

POLICY

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|  | Policy: | Infectious Disease Prevention Policy | | |
| | Department: | Corporate Services | | |
| | Division: | Human Resources – Health & Safety | By-law No.: | N/A |
| | Administered By: | Manager of Human Resources | Approval Date: | March 16, 2020 |
| | Replaces: | Sanitary Workplace and Flu Prevention - October 26,2009 | | |
| | Attachment(s): | N/A | | |

1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to protecting Town employees, volunteers and visitors from the potential adverse effects as a result of exposure to infectious diseases.
- 1.2. This policy is designed to promote employee awareness and minimize the potential for injury and exposure to infections, contamination, and illness from sharps or exposure to other health hazards.

2. PURPOSE

- 2.1. This policy ensures that all employees and volunteers are aware of, and practice routine infection control measures and precautions.
- 2.2. This policy provides guidance in the development of a programs, procedures and practices to prevent or minimize adverse effects from exposure to infectious diseases.
- 2.3. This policy ensures compliance with duties and responsibilities under the *Occupational Health & Safety Act (OHSA)*.

3. SCOPE

- 3.1. This policy applies to all employees and volunteers where they may be exposed to infectious diseases in the course of their work duties.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

- 4.1. **Contamination** is the presence of an infectious agent on hands or on a surface, such as clothing, gloves, bedding, toys or other inanimate objects.
- 4.2. **Health Hazard** means a) a condition of a premises, b) a substance, thing, plant or animal other than man, or c) a solid, liquid, gas or combination of any of them, that has or likely to have an adverse effect on the health of a person.
- 4.3. **Infection** is entry and multiplication of an infectious agent in the tissues of the host. Asymptomatic or sub-clinical infection is an infectious process running a course similar to

that of clinical disease but below the threshold of clinical symptoms. Symptomatic or clinical infection is one resulting in clinical signs and symptoms (disease).

- 4.4. **Infectious Disease** is a disease due to a specific microbial agent or its toxic products that can be transmitted from an infected person, animal, plant or inanimate source e.g. water, food, soil etc. to a susceptible host.
- 4.5. **Risk Assessment** is an evaluation of the interaction between the worker and the area/environment where the work is performed to assess and analyze the potential for exposure to infectious diseases.
- 4.6. **Sharps** means any object or instrument capable of causing punctures or cuts, including, but not limited to, needles, syringes, scalpels and razor blades.
- 4.7. **Sharps Container** means a puncture and leak resistant container with a fill line designed for the safe disposal of sharps.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

- 6.1. Best control practices include, but are not limited to:
 - 6.1.1. Conducting regular assessments of work site locations to determine risk of exposure to infectious diseases.
 - 6.1.2. Conduct regular inspection of work sites to ensure areas are free of debris and in compliance with the OHSA.
 - 6.1.3. Be aware of potential hazards in the work place.
 - 6.1.4. Establish preventative strategies and practices to reduce or eliminate the risk of exposure to infectious diseases.
 - 6.1.5. Enforce compliance with established procedures to minimize risk of exposure.
 - 6.1.6. Provide ongoing education and training in the area of infectious diseases.
 - 6.1.7. Report to Human Resources any suspected cases of communicable diseases as noted in the *Infectious Disease Prevention Procedure*.
 - 6.1.8. Encourage hand hygiene practices in all departments. Provide waterless solutions (hand sanitizers) where appropriate.

- 6.1.9. Clean and disinfect surfaces that are frequently touched, i.e. desk, keyboard, phone etc.
- 6.1.10. Clean and disinfect equipment and material on a regular basis.
- 6.1.11. Where applicable, provide instruction for proper cleaning and disinfecting requirements including frequency and assigning responsibility.
- 6.1.12. Comply with sick leave policies and procedures
- 6.1.13. Provide First Aid and CPR training for a core group of employees.
- 6.1.14. Provide First Aid equipment and supplies as appropriate.

7. **RESPONSIBILITIES**

7.1. **Council** has the authority and responsibility to:

- 7.1.1. Adopt the *Infectious Disease Prevention Policy*.

7.2. All **Directors and Managers** has the authority and responsibility to:

- 7.2.1. Ensure that the *Infectious Disease Prevention Policy* and any related procedures are reviewed with staff at orientation and on a regular basis afterwards.

7.3. **Human Resources (HR)** has the authority and responsibility to:

- 7.3.1. Report to the Windsor Essex-County Health Unit any diseases of public health significance as outlined in the *Infectious Disease Prevention Procedure*.
- 7.3.2. Maintain documentation regarding infection prevention and control training.
- 7.3.3. Keep statistics on exposures to assist in planning prevention strategies.
- 7.3.4. Involve the Joint Health & Safety Committee in the development of, or improvements to, existing safe work policies and procedures, as needed.

7.4. **All Supervisors** have the authority and responsibility to:

- 7.4.1. Identify the hazard(s) or sources of infection that are, or may be, in the workplace.
- 7.4.2. Identify whether jobs present risk of exposure to infectious diseases and the type/nature of the exposure (inhalation, skin contact).
- 7.4.3. Ensure procedures are in writing, and are regularly reviewed to reflect current knowledge and practice.
- 7.4.4. Ensure that all employees are informed of and familiar with:
 - 7.4.4.1. The potential hazard of infectious disease exposure in their workplace;
 - 7.4.4.2. The measures to be taken to protect against the hazard (routine practices, additional precautions);
 - 7.4.4.3. The post-exposure protocol and the process for reporting infectious disease exposures;
 - 7.4.4.4. Hand hygiene requirements.
- 7.4.5. Provide personal protective equipment that offers the appropriate degree of protection and instruct on its use and disposal.
- 7.4.6. Report to HR any discovery of sharps whether or not an injury has occurred.

7.4.7. Report to HR any diseases of public health significance as indicated in the *Infectious Disease Prevention Procedure*.

7.5. **The Joint Health & Safety Committee will:**

7.5.1. Review incident reports to assess trends in infectious disease exposures.

7.5.2. Review statistics on exposures to assist in planning and prevention strategies

7.5.3. Make recommendations for the development of, or improvements to, existing safe work procedures, as needed.

7.6. **Staff have the authority and responsibility to:**

7.6.1. Attend required training and education sessions to become familiar with infection prevention and control practices relevant to the work setting.

7.6.2. Follow safe working procedures appropriate to the nature of work performed.

7.6.3. Use the appropriate personal protective equipment for the situation.

7.6.4. Know and follow the appropriate post-exposure protocol and reporting procedures to be used in the event of an exposure.

7.6.5. Report immediately to the Supervisor or Manager any incident involving the discovery of sharps whether or not an injury has occurred, and take steps to prevent a reoccurrence.

7.7. **REFERENCES AND RELATED DOCUMENTS**

7.7.1. *Occupational Health and Safety Act* (R.S.O. 1990, c. 0.1)

7.7.2. Public Health Ontario: Infection and Prevention Control

7.7.3. Ministry of Labour Health and Safety

7.7.4. Windsor-Essex County Health Unit, Diseases of Public Health Significance

7.7.5. *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7

7.7.6. *Infectious Disease Prevention Procedure*