-R2Jndfzvjx9DAynm5hBvkBLlKrCi5Kg |  |

|  |  |
| --- | --- |
| **Purpose** | [**Hand Hygiene**](http://www.infectioncontrol.co.nz/links/hand-hygiene/)THE SINGLE most important measure in reducing the spread of infection. |
| **Scope** | All persons living, working and visiting. |

**Take extra precautions!**

* Do not use nail brushes for routine hand washing!

When cooking, cleaning, managing spills and waste.

If you have:

* broken skin

* cuts
* abrasions

Cover with waterproof dressing.

Take rings, watch and bracelets off.

## Personal Protective Equipment

|  |  |
| --- | --- |
| **Purpose** | Protective clothing is used to protect skin from blood or body fluid contact  and to prevent soiling of clothing during procedures that may involve contact with blood or body fluids. |
| **Scope** | Persons involved in service delivery. |

**Always wear protective clothing – plastic apron, gloves, mask, and eye protection:**

When dealing with body fluid

(Examples: spit, vomit, urine, blood, excrement)

**Gloves**

When dealing with chemicals.

When dealing with a wound or broken skin.

**Gowns/Aprons**

When interacting with highly infectious service users.

When washing clients bedding – towels.

**Eye/Face Protection**

When there is splashing with potent chemicals.

When there is contact with highly contaminated clients.

Ensure that you use the ‘Spill Kit’ to clean up any body fluids!



## [Management of Spillage](https://www.youtube.com/watch?v=zec7CvWB7Us)

|  |  |
| --- | --- |
| **Purpose** | To ensure that [spillage is removed safely](https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/manage-blood-body-fluid-spills). |
| **Scope**  All [body fluid](http://ideas.health.vic.gov.au/bluebook/appendix5.asp) spillages at premises or in company cars will be cleaned immediately.  The ‘Spill-Kit’ will be used. | Any person cleaning spillages at premises and vehicles. |

The ‘Spill-Kit’ is stored at:

…………

car boot

**Spills on skin:**

* Wash immediately with water and soap.

**The ‘Spill-Kit’ consists of:**

* bucket with a lid
* goggles
* tissues
* waste bag
* apron
* gloves
* small shovel and broom
* absorbent material

**Cleaning:**

* Use protective clothing.
* Soak spill with tissue/absorbent material.
* Put everything in the bucket or a plastic waste bag and burn if possible.
* Clean area with detergent.

**Replace the spill-kit contents immediately.**



## Sharps Management

If a service user requires injections, we will ensure that a needle disposal unit is made available.

All needles will have to be disposed of in that unit.



Return to the pharmacy when 2/3 full.

## Single Use Items

**The service will follow manufacturers guidelines and safe practices for once-only use items**

**Items discarded after one use (examples):**

* electronic thermometer shields
* one – use only wound dressings
* injection needles and syringes
* tissues
* disposable gloves
* shaving gear







## Reusable medical devises and equipment

**The service will follow manufacturers guidelines and safe practices for devises or equipment that are reused**

Items reused:

* Spacers
* Nebuliser masks
* Medicine cups
* AccuCheck Multiclix

|  |  |  |
| --- | --- | --- |
| **Items** | **Cleaning Process** | **Frequency** |
| [Spacers](http://www.asthma.org.nz/resources/all-about-spacers/) | Hand wash in soapy warm water - do not rinse – leave to dry on a clean tea towel. | weekly |
| [Nebuliser](https://www.asthmafoundation.org.nz/your-health/living-with-asthma/asthma-medication) | Check using the link. |  |
| Medicine cups | After use they are washed in the dishwasher. | wash only twice |
| [AccuCheck Multiclix](https://www.accu-chek.com/lancing/softclix-lancing-device/support) | Follow instructions on link |  |
| Related image | | |

## Management of specimen



## [Needle stick injuries](https://www.healthnavigator.org.nz/health-a-z/n/needlestick-injuries/)

All [needle stick injuries](http://www.wellingtonscl.co.nz/sites/default/files/Immediate%20management%20of%20BBFEs%20March%202016.pub.pdf) have to be treated as potentially infections.

**Prevention**

* Support staff do not administer injections prescribed for residents mental health conditions.

**First Aid**

* encourage bleeding
* squeeze the injury
* do not suck
* do not scrub
* wash skin thoroughly with soap and water
* apply antiseptic/iodine
* cover injury with waterproof dressing
* seek medical advice without delay

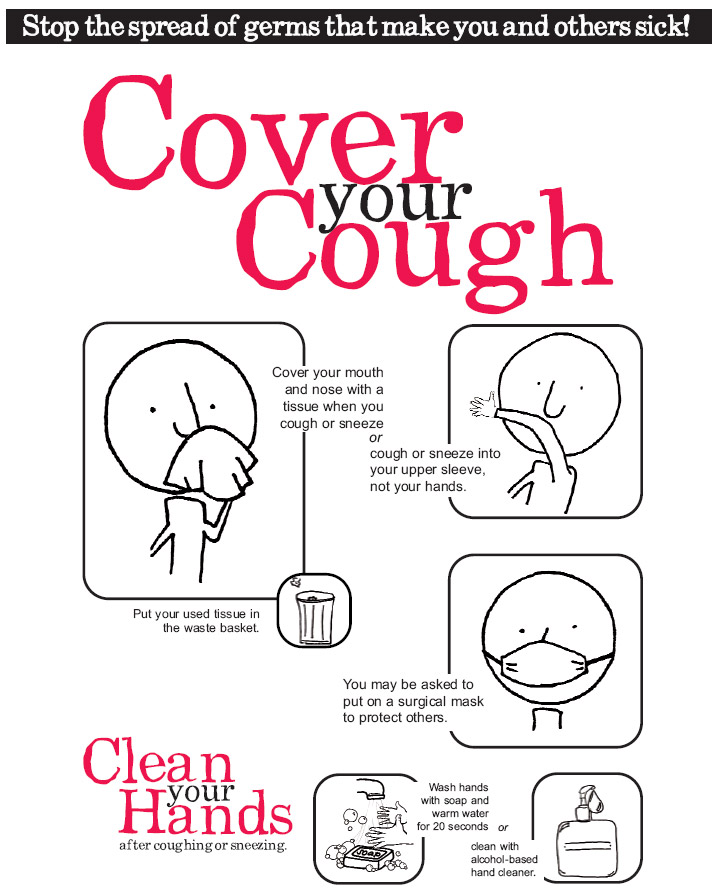
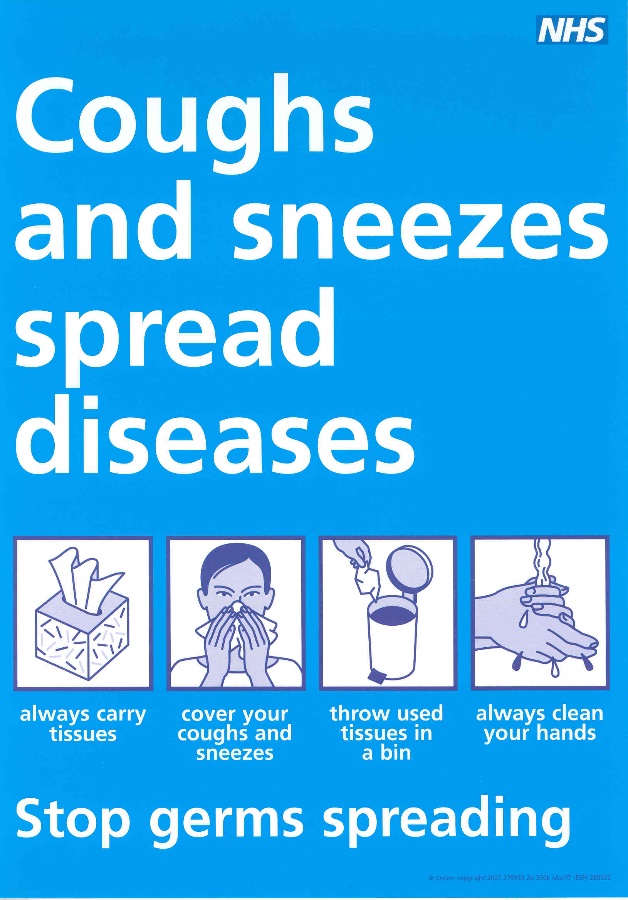
**Subsequent Actions**

* Implement workplace accident processes.
* Assess risk of transmission.
* Discuss the possibility of blood tests for the person having the injury and the person who had been contaminating the needle for specific blood borne diseases.
* Ensure the GP is completing an ACC form for the staff member.
* The affected parties will be receiving support as required.



## Infection outbreak management

|  |
| --- |
| The links will support the service to consult with medical practitioners and infection prevention and control specialists in case of an outbreak : |
| [Gastroenteritis](https://www.healthnavigator.org.nz/health-a-z/g/gastroenteritis/)  [Norovirus Outbreak](http://www.health.govt.nz/publication/guidelines-management-norovirus-outbreaks-hospitals-and-elderly-care-institutions-0)  [Scabies](http://www.health.qld.gov.au/ph/documents/cdb/23496.pdf)  [Flu](https://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses/influenza/flu-stories) - [Influenza](http://www.rph.org.nz/content/871bb19b-7ce4-4118-8e5e-133c2f0653c9.cmr)  [Communicable Disease Control Manual](http://www.health.govt.nz/publication/communicable-disease-control-manual-2012)  [Diseases and illnesses Ministry of Health website](https://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses) |



# Infection surveillance of specific conditions and related processes

|  |  |
| --- | --- |
| **Definition** | Surveillance within this context is the systematic collection of service users’ infections and the development of measures preventing infections and their spread. |
| **Purpose** | To prevent the spread of infections and to manage infections at the service. |
| **Scope** | All service users that engage in services that include a housing component (respite, housing and recovery etc.) participate in the surveillance processes. |

**Surveillance Processes**

When service users report or show symptoms of a health condition, disease, discomfort or have been in an environment where the named (below) conditions are apparent or likely to be present.

**Immediately or as soon as possible (depending on the symptoms)**

**Service user/staff**

* Initiate a GP or Emergency Clinic visit.
* Contact the manager or on-call staff if symptoms are the cause of concern.
* Service user is diagnosed and advised by the GP/medical practitioner to take specific infection prevention and control precautions/medication.
* Service user to follow GP or medical practitioners’ instructions.
* Staff to support service user if required.

**Same Day**

**Staff with service user**

* Inform the infection management coordinator of the situation.
* Consult with the infection management coordinator about precautions to be taken.
* Document and implements the precautions.
* Document the following conditions on the infection surveillance template:

[**MRSA**](http://www.health.govt.nz/publication/guidelines-control-methicillin-resistant-staphyloccus-aureus-new-zealand)

[Influenza](http://www.health.govt.nz/yourhealth-topics/diseases-and-illnesses/influenza?icn=yh-influenza&ici=readmore)

Skin infections

Infestations:

[Lice](http://www.dermnet.org.nz/arthropods/headlice.html)

[Bed-bugs](http://www.dermnetnz.org/arthropods/bed-bugs.html)

[Fleas](http://www.health.govt.nz/your-health/healthy-living/environmental-health/pests-and-insects/fleas)

[Gastroenteritis](https://www.healthnavigator.org.nz/health-a-z/g/gastroenteritis/)

[Scabies](http://www.dermnetnz.org/doctors/arthropods/scabies.html)

[Tinea](http://www.dermnetnz.org/fungal/tinea-pedis.html)

[Ring worm](http://www.dermnetnz.org/fungal/tinea-corporis.html)

[Streptococcal Skin infections](http://www.dermnetnz.org/bacterial/streptococcal-disease.html)

[Shingles](http://www.health.govt.nz/yourhealth-topics/diseases-and-illnesses/shingles)

[Rashes](http://www.health.govt.nz/yourhealth-topics/aches-pains-and-other-symptoms/rashes)

Hepatitis: [A](http://www.health.govt.nz/yourhealth-topics/diseases-and-illnesses/hepatitis-0), [B](http://www.health.govt.nz/yourhealth-topics/diseases-and-illnesses/hepatitis-b), [C](http://www.health.govt.nz/yourhealth-topics/diseases-and-illnesses/hepatitis-c)

**In line with the GP/medical practitioner instructions**

**Service user/staff**

* Assist each other implementing the infection control measures.
* Implement the medical practitioner’s instruction.
* Consult with the PHO/DHB Infection Control Specialist if required.

**Monthly**

**Infection management coordinator**

* Collects the surveillance reports.
* Consults with specialists about the management of the infections if necessary.
* Assesses the effectiveness of measures taken.
* Identifies and analyses the spread of the infection.
* Identifies and analyses the containment of the infection.
* Reviews the implementation of the medical practitioner’s treatment.
* Formulates service improvement measures if required.

**Three - monthly**

**Quality Forum/Management Meeting**

* Collate all the infection control data.
* Identify any trends of spread or containment of infections.
* Assess infection and prevention control programmes and initiate any changes if such a need is identified.





# Safe food management



Services that buy, prepare and dispose of food will have a [food control plan.](file:///C:\Users\Sarah_2\AppData\Local\Temp\Simply-safe-and-suitable-Full-pack.pdf)

Refer to the organisations policy: Nutrition, Safe Food and Fluid Management.





# Laundry Processes

**Service user/staff**

**Ensure that separation occurs for:**

Do not leave clean laundry in the laundry room.

* Wash on a 65 – 75 C cycle or use
* specialist non-biological detergents at 30 C plus

**Wear personal protective equipment**





**INFECTED OR SOILDED LAUNDRY:**

Individual service user

washes their own laundry – do not mix with other service users washing

**CLEAN LAUNDRY**

**DIRTY LAUNDRY**

Kitchen towels are washed separately.

Do not soak.

At least weekly washing of bedding and towels.

# Example: Cleaning schedules

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Only disposable cleaning cloths will be used. Cloths will be disposed of after cleaning each specified area (see below).** | | | | | |
| **Only disposable mops will be used. Mops will be disposed of after cleaning each specified area (see below).** | | | | | |
| **No buckets will be used.** | | | | | |
| **Alternative: use colour coded equipment:** Kitchen = green cloths, mops and bucket.  Toilet = red cloths, mops and bucket.  Bathroom = yellow cloths, mops and bucket.  Lounge =bluecloths, mops and bucket. | | | | | |
| **Vacuum cleaner to be emptied at least twice/week.** | | | | | |
| **Cars in which service users are transported** | | | | | |
| **Item** | **Cleaning Process** | | **Responsibility** | **Frequency** | |
| Doorhandles |  | |  |  | |
| Seats |  | |  |  | |
| Steering Wheel |  | |  |  | |
| Handles/Buttons |  | |  |  | |
| Windows/inside |  | |  |  | |
| Floor |  | |  |  | |
| **Offices** | | | | | |
| **Item** | **Cleaning Process** | | **Responsibility** | **Frequency** | |
| Telephones |  | |  |  | |
| Keyboards |  | |  |  | |
| Filing Draws |  | |  |  | |
| Computer Screen |  | |  |  | |
| Door Handle |  | |  |  | |
| Glass on Sliding Door |  | |  |  | |
| Frame of Chairs |  | |  |  | |
| **Kitchen (if providing services that require a food plan please refer to the plan)** | | | | | |
| **Item** | **Cleaning Process** | | **Responsibility** | **Frequency** | |
| Hob |  | |  |  | |
| Stove |  | |  |  | |
| Fridge |  | |  |  | |
| Cupboard doors |  | |  |  | |
| Cutlery Tray |  | |  |  | |
| Bench top and sinks |  | |  |  | |
| Water Cooler |  | |  |  | |
| Paper Towel Holder |  | |  |  | |
| Floor |  | |  |  | |
| **Bathroom** | | | | | |
| **Item** | **Cleaning Process** | | **Responsibility** | **Frequency** | |
| Wash basin |  | |  |  | |
| Shower |  | |  |  | |
| Bathtub |  | |  |  | |
| Floor |  | |  |  | |
| Rubbish Bin |  | |  |  | |
| Vanity |  | |  |  | |
| Hand Towel Dispenser |  | |  |  | |
| Mirrors |  | |  |  | |
| Walls |  | |  |  | |
| [**Toilets**](https://www.cleanipedia.com/me-en/bathroom-kitchen/cleaning-the-bathroom-how-to-clean-the-washbasin-toilet-and-bath) | | | | | |
| **Item** | **Cleaning Process** | | **Responsibility** | **Frequency** | |
| Toilet Brush |  | |  |  | |
| Toilet Bowl |  | |  |  | |
| Toilet Seat |  | |  |  | |
| Floor |  | |  |  | |
| Cistern |  | |  |  | |
| Toilet Base |  | |  |  | |
| Toilet Roll Holder |  | |  |  | |
| Door Knobs |  | |  |  | |
| **Bedrooms** | | | | | |
| **Item** | | **Cleaning Process** | **Responsibility** | | **Frequency** |
| Floors | |  |  | |  |
| Mattresses | |  |  | |  |
| Chest of Draws | |  |  | |  |
| Bedside Draws | |  |  | |  |
| Window Sills/  Skirting | |  |  | |  |
| Door Handles | |  |  | |  |
| **Other items** | | | | | |
| **Item** | | **Cleaning Process** |  | | **Frequency** |
| TV Remote | |  |  | |  |
| Furniture | |  |  | |  |
| Curtains/Blinds | |  |  | |  |
| Carpet | |  |  | |  |
| Coffee Table | |  |  | |  |
| TV Stand | |  |  | |  |
| Window Sills/  Skirting | |  |  | |  |
| Couch Covers | |  |  | |  |
| Lino | |  |  | |  |
| Door Handles | |  |  | |  |
| Air Conditioner/  Remote | |  |  | |  |
| Couches | |  |  | |  |
| Window Sills/  Skirting | |  |  | |  |
| Fire Place | |  |  | |  |
| Lino | |  |  | |  |
| Air Conditioner/  Remote | |  |  | |  |
| Door Handles | |  |  | |  |
| Carpet | |  |  | |  |
| Furniture | |  |  | |  |
| Stereo | |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Laundry** | | | |
| **Item** | **Cleaning Process** | **Responsibility** | **Frequency** |
| Bedding |  |  |  |
| Kitchen Towels |  |  |  |
| Bathroom Towels |  |  |  |
| Soiled Linen |  |  |  |
| Lint |  |  |  |
| Washing Machine |  |  |  |
| Tub |  |  |  |
| Floor |  |  |  |
| Shelf |  |  |  |

**The infection prevention and control plan is integrated with the quality plan.**

# 

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
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