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INFECTION CONTROL POLICY

Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) have a duty of care to all Customer/Clients in regard to Infection Control.

Infection Control

is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and service users. All of the staff working at Enhanced Lifestyles are at risk of infection or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or sputum. Such substances may well contain pathogens that can be spread if staff do not take adequate precautions. The organisations will:

- Provide appropriate training and information for all employees in Infection Control
- Assist Customer/Clients in making informed choices with regard to Infection Control
- Seek appropriate support for Customer/Clients who may require Wound Care, current wound care is provided by RDNS or Enhanced Lifestyles Registered Nurse
- Ensure that only staff deemed suitably qualified and competent in Wound Care by the Quality and Training Manager or Registered Nurse provide any Wound Care
- Respect Customer/Client's rights to choose activities that could harm them, provided they understand the risks involved

This document complies with NDIS Quality and Safeguarding Framework 2018, standard 2.2 Risk Management, 4.1 Safe Environment, and ACIS 2013, section 4.1 Safe Working Environment. This document is readily available to all Customer/Clients and employees of EL/LAAS including The Boards.

Aim

The aim of EL/LAAS is to prevent the spread of infection amongst staff, service users and the local community.

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Covid-19 Policy Adaption

Due to the Covid-19 outbreak the scope of this policy and it's associated manual have been expanded to protect Customers/Clients and their families/significant others/carers and our employees from exposure to or inadvertent transmission of the diseases. These measures include the following:

- **Effective hand washing and sanitisation** – Distribution of alcohol-based sanitiser for Lifestyle Attendants/Support Workers and operations team staff.
- **Health screening for visitors and employees** – All employees/visitors to offices or SIL houses must complete a form declaring any potential exposure or risks they may have
- **Social distancing** – All employees and Customers/Clients of EL/LAAS should follow social distancing advice to reduce risks of transmission
- **Grocery delivery** – EL/LAAS implementing service to have a dedicated employee collect groceries for Customers/Clients and deliver to their door to limit the exposure of the Customer/Client or their Lifestyle Attendants/Support Workers in crowded supermarkets
- **Use of PPE** – Due to the outbreak supplies are constrained, employees are instructed to only use PPE for clinical supports that require PPE and follow strict handwashing, sanitisation and the health screening process for all other supports
- **Working from home** – Key operations staff will work from home and isolate with their family/partners/cohabitants to protect core functions of EL/LAAS operations from being interrupted by people becoming infected. Other operations staff will rotate working at the office and from home to reduce the number of onsite staff by 50%, remaining staff will be redistributed around the office to reduce contact. If a lockdown is ordered for South Australia all operations staff will work from home for the duration
- **Teleconferencing** – All face to face meetings will be replaced with online teleconferencing using Zoom or other alternate means to limit interpersonal contact
- **Infection control** – all employees are required to successfully complete infection control training

Procedures

This policy is to be read in conjunction with the Infection Control Procedure Manual.

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All Lifestyle Attendants will be provided with suitable disposable gloves following employment. Subsequent gloves are available at Head Office.

Training and information

EL/LAAS will provide and ensure all employees receive information and training as part of their induction on Infection Control, and how to deal with situations where they or a Customer/Client is at risk of infection. EL/LAAS will also ensure employees are informed of Infection Control requirements through activities such as induction, newsletters and targeted annual training sessions.

Effective Hand Washing

Enhanced Lifestyles believes that the majority of cross-infection in a care environment is caused by unwashed or poorly washed hands which provide an effective transfer route for micro-organisms.

Enhanced Lifestyles believes that regular, effective hand washing and drying, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Staff who fail to adequately wash and dry their hands before and after contact with service users may transfer micro-organisms from one service user to another and may expose themselves, service users and the public to infection.

All staff should, at all times, observe high standards of hygiene to protect themselves and their service users from the unnecessary spread of infection.

All staff should ensure that their hands are thoroughly washed and dried:

- Between seeing each and every service user where direct contact is involved, no matter how minor the contact
- After handling any body fluids or waste or soiled items - After using the toilet - Before handling foodstuffs - After smoking - Before and after any care or clinical activity - Before and after handling medications
- Hands should be washed thoroughly — liquid soaps and disposable paper towels should be used rather than bar soaps and fabric towels (whenever possible)
- All cuts or abrasions, particularly on the hands, should be covered with waterproof dressings at all times
- Ordinary soap is considered to be effective for routine use in removing dirt and reducing levels of transient micro-organisms on the skin to acceptably safe levels
- Antiseptic hand washing solutions may also be used in situations where effective hand washing is not possible

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- The use of alcoholic products for hand decontamination is not intended to replace washing hands with soap and water but rather to supplement hand washing where extra decontamination is required or to provide an alternative means of hand decontamination in situations where standard facilities are unavailable or unacceptable (for example between service users or in unsanitary conditions)

Documentation

Documents related to this policy

Related

Q320 Infection Control Manual