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**Infection**

**Prevention and Control Policy**

**Version:** [Insert Date]

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# Purpose

The purpose of this policy is to safeguard the health and well-being of all employees, clients, contractors, and visitors by establishing robust infection prevention and control (IPC) measures within [Insert Company Name].

This policy outlines the strategies and procedures required to minimize the risk of infectious diseases in the workplace and ensure compliance with applicable public health and safety regulations. It aims to promote a culture of safety and accountability while aligning with public health standards and legal requirements.

# Scope

This policy applies to all employees, contractors, volunteers, and visitors of [Insert Company Name]. It covers all workplace activities, operations, and premises. The scope extends to remote working arrangements where applicable and includes interactions with third parties conducting business on behalf of the organization.

# Policy Statement

[Insert Company Name] is committed to maintaining a safe and healthy workplace environment by implementing effective IPC measures. We will adhere to all relevant provincial and federal regulations, including the Occupational Health and Safety Act (OHSA), Public Health Ontario guidelines, and other applicable laws. We recognize the importance of proactive measures in minimizing the spread of infections and protecting the health and productivity of our workforce.

# Definitions

* **Infectious Disease**: Illnesses caused by pathogens, such as bacteria, viruses, or fungi, that can spread directly or indirectly from one individual to another.
* **Personal Protective Equipment (PPE)**: Equipment worn to minimize exposure to hazards that can cause serious workplace injuries and illnesses.
* **High-Touch Surfaces**: Areas or items frequently touched by multiple people, such as doorknobs, light switches, and keyboards.
* **Close Contact**: Being within 2 meters of an infected person for a cumulative duration of 15 minutes or more over a 24-hour period.

# Roles and Responsibilities

## Management

* Develop and maintain a comprehensive IPC plan.
* Allocate resources for effective implementation, including PPE, hygiene supplies, and training.
* Monitor updates from public health authorities and revise policies as necessary.
* Conduct regular audits to ensure compliance with IPC measures.

## Supervisors

* Communicate IPC expectations to their teams.
* Monitor workplace adherence to IPC practices and address non-compliance promptly.
* Provide feedback and suggestions for improving infection control strategies.

## Employees

* Comply with all IPC protocols, including hygiene practices and PPE usage.
* Report any symptoms of illness, exposure to infectious diseases, or unsafe conditions to supervisors immediately.
* Participate in training sessions and remain informed about updates to IPC measures.

## Visitors and Contractors

* Adhere to the IPC requirements outlined by [Insert Company Name].
* Cooperate with screening procedures before entering the workplace.

# Procedures

## Hygiene Practices

* Wash hands frequently with soap and water for at least 20 seconds.
* Use alcohol-based hand sanitizer containing at least 60% alcohol when soap and water are unavailable.
* Avoid touching the face, especially eyes, nose, and mouth.
* Ensure handwashing stations are accessible and well-stocked.

## Respiratory Etiquette

* Cover mouth and nose with a tissue or elbow when coughing or sneezing.
* Dispose of tissues in designated waste bins and sanitize hands afterward.
* Implement policies requiring face coverings in situations where physical distancing cannot be maintained.

## Environmental Cleaning and Disinfection

* Establish a schedule for cleaning and disinfecting high-touch surfaces at least twice daily.
* Use approved disinfectants and follow manufacturer instructions for use.
* Maintain records of cleaning activities, including dates and areas cleaned.

## Personal Protective Equipment (PPE)

* Conduct risk assessments to determine appropriate PPE requirements for various job roles.
* Train employees on the correct use, removal, and disposal of PPE.
* Provide PPE free of charge and replace damaged or expired equipment promptly.

## Screening and Monitoring

* Implement daily health screening questionnaires for employees and visitors.
* Use contactless temperature checks where feasible.
* Maintain confidentiality of health information in accordance with privacy laws.
* Establish procedures for responding to suspected or confirmed cases of infectious diseases.

## Illness Reporting and Sick Leave

* Require employees experiencing symptoms to stay home and notify their supervisor immediately.
* Offer flexible sick leave policies to encourage reporting and minimize presenteeism.
* Provide guidance on returning to work, including medical clearance requirements where necessary.

## Visitor and Contractor Protocols

* Restrict non-essential visits and implement remote alternatives where possible.
* Provide visitors and contractors with clear instructions on IPC measures before arrival.

## Training and Education

* Provide comprehensive training on infection prevention measures, tailored to job-specific risks.
* Use multiple formats, such as in-person sessions, online modules, and printed materials, to enhance accessibility.
* Reinforce key messages through periodic refresher courses.

## Emergency Preparedness and Response

* Develop a response plan for infectious disease outbreaks, including communication strategies and contingency measures.
* Coordinate with local public health authorities during outbreaks.
* Conduct drills to test readiness and identify areas for improvement.

# Monitoring and Review

* Perform routine evaluations of IPC measures to ensure effectiveness.
* Use feedback from employees and stakeholders to identify areas for improvement.
* Update this policy as needed to reflect changes in public health guidelines or workplace operations.

# Non-Compliance

Failure to comply with the IPC policy may result in disciplinary action, up to and including termination of employment. Contractors and visitors who violate IPC protocols may be denied access to the premises.

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