

Fact Sheet

General Infection Control Guidelines for all Personal Service Settings

Personal Service Workers (PSW)

- Keep your hands clean between clients - use alcohol-based hand sanitizers (containing 60-90% alcohol) or use liquid soap and warm water if hands are visibly soiled.
- Drinking, eating or smoking is not permitted while working.
- Before performing a procedure on a client, ensure the body surface you will be working on is free from cuts, wounds or rashes.
- "Double dipping" of any cream, lotion or wax is not permitted –use a single-use applicator to dispense.
- Immunization with Hepatitis B vaccine is strongly recommended for all PSW.
- Glove use should be appropriate for the task being completed (medical or utility).

General work area

- Work area must be well lit, clean and maintained in good repair.
- Work surfaces must have a smooth non-absorbent finish.
- Every setting must be equipped with at least one sink for hand washing which is conveniently located near the work area but at least one meter away from clean or sterile supplies.
- Sinks must be continuously supplied with potable hot and cold running water, liquid soap and single-use hand towels – not a single towel on a rack.
- If there is only one sink available, it must be an adequate size to clean the largest piece of equipment (instruments) and then may be used for both hand washing and cleaning.
- Dirty items cannot be stored in the sink while services are being performed if there is only one sink.
- Linens, towels and sheets must be laundered between clients and stored in a sanitary manner.

Equipment

- All instruments must be in good repair and kept in a clean and sanitary condition.
- All instruments that cannot be thoroughly cleaned and disinfected are single-use and disposable.
- All reusable instruments are to be cleaned then either disinfected or sterilized after each use according to the disinfection chart.
- Disinfected instruments must be stored separately from dirty instruments to prevent cross-contamination.
- All sharps that are intended to penetrate the skin or any area of the body must be sterile, single-use and disposable.
- Discard all sharps such as needles and razor blades into an approved puncture-resistant sharps container for proper disposal –not municipal garbage.

Client records for invasive procedures and blood and body fluid exposures are to be kept for 5 years; at least one year on-site.

January 2009