



Infection Prevention and Control Policy

Policy:	Infection Prevention and Control
Approved by:	Registrar
Effective:	October 2019
Last Reviewed:	March 2020
Next Review:	September 2020

PURPOSE: To ensure all ACOT employees are:

- 1) aware of and use routine infection prevention and control precautions and;
- 2) are aware of recommended immunizations for adults that help to prevent the transmission of infections amongst employees and office visitors.

POLICY STATEMENT: All staff will adhere to routine infection prevention and control precautions.

SCOPE: This policy applies to all employees of ACOT.

PROCEDURE:

The Registrar will ensure that appropriate Infection Prevention and Control Procedures and Policies are reviewed at least biannually with staff. Each employee will adhere to these precautions. This will include but is not limited to biannual reminders of:

- Hand hygiene – employees will be reminded of the importance of adequate hand hygiene. Soap will be provided in the employee washroom and waterless hand wash solution will be provided where appropriate.
- Desk hygiene – employees will be reminded to clean their keyboards, phones and mouse. Cleansing wipes will be provided for this purpose.
- Office hygiene – cleaners contracted for routine cleaning will clean frequently contacted surfaces with appropriate sanitizing products (e.g. in the employee washroom, all door handles and handles on the microwave and fridge).
- Employees will be reminded about recommended immunizations (e.g. flu immunization, adult immunization updates for tetanus etc.).
- Employees will be reminded about procedures to follow when ill (e.g. taking

sick time to recuperate from a cold/flu/GI illness, working from home when able/appropriate to avoid passing on contagious illnesses), and reporting illness to other ACOT staff and their supervisor so coverage can be arranged. The emphasis will be on the responsibility of each employee to prevent the spread of infections while maintaining adequate coverage for the office.

- First Aid equipment and supplies will be available in the ACOT office.
- This information will be included in employee orientation and biannually thereafter through ongoing education opportunities.

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the employee for remedial action.