**Template Infection Prevention & Control Policy and Procedures Manual for Adult Day Care Centers in Virginia**

# Intended Use

This manual and policy templates were developed by LeadingAge Virginia, in partnership with Health Quality Innovators (HQI), through grant funding from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH).

The policy templates provided are consistent with infection prevention and control guidance from the Centers for Disease Control and Prevention (CDC) and are intended to address Virginia Department of Social Services (VDSS) regulatory standards for adult day care centerspertaining to infection prevention and control*.*

This manual is intended for use as a **template** for adult day center providers to develop center-specific infection prevention and control policies and procedures. These templates should be reviewed carefully and modified where needed to account for the specifics of the physical plant, center operations, and staff and participant needs. Providers are responsible for ensuring that modifications to templates are consistent with CDC guidelines and VDSS regulations, and any applicable local, state, or federal code.

Each policy and procedure should include enough detail so that all staff persons understand their specific roles and responsibilities for implementation. It is the responsibility of the director to ensure compliance with all policies and procedures as required by the *Standards and Regulations for Licensed Adult Day Care Centers (22VAC40-61-10 et seq.).*

The manual templates contain yellow highlighted areas that can be customized with facility-specific details or additional considerations.. These areas should be addressed, edited, or deleted as applicable to the provider setting before final implementation. There is also a blank policy template, which includes guiding descriptions to assistant providers if they prefer to write their own policies and procedures.

# Disclaimer

Use of this manual template does not guarantee compliance with all applicable codes, standards, regulations and/or rules, and a center may still be subject to citations, violations, penalties, or licensure actions for noncompliance. Providers remain responsible for maintaining compliance with all statutes and rules governing licensed adult day care centers. The final implemented version of these policies and procedures are subject to regulatory compliance. **This policy template manual is compliant with the standards and regulations set forth by VDSS as of [insert date].**

Neither LeadingAge Virginia (association), nor its employees guarantee the accuracy, reliability, or timeliness of any content contained in this manual or related resources nor endorse any content, viewpoints, products, or services mentioned in the manual. The association, its employees, and affiliated partners, including HQI, shall not be held liable for any outcomes, losses, or damages caused by any individual's choice to utilize or rely on such information contained herein. Portions of the content included herein may be subject to change at any time and may become incorrect or outdated. Any person or entity that relies on any information obtained from this manual does so at his or her own risk, and by utilizing the information contained herein agrees to hold harmless LeadingAge Virginia, its employees, and affiliated partners.

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# Core Practices for Infection Prevention

In addition to the comprehensive infection control policies and procedures included in this manual template, an effective infection prevention program requires additional center support. The following [*CDC Core Infection Prevention and Control Practices for Safe Healthcare Delivery in All Settings*](https://www.cdc.gov/infectioncontrol/guidelines/core-practices/index.html) are recommended to include as part of your infection control program:

* Designate an individual on staff to provide leadership and management to the program.
* Provide training and education to all staff on infection prevention upon hire, at least annually, and as needed based on observed behaviors that:
  + Are job specific
  + Address lapses/gaps in adherence to infection control practices
  + Address newly-recognized infection transmission threats [new equipment or procedures, new pathogens (germs)]
  + Include competency validation (a way to determine that staff understand their responsibilities and can adhere to infection control practices while performing job duties).
* Provide appropriate infection prevention information to participants, family members, visitors, volunteers, and others in the caregiving network, including:
  + Information about how infections are spread, how they can be prevented and what signs or symptoms should be reported for evaluation
  + Materials that address varied levels of education, language comprehension, and cultural diversity.
* Routinely monitor staff performance of infection prevention and control behaviors and provide feedback.

Infection Prevention and Control (IPC) Program Manual

for Licensed Adult Day Care Centers in Virginia

This is the infection control policy and procedure manual for [center name]. This document is intended to capture reviews and changes made to this document, both for annual reviews of the IPC program and for additional reviews or updates as they are implemented.

# Initial Effective Date

This IPC manual was initially placed into use as of [insert date].

# Reviews and Revision Dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Date** | **Reviewed By**  **(Name)** | **Role/Title** | **Reviewed By (Signature)** | **Revision Notes** |
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Infection Prevention and Control (IPC) Program Manual

for [Center Name]

# Topic Contents

**Blank Policy/Procedure Template**

**Infection Prevention and Control (IPC) Program**

* IPC Program Structure
* IPC Program Reviews
* Surveillance for Communicable Disease
* Communicable Disease Outbreaks

**Hand Hygiene**

* Supply Availability
* When to Perform Hand Hygiene
* Alcohol-Based Hand Rub (ABHR)
* Handwashing with Soap and Water

**Selection and Use of Personal Protective Equipment (PPE) for Standard Precautions**

* Availability of PPE
* Principles of Standard Precautions
* Factors Influencing PPE Selection
* Types of PPE
* Proper Use of PPE (Dos and Don’ts)

**Respiratory Hygiene and Cough Etiquette**

* Education/Visual Alerts
* Respiratory Hygiene/Cough Etiquette
* Care of Participants with Respiratory Symptoms

**Point of Care Blood Glucose Testing**

**Injection Safety**

**Workplace Health**

* Staff, Volunteer, and Household Member Health Records
* Occupational Safety and Health Administration (OSHA) Standards
* Prevention of Communicable Illness
* Reporting Illness
* Workplace Injuries and Occupational Exposures

**Environmental Cleaning and Disinfection**

* Accidental Exposure to Cleaning and Disinfecting Agents
* Checking for Safety Issues
* General Cleaning Order
* General Surface Cleaning
* Managing Cleaning Supplies
* Body Fluid Spills or Contaminations
* Use of PPE
* Areas Under Transmission-Based Precautions

**Participant Care Equipment, Devices and Supplies**

**Laundry and Linen Management**

* Collecting, Transporting and Sorting of Soiled and Contaminated Laundry
* Processing, Transportation and Storage of Clean Laundry

**Integrated Pest Management (Pest Control)**

* Inspection and Monitoring
* Elimination of Conditions that Attract Pests
* Keeping Pests Out of Indoor Environments
* Use of Traps and Application of Pesticides
* Ensuring Staff and Participant Safety

**Regulated (Biohazard) Waste Disposal**

* Contaminated Sharps Disposal
* Other Types of Regulated Waste

**Auditing, Monitoring and Compliance**

* Education and Training
* Monitoring Performance and Feedback
* Audited Practices

**Auditing Tip Sheet**

*\*The center has the option to implement either the policy or the tip sheet.*

**MDRO/Antibiotic Stewardship**

* Educational resources:
  + Poster
  + Handout
  + Brochure

# Example Policy Template – [Insert Title]

|  |  |
| --- | --- |
| **Initial Effective Date** | mm/dd/yyyy |
| **Most Recent Revision Date** | mm/dd/yyyy |
| **Authorized/Reviewed By** | Individual or Committee Name |

# Definition (define the infection control practice)

Enter an evidence-based definition for the infection control practice based on CDC guidelines, using ordinary (non-clinical) language whenever possible.

# Purpose (why this policy/procedure is important)

This policy and procedure document is intended to address the requirements of [insert standard numbers here]

Provide additional information about why following the infection control practice is important and how the practice contributes to the prevention and/or control of communicable disease.

# Responsibility (who is responsible for following this policy/procedure)

Identify who in the center is expected to follow the policy/procedure. This may include staff, volunteers, contractors, vendors, visitors, or participants. This may also include information on who is responsible for enforcing or oversight of the policy/procedure.

# Policy

* List individual policy elements.
* Be concise and clear.
* Avoid words that imply choice, like “should” or “may”

# Procedure

## Use a sub-heading if more than one procedure will be described (this subheading can be used in other sections as needed)

* Describe the procedure for the infection control behavior
* Use evidence-based resources for procedure development
* Be clear and concise with each step described

# Guidelines and Resources for Policy/Procedure Development

* YYYY Title of Resource Used (likely a page title from a web page – see example below): webaddresslink.html
* EXAMPLE: 2022 CDC Guideline for Hand Hygiene in Healthcare Settings: <https://www.cdc.gov/handhygiene/providers/guideline.html>

**Notes/Recommendations**

Describe potential additional language and/or best practices that a center can incorporate into their policies.