

Blueprint for Success Series: Part 2

Building Blocks 4-5

The **Comagine Health Blueprint for Success Series** for assisted living facilities (ALFs) includes step-by-step instructions, templates and tools for creating and revising a best practice Infection Prevention and Control Program (IPCP). At the end of the series, a toolkit will be compiled containing all building blocks overviews, the forms and tools associated with each of the 10 building blocks, as well as templates and examples for reference.

Blueprint Curriculum

Building Block No. 1 – Oversight for IPC Program

Building Block No. 2 – Designated Infection Prevention Specialist

Building Block No. 3 – Annual IPCP Assessment Process

Building Block No. 4 – Infection Control Policies and Procedures

Building Block No. 5 – Health Care Environmental IPCP

Building Block No. 6 – IPCP: Education for Residents and Staff

Building Block No. 7 – IPCP: Health for Residents and Staff

Building Block No. 8 – IPCP Emergency Preparedness

Building Block No. 9 – Health Care Surveillance Program

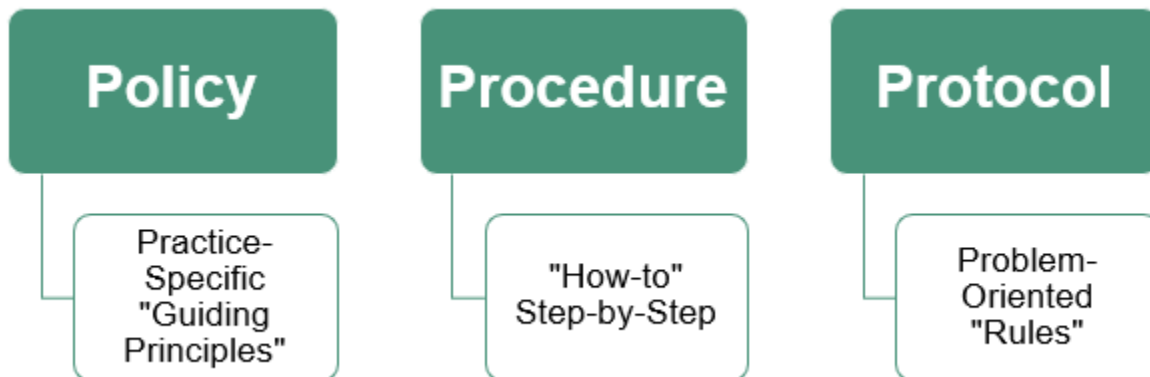
Building Block No. 10 – Quality Assurance/Performance Improvement

Goals of the Infection Prevention and Control Program



Building Block No. 4

Develop Policies, Procedures and Protocols for the IPCP



WHAT?

The very foundation of how your team works depends on you having evidence-based infection prevention and control policies to train staff on and to audit their compliance over time.

WHY?

Evidence-based policies drive programs of excellence and create the safest environments possible for residents, staff and visitors.

HOW?

By using templates, you can standardize your written policy-related documents. By using Centers for Disease Control and Prevention (CDC) and other nationally recognized sources, you can ensure your program is directed by the safest evidence available. Network with other colleagues to share best practices and infection control-related policies. See the tools shared in this session for policy examples, policy templates and audit forms.

Building Block No. 5

Health Care Environment: IPCP Components



WHAT?

The health care environment can represent a significant risk for the spread of infectious germs. This section looks at surfaces in the health care environment, the air quality and water management. Additionally, the laundry and waste management programs are important for infection prevention reasons.

WHY?

Germs can survive from moments to months at a time in the environment unless special cleaning and maintenance principles are applied effectively. In order to provide your residents and staff with a safe, clean and sanitary environment, staff performing cleaning and disinfection duties in health care require specialized training.

HOW?

In the resources for this section, we provide you with examples of CDC and other nationally recognized sponsors of toolkits, along with examples of checklists you may want to adapt and use in your programs related to the health care environment.

Part 2 Attachments

- *Attachment 1:* ALF Policy and Procedures Template
- *Attachment 2:* ALF Policy and Procedures Template Example for Cleaning
- *Attachment 3:* ALF Rounding Tool: EVS Carts and Closets Practices
- *Attachment 4:* ALF Sample Checklist for EVS Cleaning: Residential Care Areas
- *Attachment 5:* ALF Environmental Rounding Audit Tool: IPC

ALF Policy and Procedures Template

TITLE:	
PURPOSE:	
POLICY:	
PROCEDURE:	
ATTACHMENTS:	
REFERENCES:	
REVIEW/REVISION DATE:	NAME/TITLE OF RESPONSIBLE STAFF:

ALF Policy and Procedures Template Example for Cleaning

TITLE: Occupied Residential Room Cleaning Procedure for Environmental Services	
PURPOSE: To provide a standard process for all cleaning staff to follow that assures high-quality results	
POLICY: The assisted living community will be maintained in a clean and sanitary manner by services provided by the Environmental Service (EVS) Department along with all staff working at the facility. This is done through adherence to the following approved policies and procedures for cleaning, disinfecting and maintaining the environment. The following procedure describes the EVS work routine for cleaning and disinfecting in resident apartment rooms.	
PROCEDURE: First step Prior to entering, place all needed disposable supplies inside a plastic liner to be used in this residence. Knock on door, introduce yourself. If the room is occupied, greet the resident and family if they are present in a kind and caring manner. Explain why you are there. Enter the residence with the caddy, disposable supplies and a supply of approved cleaning cloths. Always start with clean hands and then apply gloves prior to beginning the cleaning process. Remove gloves, perform hand hygiene and apply new clean gloves as necessary. Begin with the cleanest areas and always finish with the “dirtiest” areas (the restroom and commode chairs). So, starting in the kitchenette area, check the stove burners and covers for excess grease or soiling. Second step Bring in microfiber high duster that is dampened lightly with disinfectant. Working one way around the room from the left side of the entry door, proceed to high dust the entire unit clockwise ending at the right side of the main door. <i>Living Areas:</i> Low dust all furniture, including coffee tables, end tables, light switch plates and outlets, picture frames, lamps and shades. With clean, multifolded cloth dampened with germicidal solution, begin spot wall washing and window cleaning. Repeat the process in each room until the entire residential unit is cleaned. Remove all soiled microfiber cleaning cloths and waste to cart. Remove gloves and perform hand hygiene, then make bed. Third step <i>Bathrooms:</i> Apply bowl cleaner and allow to soak. Using the microfiber cleaning cloths, apply the germicidal cleaning solution beginning with the sink, towel bars, countertops, tub or shower, grab bars, and ending with the toilet. Leave toilet seat up. Clean mirrors and dry chrome fixtures. Empty trash cans, clean interior and exterior, then reline waste receptacles. Dust mopping all hard floor surfaces. Place “wet floor” signs in proper location, then use the microfiber flat mop that is wetted with the proper disinfectant cleaner to mop the floors, making sure to mop the restroom area last. Fourth step Complete by vacuuming all carpeted floor surfaces, including corners, edges and behind doors. Return vacuum to cart. Remove gloves, clean hands and then proceed to the next residential unit. Reminders: Always place the “wet floor signs” before you mop areas, being sure to position them where they will alert everyone before they step on wet floor surfaces.	
ATTACHMENTS: None	
REFERENCES: References used to develop and revise this policy include: <i>CDC Guidelines for Disinfection and Sterilization in Healthcare Facilities, 2008.</i> https://www.cdc.gov/infectioncontrol/guidelines/disinfection/index.html (accessed 10/21/22)	
REVIEW/REVISION DATE: 10/31/22 – (created)	NAME/TITLE OF RESPONSIBLE STAFF: Debbie Hurst RN, Infection Preventionist

ALF Rounding Tool: EVS Carts and Closets Practices

Date: _____ Completed by: _____ Unit/Location: _____

IPC Monthly Rounds	Yes	No	N/A	Comments
EVS Carts				
1. Are disinfectants being used all approved by IC and are EPA-registered hospital-grade disinfectants?				
2. Are all chemicals in appropriate containers and labeled correctly?				
3. Are disinfectant and antiseptic products within expiration dates?				
4. Are chemicals being used per manufacturer's directions for mixing and use?				
5. Is there physical separation of clean and dirty items?				
6. Is paper stored above liquids to reduce contamination risk?				
7. Is "Johnny mop" located on front deck or similar area of cart with other "dirty" tools and processes?				
8. Is the cart lock in working order?				
9. Is cart locked when unattended?				
10. Is cart clean in appearance, well-organized and all surfaces cleanable?				
11. Are dusting tools being used in resident care areas that support damp dusting techniques (no feather dusters or Swiffers in use, etc.) with high-reach handles?				
12. Do textiles (cloths/mops) appear to be in good condition and visibly clean in appearance prior to use?				
13. Do disinfectant bottles have pour spouts (vs. spray bottles)?				
14. Is cart free from food and drink?				
15. Is cart free from personal items (purse, phones, etc.)?				

EVS Closets				
16. Is closet neat, clean and sanitary in appearance and in good repair?				
17. Are supplies stored on shelves, paper above liquid, clean items off of floor?				
18. Are paper items stored away from water source?				
19. Do floors in closet appear to be cleaned and disinfected on regular basis?				
20. Is the floor sink clean and sanitary in appearance?				
21. Are equipment items clean and sanitary in appearance?				
22. Do all chemical containers have labels?				
23. Are all products in closet within expiration dates?				
24. Is closet free from dirty items, including mops, dirty mop buckets and other items that would be considered "dirty"?				
25. Is eye protection available and used by staff when handling opened, concentrated disinfectant, including dispensing from the bulk mixing cabinet?				
Is EVS staff present? If yes, name: _____				
26. Are dress code and hygiene policies, including fingernail policy, followed?				
27. Does employee know name of disinfectant and length of undisturbed "contact time" required for effective disinfection?				
28. Is a standard policy being followed for room cleaning that includes moving in one direction around the room, moving from high to low and from cleanest to dirtiest areas?				
Notes including any recommendations for improvement:				

ALF Sample Checklist for EVS Cleaning: Resident Care Areas

Daily	Date	Date	Date	Date	Date	Date	Date
Pull trash at the beginning and end of first shift.							
Perform vacuuming with HEPA filter vacuum daily on carpeting in hallways and shared public areas, including lounge and front lobby.							
Disinfect all frequently touched surfaces two times each day (includes doorknobs and push plates, light switches, hand railings, faucet handles, soap dispensers, phones, call lights, etc.)							
Resident apartments: Remove trash, clean sinks and disinfect frequently touched surfaces in kitchenette, sleeping area and bathroom.							
Weekly							
Vacuum carpets with HEPA filter vacuum in resident apartments							
Monthly							
Clean/shampoo carpet in halls							
Quarterly							

Environmental Cleaning Staff

Date(s): _____ Name: _____

Date(s): _____ Name: _____

Date(s): _____ Name: _____

Supervisor signature and date of review(s): _____

ALF Environmental Rounding Audit Tool: IPC

Location:	Date:				
Individual competing IPC rounds:					
Other individuals present:					
	YES	NO	N/A	Action Plan	Owner
Resident rooms appear clean and sanitary; free from clutter and visible debris.					
Alcohol-based hand rubs (ABHR) near point of use, in working order, not located over electrical outlets/switches and not expired. Soap dispensers and towels are refilled and available near sinks.					
Disposable gloves and other PPE located convenient to areas of use.					
Dated supplies within expiration dates.					
Sharps containers less than 3/4 full and located near point of use.					
Clean equipment is stored in clean areas, dirty equipment in designated soiled holding areas.					
Soiled linen is in contained hampers/bags and not overfilled.					
Area free from visible dust, including fire sprinkler heads and vent grills.					
All shared items such as B/P cuffs, pulse oximeters, etc. are cleaned and disinfected between each resident use.					
Overhead lights are free from visible insects, dust and debris.					
Floors coverings appear to be clean and well-maintained in halls and public areas.					
Floor finish appears to be visibly clean and well-maintained in resident rooms.					
Refrigerators clean, maintained per policy.					
Community ice machine exterior components visibly clean upon inspection and maintained by maintenance staff on internal cleaning schedule.					
Eye wash stations visibly clean, maintained per policy.					
EVS closets clean, orderly. Floor sink cleaned on regular basis.					