

**Section:** Infection Control  
**Policy:** Food Preparation  
**Policy No:** IC 01  
**Effective:** 02/25/1995  
**Revised/Approved:** 10/01/2002

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**POLICY:** It is the policy of Community Counseling Services that infection control standards will be maintained during food preparation.

**PURPOSE:** To minimize the possibility of the spread of infectious diseases during food preparation and clean-up of cooking equipment

**PROCEDURE:** Gloves are worn by all individuals (individuals receiving services and CCS employees) handling food during food preparation activity. When a glove is torn or has been in contact with an unsanitary surface, gloves will be replaced with a new pair. All cooking equipment will be properly cleaned after each food preparation activity. The staff member who is responsible for the activity that involves food handling has the responsibility for insuring the proper cleaning of equipment and facilities. Individuals that are sick and may be contagious are not permitted to participate in food handling/preparation.

**Section:** Infection Control  
**Policy:** Infection Control/Universal Precautions  
**Policy No:** IC 02  
**Effective:** 11/01/1994  
**Revised/Approved:** 02/26/2013

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**POLICY:** It is the policy of Community Counseling Services to insure a healthy environment for employees and individuals receiving services by providing an Infection Control Policy to include Universal Precautions. All departments shall use the Universal Precautions for any contact with all body and blood secretions from individuals receiving services or from co-workers.

**PURPOSE:** To provide procedures for Universal Precautions as a means of preventing the transmission of infectious diseases within this organization

**GENERAL GUIDELINES:** Hands must be washed for at least 20 seconds before and after contact with body or blood secretions from any individual, including individuals receiving service or a co-worker. Gloves shall be worn at all times when direct contact with moist body substances (pus, sputum, urine, feces, blood, saliva, non-intact skin, etc.) from any individual, including individuals receiving service or a co-worker, is anticipated. If unanticipated contact with the body substances occurs, washing is done as soon as possible (hand washing, face washing, etc. as appropriate). Hands should be washed immediately after gloves are removed

Used needles or sharps are placed in appropriately designated disposal containers.  
**NEEDLES SHOULD NEVER BE RECAPPED!!!** Training regarding Universal Precautions will be provided during orientation as outlined in Policy HR 34.

**Section:** Infection Control  
**Policy:** Infection Control: Hand Washing  
**Policy No:** IC 03  
**Effective:** 01/01/1995  
**Revised/Approved:** 03/24/2010

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**POLICY:** It is the policy of Community Counseling Services to insure a healthy environment for employees and individuals receiving services by providing an Infection Control Policy.

**PURPOSE:** To provide procedures in hand washing as a means of preventing the spread of infection.

**PROCEDURE:** Hand washing is the single most important means of preventing the spread of infection. All employees in all departments play a key role in stopping the spread of infection by adhering carefully to the following procedure which must be practiced faithfully by everyone.

Each employee shall wash his/her hands:

- When his/her hands are obviously soiled
- After removing gloves
- After use of the toilet
- After blowing or wiping the nose
- Before eating

The recommended method for hand washing is as follows. Stand at the wash basin, but avoid touching it other than turning on the water. Wet the hands thoroughly to the wrist, and further if necessary, with warm, running water and apply soap. Vigorously lather and scrub the hands together for at least twenty (20) seconds, keeping them down (so the dirty water will run into the sink and not down the arms). Wash thoroughly, using a circular motion, trying to pay particular attention to the fingers and the nails. Rinse the hands thoroughly under the running water. Dry the hands with a paper towel. Use a paper towel to turn off the faucets and discard.

**Section:** Infection Control  
**Policy:** Infection Control  
**Policy No:** IC 04  
**Effective:** 11/15/1994  
**Revised/Approved:** 03/28/2017

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**POLICY:** It is the policy of Community Counseling Services that all personnel follow infection control measures. All staff members are required to be aware of their responsibilities regarding infection control.

**PURPOSE:** To insure that Community Counseling Services facilities and treatment programs remain as healthful as can be expected

**PROCEDURE:** Staff members shall report any suspected infection via the incident reporting procedure and immediate notification of his/her supervisor. Follow appropriate containment procedure when there is an active infection or an infection is suspected. Suitable self-protective measures should be taken as outlined in IC 03 when infection is present. If unaware of proper protocol, the employee should consult with his/her supervisor and/or medical staff. When unprotected contact has been made with an infectious individual or contaminated material, the employees' supervisor should be contacted immediately. Depending on exposure, the supervisor will coordinate with the Department of Human Resources to arrange for an employee to be examined and receive treatment as necessary.

Employees will be expected to complete an incident report following the incident reporting guidelines if unprotected contact with an infectious individual receiving services or contaminated materials has occurred and when it is determined that an area of the unit has been contaminated and may need to be disinfected. If warranted, medical staff will be consulted to ensure appropriate measures are being taken to sanitize potentially contaminated areas and to ensure that necessary medical attention is available.

Preventative Measures: Employees should maintain own good health (free of infectious diseases while working). Employees should not report to work if ill, especially if contagious. If an infection is suspected, employees should be examined by his/her physician to determine appropriate measures to be taken. If an employee indicates the presence of symptoms of an illness that is contagious (i.e., flu symptoms), the employee may be required by his/her supervisor or the Personnel Officer to present a statement from a medical provider that he/she is no longer contagious and able to return to work. All employees are expected to follow infection control guidelines listed above. Community Counseling Services facilities shall be cleaned on a determined schedule to promote a sanitary work environment.

All local, state and federal communicable disease reporting requirements will be followed.

**Section:** Infection Control  
**Policy:** Tuberculosis Testing and Control  
**Policy No:** IC 05  
**Effective:** 01/06/1995  
**Revised/Approved:** 03/28/2017

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**POLICY:** It is the policy of Community Counseling Services to insure a healthy environment for employees and individuals receiving services by mandating testing for tuberculosis for individuals being admitted to primary and transitional residential treatment

**PURPOSE:** To identify, control and prevent the spread of tuberculosis in settings where TB disease is more common.

**PROCEDURE:** All individuals receiving primary and transitional substance abuse treatment will receive TB risk assessment upon intake. If an individual is determined by the assessment to be at high risk for TB, an appropriate TB tests will be conducted by Community Counseling Services or by an appropriate health care provider/agency. Any individual determined to be at high risk cannot be admitted into a treatment program until testing confirms the individual does not have TB.

General Information: Positive results do not mean that the individual has tuberculosis, only that he/she has the TB bacteria. Further testing is indicated to determine if someone actually has the TB disease.

**Section:** Infection Control  
**Policy:** Employee Illness  
**Policy No:** IC 06  
**Effective:** 08/01/1998  
**Revised/Approved:** 03/24/2010

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**POLICY:** It is the policy of Community Counseling Services that employees who have highly communicable diseases shall not be permitted in the workplace.

**PURPOSE:** To safeguard staff members and individuals receiving services from the unwarranted spread of highly communicable diseases

**PROCEDURE:** An employee who has a highly communicable disease shall notify his/her supervisor of his/her condition and shall remain away from the workplace until his/her disease is no longer communicable. The employee shall utilize his/her personal leave for the time he/she is absent from the workplace. A supervisor may require a physician's confirmation of the employee's condition and that the employee is no longer contagious and able to return to work.

If an employee who has a highly communicable disease reports to the workplace while his/her disease is communicable, his/her supervisor may exclude him/her from the workplace. The employee shall utilize his/her personal leave for the time he/she is absent from the workplace. A supervisor may require a physician's confirmation of the employee's condition and that the employee is no longer contagious and able to return to work.

If an employee questions his/her supervisor's decision to exclude him/her from the workplace due to a communicable disease, the employee has the right to present a physician's statement that the employee's condition is not communicable. In such case, the Personnel Officer shall make a final decision regarding the exclusion of the employee from the workplace.