### OVERVIEW
This guideline is intended to provide City Of Hamilton staff with general practical information on infection control. Staff must also follow any departmental policies, procedures and guidelines on infection control.

### DEFINITIONS
The following terms referenced in this guideline are defined as:

#### Cleaning
The removal of all visible dust, soil and other foreign material with detergent and water

#### Communicable Disease
An infectious illness that can be transmitted from an infected person to another individual

#### Hand hygiene
Hand washing or the use of alcohol-based hand rubs

#### Infection Control
Practices or programs intended to reduce the occurrence and spread of communicable disease

#### Personal Protective Equipment
Items such as gloves, masks, or face shields that are designed to provide protection from exposure to potentially infectious agents

#### Sanitizing
A process that reduces the number of disease producing organisms on a surface to a safe level

### STEPS
Simple infection control measures can help everyone prevent the spread of communicable disease.

- Wash your hands (See Appendix A).
- Cover your mouth when you cough or sneeze (See Appendix B).
- Keep your immunizations up to date. Get your annual flu shot and check to see if you should update any other vaccines.
- Stay home when you are infectious.
- Maintain good personal hygiene. Do not share personal items such as combs, brushes, razors, towels with anyone else.
- Do not share eating utensils or cigarettes.
- Eat a balanced diet and get sufficient rest and exercise.
- Avoid touching your mouth or eyes after touching shared surfaces (door knobs, counters) or caring for someone with an illness.
- Handle food safely (See Appendix C).
- Avoid cuts or punctures from sharp objects such as needles that may have had contact with someone else’s blood.
- Avoid unprotected sexual activity.
- Promote infection control awareness (See Appendix D)

Performing hand hygiene is the single most effective way to reduce the spread of infection. Hand hygiene can be completed with alcohol-based rubs or soap and water.
| Environmental Surfaces | Use hand hygiene:  
- Before handling or eating food  
- Before and after cleaning a wound  
- Before and after smoking  
- After using the toilet or wiping nose  
- After contact with blood or body fluid  
- After handling money  
- After sneezing or coughing  
- After handling soiled items or equipment  
- After removing gloves  
- When hands are visibly dirty  

Regular cleaning of commonly used items and areas should be scheduled in order to minimize germs on environmental surfaces. Some areas to be considered are: door handles, phones, computer mouse and keyboards, desk tops, sinks, refrigerator handles, washrooms, countertops, and light switches. The more an item or area is used the more it needs to be cleaned.

These items and areas should be cleaned regularly by an agent capable of sanitizing environmental surfaces and should be used according to manufacturer’s directions.  

| Social Distancing | Social distancing is a strategy used to limit the frequency of close contact and interaction between people, to limit public gatherings and to encourage people to keep at least 1 metre or an arms-length away from each other.  

| Personal Protective Equipment | Some departments in the City Of Hamilton may be required to use Personal Protective Equipment (PPE). Those using PPE for infection control should be trained in limitations, use, fit, handling, care, cleaning, storage and disposal of the items, if applicable. PPE items that may be available are:  
- Gloves  
- Gowns/Aprons  
- Face shields  
- Respirators  
- Eye protection  
- Shoe covers  

Employees at risk of exposure to sharps or blood and body fluids may want to consider Hepatitis B immunization.  

| First Aid Administration | Employees providing first aid must adhere to the following infection control procedures:  
- Wash hands after direct contact with injured person  
- Wear protective gloves when contacting bodily fluids, non-intact skin and mucous membranes  
- Wear a mask, eye protection and a gown where there is a risk of splashing blood or other bodily fluids  
- Cover own cuts and abrasions  
- Clean up spills of blood and other bodily fluids  
- Dispose of contaminated waste through appropriate biohazard containers  
- Dispose of sharps in the sharps containers  
- Do not consume or store food in first aid facilities.  

Employees that administer first aid may want to consider Hepatitis B immunization. |
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<th>CONTENT UPDATED</th>
<th>2012-10-01</th>
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<td>HISTORY</td>
<td>The following stakeholders were consulted in the creation or revisions made to this Procedure: Kari Lindsay, Occupational Health Nurse David Lindeman, Manager, Health, Safety and Wellness Health, Safety and Wellness Team</td>
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<tr>
<td>APPROVAL</td>
<td>2012-10-02 Human Resources Leadership Team</td>
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Handwashing

To wash hands properly, rub all parts of the hands and wrists with soap and water or an alcohol-based hand rub. Wash hands for at least 15 seconds or more. Pay special attention to fingertips, between fingers, backs of hands and base of the thumbs.

- Keep nails short
- Remove watches, rings and bracelets
- Do not use artificial nails
- Avoid chipped nail varnish
- Wash wrists and forearms if they are likely to have been contaminated
- Make sure that sleeves are rolled up and do not get wet during washing

If you have any questions regarding cuts, sores, allergies or pre-existing skin conditions, call Telehealth Ontario at 1-866-797-0000, TTY 1-866-797-0007.

Handwashing with soap and water

1. Remove jewelry and wet hands and wrists with warm water.
2. Use 1 or 2 squirts of liquid or foam soap.
3. Lather soap and scrub hands well, palm to palm.
4. Scrub in between and around fingers.
5. Scrub back of each hand with palm of other hand.
6. Scrub fingertips of each hand in opposite palm.
7. Scrub each thumb clasped in opposite hand.
8. Scrub each wrist clasped in opposite hand.
9. Rinse thoroughly under running water.
11. Turn off water using same paper towel.

Cleaning with alcohol-based hand rub

1. Apply 1 to 2 pumps of product to palms of dry hands.
2. Rub hands together, palm to palm.
3. Rub in between and around fingers.
4. Rub back of each hand with palm of other hand.
5. Rub fingertips of each hand in opposite palm.
6. Rub each thumb clasped in opposite hand.
7. Rub each wrist clasped in opposite hand.
8. Rub hands until product is dry. Do not use paper towels.

Ontario
Stop the Spread of Germs

Clean your Hands

- before handling or eating food
- after using the washroom
- after sneezing or wiping your nose
- after changing diapers
- whenever hands are dirty

Wash with warm water and soap

Cover your Cough

Cover your nose or mouth with a tissue and throw it away (DO NOT REUSE!)

or

Cover your nose or mouth and cough into your sleeve or upper arm

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Appendix C
Brochure available at S:\Human Resources\Health, Safety and Wellness\Occ Health\Infection Control

4 safe food handling practices checklist

Clean

Do you ...

- have soap and paper towels or clean hand towels at each sink at home?
- wash your hands with warm water and soap for 20 seconds before and after handling food, using the bathroom, playing with your pets, etc.?
- use a clean produce scrub brush and cool running water to wash your fruits and vegetables?
- wash your cutting boards, dishes, utensils and countertops with hot soapy water before and after preparing each food item?
- clean your reusable grocery bags and bins often?

Cook

Do you ...

- use a food thermometer to check that your food is cooked to safe temperatures?
- read and follow the manufacturer’s directions for your food thermometer?
- know that your food is safely cooked/reheated when it reaches an internal temperature high enough to kill harmful bacteria that cause foodborne illness?
- have an “Internal Cooking Temperatures” chart to tell when your food is safely cooked? (available at www.befoodsafe.ca/en-temperature.asp)

Separate

Do you ...

- place raw meat, poultry and seafood in separate plastic bags in your grocery cart, then place them in separate bags or bins when you take them home?
- store raw meat, poultry and seafood in containers on the lowest shelf of your refrigerator to prevent raw juices from dripping onto other food?
- use one cutting board for your raw meat, poultry and seafood and another for your ready-to-eat food?
- change or wash the plate you used for raw meat before you put cooked meat on it?

Chill

Do you ...

- keep your fridge set at 4°C (40°F) and your freezer at -18°C (0°F) and check them by using an appliance thermometer?
- thaw your food in the fridge, or under cold running water, or in the microwave, then use it right away?
- marinate your food in the fridge?
- chill your leftover food quickly, place it in shallow covered containers, in the fridge, within 2 hours of cooking?

For more information, visit the Canadian Partnership for Consumer Food Safety Education

www.canfightbac.org  www.befoodsafe.ca
Appendix D
Available at S:\Human Resources\Health, Safety and Wellness\Occ Health\Infection Control

**STOP THE SPREAD OF INFECTION!**

- **Stay home if you are sick**
  - return when you are well

- **Wash your hands**
  - with soap and water or use a hand sanitizer

- **Cover your cough or sneeze**
  - with a tissue or in your sleeve

- **Keep your distance**

- **Get a flu shot**

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