

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # ADMIN-12

SUBJECT: UNIVERSAL PRECAUTIONS

DATE REVIEWED/REVISED: 10/15, 7/18, 5/20

POLICY STATEMENT: Prevent transmission of blood-borne infections between all staff and clients/students.

PURPOSE: RVCC uses universal precautions to prevent the transmission of blood-borne infections between all staff and clients/students.

SCOPE: This policy is inclusive of all RVCC sites that administer medication and/or provide physical examinations.

PROCEDURE:

1. Hand washing, paper towels and foam-type soap/hand cleaner (i.e. Hibistat) should be used.
2. Hands should be washed before and at the end of physical contact with a client/student. Hands should be washed before and after taking off rubber gloves.
3. Essential components for acceptable hand washing procedures include: use of continuously running water and plenty of soap, use friction over all surfaces of both hands and hand jewelry not removed; rinse well under running water; use dry paper towels to dry hands and to turn off faucets.
4. Disposable gloves should be worn when providing direct patient care and the potential for exposure to infectious material exists or is unknown. This includes cleaning up the environment when blood or body fluid spills have occurred or when providing care that requires physical contact and the staff worker's hands have breaks in the skin (i.e. dermatitis, unhealed cut).
5. Once a specimen is collected, it should be placed in a leak proof container, such as biohazard specimen bag, and secured for transport.
6. In dealing with accidental exposure to blood/body fluids, the following procedures should be followed:

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- Contamination of intact skin; Wash immediately with soap and water.
 - Stick from a sharp object: Express blood, wash thoroughly and immediately notify the supervisor who will send the employee to Employee Health at Holyoke Medical Center for an evaluation.
 - Splash to mucus membrane or broken skin: Wash or irrigate thoroughly and immediately notify the supervisor who will send the employee to Employee Health at Holyoke Medical Center for an evaluation.
7. For waste disposal, a waste container lined with a plastic bag should be available for the disposal of dressing, tissues, disposable specula, and any other materials with blood/bodily fluids.
8. For disposal of needles and sharps see *Hazardous Waste Policy*.
9. Body waste (feces, urine, and vomitus) should be flushed down the toilet or flush sink.
10. Use an approved anti-microbial cleaner when cleaning spills of blood/bodily fluids.