Infection Control - Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

<table>
<thead>
<tr>
<th>Policy:</th>
<th>Infection Control</th>
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<tbody>
<tr>
<td>Policy #</td>
<td></td>
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<tr>
<td>Approved by:</td>
<td></td>
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<td>Effective:</td>
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**PURPOSE:** To ensure all (company name) employees and volunteers are: 1) aware of, and use routine infection control precautions and; 2) are aware of recommended immunizations for adults that help to prevent the transmission of infections amongst employees, volunteers and customers.

**POLICY STATEMENT:** All staff and volunteers will adhere to routine infection control precautions and will keep immunization status up to date in accordance with Ministry of Health recommendations and company policies.

**SCOPE:** This policy applies to all employees and volunteers of (company name).

**PROCEDURE:**

Directors/Managers will ensure that appropriate Infection Control Procedures and Policies are reviewed at least annually with staff. Review information on routine precautions for each position annually. Each employee will adhere to these precautions. This information will include but is not limited to:

- Hand hygiene - Waterless hand wash solutions will be provided where appropriate
- Provide information about recommended and mandatory (required by company name) immunizations
- Provide sick/illness leave policies and procedures for not coming to work ill and reporting illness to manager

The following will be reviewed annually with employees:

- Emphasize the responsibility of each employee to prevent the spread of infections
- Follow correct reporting procedures
- Include information in employee orientation and annually thereafter through ongoing education opportunities
- Provide medical first aid training for a core group of employees
- Provide First Aid equipment and supplies in strategic places throughout (company name) facilities
CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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