CONTAGIOUS AND COMMUNICABLE DISEASES

A. The following are examples of universal infection control procedures that shall be utilized by staff in seeking to keep a safe environment.

1. **General**
   
   a. Wear disposable latex or non-allergenic gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
   
   b. Dispose of gloves and disposable cleaning materials in hazardous materials container (bag).
   
   c. Wash hands with an antibacterial soap even if gloves are worn.
   
   d. Discard disposable items including tampons, sanitary napkins, used bandages, dressings in a hazardous materials container. (Rest rooms should have waste receptacles lined with hazardous waste bags.)
   
   e. Close and label hazardous waste containers (bags) and dispose of in accordance with public health guidelines as provided by the Ingham County Public Health Office. **Note:** Be sure your waste disposal carrier is authorized to dispose of hazardous waste materials.
   
   f. Use disposal items to handle body fluids whenever possible. Discard items in accordance with item 5 above. If handling vomitus or feces, use a second barrier (i.e. plastic bag) in addition to gloves.

2. **Hand washing**
   
   a. Use antibacterial soap and warm running water.
   
   b. Rub hands together to work up lather – scrub between fingers, knuckles, backs of hands, under fingernails.
   
   c. Rinse thoroughly.
   
   d. Dry with paper towel or hot air. If paper towels are used, dispose of in an appropriate container.
3. Washable surfaces

   a. Tables, desks (wear gloves)

      1. Use household bleach solution of one (1) part bleach to ten (10) parts water-
         freshly mixed.
      2. Rinse with fresh water.
      3. Repeat “a”
      4. Repeat “b”
      5. Allow to air dry
      6. Dispose of gloves and wiping materials in a hazardous waste container

   b. Floors (wear gloves)

      1. Use household bleach solution as previously described.
      2. Use a mop and two buckets – one for bleach solution and one for rinse water
         (with bleach or Lysol solution).
         a) In bucket #1, dip, wring, mop up vomitus, blood
         b) Dip, wring, and mop until body fluids are cleaned up
         c) Dip mop into bucket #2, wring, re-mop (rinse) area
         d) Continue cycle until all spills are cleaned up – using fresh solutions as
            necessary.
      4. Disposable cleaning materials should be placed in a hazardous waste
         container.
      5. Pour solution down a drain pipe – flush thoroughly.
      6. Rinse non-disposable cleaning equipment in disinfectant.
      7. Dispose of gloves in a hazardous waste container.
      8. Wash hands as described in b.

4. Non-washable surfaces (rugs, upholstery)

   a. Apply sanitary absorbing agent, dry, vacuum.

   b. Remove solid materials with broom and dust pan – use second barrier (disposable
      latex gloves) if necessary to use hands.

   c. Apply rug or upholstery shampoo as directed – vacuum according to directions.
d. Clean dust pan and broom (if used) in disinfectant solution – air.

e. Dispose of gloves in a hazardous materials container.

f. Wash hands as described in b.

5. **Washable materials (clothing, towels, etc.)**

   a. Rinse item under running water.

   b. Place item in a hazardous materials bag and seal until item is ready to be washed. Bags containing solid, washable material must be clearly identified as “hazardous material” if an outside laundry service is used. Contact-sports uniforms should be closely inspected for blood and handled in an appropriate manner.

   c. Rinse and wipe sink with paper towels – dispose of towels in a hazardous waste container.

   d. Wash potentially contaminated materials separate from others – dry as usual. If material is colorfast add one-half (1/2) cup bleach to the wash cycle. Otherwise, add one-half (1/2) cup non-chlorine bleach (Clorox, Borateem) to the wash cycle.

   e. Dispose of gloves in a hazardous waste container.

   f. Wash hands as described in b.

B. The following equipment and materials will be accessible at all sites:

   1. Latex and/or non-allergenic gloves shall be available at all work stations in all buildings and outdoor facilities.

   2. Cleaning equipment and solutions as described in the materials and equipment section shall be made readily available to all work stations.

   3. A hazardous material container (biohazard container, sharps container) with a cover which is puncture proof and leak proof shall be kept in a central location (central office, nurse’s station) for proper disposal of needles and lancets used for medicinal purposes.

   4. Periodically, this container shall be disposed of and replaced in accordance with public health guidelines.
5. Hazardous waste (red) trash can liners shall be used in all rest rooms and shall be properly labeled and disposed of in a timely manner and in accordance with public health guidelines.

6. Broken glass, plastics, or other small materials which have been contaminated with body fluids shall be placed in a puncture-proof, leak-proof container with a lid, labeled as hazardous material and disposed of in accordance with public health guidelines.

This guideline is not meant as an all-inclusive list of infectious organisms that may be contained in body fluids or that are air-borne. Additionally, the use of brand name cleaning agents or other products in this guideline are meant as examples only and are not endorsements of the specific products mentioned herein.

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ADMINISTRATIVE REGULATION

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