

REDUCING THE SPREAD OF VIRUSES IN THE WORKPLACE:

In an effort to reduce the risk of infected persons entering the work/business site, upon notification that a pandemic is taking place, ACS will:

- Educate employees on how to stop the spread of the virus by disseminating a copy of the Pandemic Influenza Exposure Control Plan and any fact sheets that have been developed. Placing notices on the website, notices should contain information regarding hand hygiene, covering coughs and sneezes, and use of Personal Protective Equipment (PPE).
- Ensure adequate supplies of hand sanitizing gels, and PPE are available for employees.
- Consumers should be notified that all shared work areas in their homes such as desktops, tables, door knobs, stair rails, telephones etc. should be cleaned as often as possible.

HAND HYGIENE:

Proper hand hygiene is the most effective way to prevent the spread of infection. To properly wash and clean hands, the following procedure should be followed:

- Wash hands when they are visibly dirty or soiled with blood or other body fluids. Wash hands with either a non-antimicrobial soap or an antimicrobial soap and water. When washing hands with soap and water, wet hands first with water, apply to hands the amount of product recommended by the manufacturer, and rub hands together vigorously for 15-20 seconds, covering all surfaces of the hands and fingers. Rinse hands with water and dry thoroughly with a disposable towel. Use towel to turn off the faucet.
- If hands are not visibly soiled, an alcohol-based hand rub or gel may be used in place of soap and water. When using an alcohol-based hand rub or gel, apply product to the palm of one hand and rub hands together, covering all surfaces of hands and fingers, until the hands are dry.
- Avoid wearing artificial fingernails when caring for patients at high risk for infection, and keep natural nail tips less than 1/4-inch long.
- Wear gloves when contact with blood or other potentially infectious materials, mucous membranes, and non-intact skin could occur.
- Remove gloves after caring for a patient. Always perform hand hygiene after removing gloves. Do not wear the same pair of gloves for the care of more than one patient, and do not wash gloves between uses with different patients.
- Change gloves during patient care if moving from a contaminated body site to a clean body site.
- Avoid touching your nose, mouth or eyes while at work.

COUGH ETIQUETTE:

- Cover any coughs or sneezes with a tissue or cough and sneeze into your upper sleeve if a tissue is not available. All employees should wash their hands or use a hand sanitizer after coughing, sneezing or blowing their nose.
- Avoid contact with tissues that other people have used. If necessary, protect yourself by wearing latex gloves if you must handle soiled tissues.

UNIVERSAL PRECAUTIONS:

ACS employees are bound by OSHA's Bloodborne Pathogens Standard and must utilize universal precautions when handling any and all bodily fluids.

WORKPLACE CLEANING:

Consumers should be alerted that their homes should be cleaned as often and as thoroughly as possible to prevent viability of the virus.

- Shared work areas, counters, railings, door knobs and stair wells should be cleaned more frequently during the influenza pandemic.
- Filters of the air conditioning systems should be cleaned and changed frequently.

- Telephones should not be shared.
- Specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water); most important is the frequency of cleaning.

MANAGING ILLNESS IN EMPLOYEES:

- If employees begin to display symptoms (fever, body aches, runny nose, sore throat, nausea or vomiting or diarrhea) or become ill at work they should distance themselves from their consumer immediately and call for a replacement. The manager will immediately find a replacement for the infected employee and relieve them of their duties.
- If an employee is observed to be ill or observes that another person is exhibiting symptoms of influenza at work, a manager must be notified immediately. The manager will ensure the ill person leaves the work place as soon as possible.
- The manager will encourage the employee to seek medical care and report back if influenza is likely.

STAY HOME:

All employees are encouraged to abstain from work if they are exhibiting symptoms or become ill.

MANAGING ILLNESS IN CONSUMERS:

- If a consumer appears to be ill with flu like symptom (fever, body aches, runny nose, sore throat, nausea or vomiting or diarrhea) the consumer and or their guardian will be encouraged to see their doctor as soon as possible. Follow the doctor's orders with regard to working with the individual.
- Check with your supervisor if you have questions.

When to Seek Emergency Medical Care

Get medical care right away if the sick person:

- has difficulty breathing or chest pain
- has purple or blue discoloration of the lips
- is vomiting and unable to keep liquids down
- has signs of dehydration such as dizziness when standing, absence of urination, or in infants, a lack of tears when they cry
- has seizures (for example, uncontrolled convulsions)
- is less responsive than normal or becomes confused

The following are links you may get more information from www.cdc.gov and www.pandemicflu.gov