

Required reading to keep you and your clients safe For BAYADA Behavioral Health Practice



Staying **HEALTHY** A Guide to Infection Prevention

Our goal at BAYADA Home Health Care is to continuously improve our work through evaluation, education, and training, so that we can provide the very best services to our clients. Educating employees is an important part of our mission and vision for the future—to help millions of people have a safe home life with comfort, independence, and dignity.

Follow all procedures related to COVID-19 as outlined in the COVID-19 addendum.



WE LOVE WHAT WE DO

Jemar M.,
Safety Care Instructor

0-9202 REV 4/22 © BAYADA Home Health Care, 2022

This guide contains important information to help keep you and your clients safe and prevent the spread of infection between you and your clients. The information in this guide is updated each year.

HAND HYGIENE

DO YOU KNOW...



...why hand hygiene is so important?

Hands are the #1 way that germs are spread to clients.

What does hand hygiene mean?

Hand hygiene means that you are following these safe practices:

- 1 Keeping your hands clean
- 2 Keeping your nails from spreading germs
- 3 Preventing dry and cracked skin on your hands
- 4 Using gloves the right way

Hand decontamination

What does “decontaminate” mean?

Even though you can’t see germs on your hands, you pick up germs with everything you touch. “Decontaminate” means getting rid of germs on your hands.

What type of product gets rid of germs on hands?

An antiseptic agent gets rid of germs on hands. An example of an antiseptic agent is the BAYADA-approved hand gel—Isagel—an alcohol-based waterless product.



Do I have to use the BAYADA-approved hand gel?

It is important that you use only the products that BAYADA gives you because these products have special ingredients in them to keep your hands clean, soft, and free from irritation, as well as being safe for our clients and safe to use with gloves.

Are all antiseptic agents used without water?

There are antiseptic agents that can be used with water. These agents are called antimicrobial soaps. Antimicrobial soaps are not the best way to decontaminate hands because they are not as easy to use or as nice to your skin.

When do I gel or wash my hands?

It is important to gel or wash hands with soap and water before putting on or taking off gloves or other personal protective equipment (PPE). It is also important to wash hands with soap and water:

- After using the restroom
- Before preparing or eating food
- When hands have dirt or body fluids on them

Glove use

What does “use gloves the right way” mean?

Gloves are never a substitute for using hand gel and washing hands. They must be changed at the times you need to gel or wash your hands.

- Gloves should only be worn once
- Gloves should be immediately discarded after use and before touching clean items

Nail care

How do I keep my nails clean to prevent them from spreading germs?

Keep your nails $\frac{1}{4}$ inch or less in length. Do not wear artificial nails. Artificial nails store more bacteria than natural nails.

Hand care

Your hands should not be dry or cracked. Dry, cracked hands can become infected and prevent you from using gel and soap and water the right way. Notify your manager immediately if you have an injury to your hands (such as cuts, sutures, or burns) that prevents you from keeping them clean.

How do I keep my skin from getting dry and cracked?

Only use the products that BAYADA gives you to gel or wash your hands and ask your office for the BAYADA-approved lotion. Lotion will prevent your hands from becoming dry and heal hands that are already dry.

Hand hygiene supplies

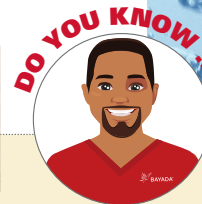
Why do I have to use the supplies that BAYADA provides me?

You should use only products that are supplied to you by your office to gel, wash, and moisturize your hands because these products are specially formulated for behavioral health care staff use. The added ingredients in the products are safe for the many times the product needs to be used and safe to use with gloves. Some unapproved products can cause holes or tears in gloves and skin rashes.



...you should always wash your hands prior to assisting a client with eating?

Hands are the #1 way that germs are spread to clients. Hands should always be washed prior to assisting a client with food or preparing food for a client.



...that previously used bar soap should **never be used** to wash your hands? When hands need to be washed with soap and water and there is no access to liquid soap, a brand new (never used before) bar of soap should be used.



...all the facts about alcohol-based waterless gel and foam use?

Alcohol-based waterless gel and foam facts:

- Meant to be used without water and will work best to decontaminate hands if not mixed with water.
- Does not remove visible dirt or contaminants (blood, stool, urine, mucous) from hands.
- Can only effectively kill germs when there is no visible dirt or contaminants on the hands.
- Alcohol content in the gel or foam is flammable when hands are not allowed to fully dry and can cause burns. Be sure to wash your hands with soap and water before cooking over an open flame such as a gas stove or grill.

Alcohol-based waterless hand gel or foam is the most commonly used antiseptic agent for getting rid of germs on hands. Alcohol-based waterless hand gel or foam is preferred because:

- You do not need water for use
- You do not need paper towels to dry hands
- You can use it anywhere because a sink is not needed
- You will prevent dry and cracked skin that can occur with frequent soap and water use

Alcohol-based waterless hand gel or foam use procedure:

- 1 Make sure your hands are dry and free of visible dirt or contaminants.
- 2 Apply a dime-sized amount of gel, or more, to the palm of your hand.
- 3 Rub your hands together, making sure all surfaces are covered **until your hands are dry**; an adequate amount will usually take 15 to 25 seconds to dry on your hands.

What are the situations when hands are most likely to have contaminants on them?

- You touched or think you touched any body fluid or contaminated surface without glove protection.
- You used the restroom.

How are dirt and contaminants removed

from hands?

Dirt and contaminants, such as blood and body fluids, can be removed from hands by creating **friction** when washing hands with soap and water.

Procedure for washing hands with antimicrobial or plain soap and water

- 1 Turn on running water to a warm temperature. Avoid hot water, which can damage skin.
- 2 Wet hands and wrists thoroughly, holding hands downward over the sink.
- 3 Apply soap to wet skin.
- 4 Rub hands together in a circular motion to create friction for a minimum of **15 seconds**. Be sure to clean between fingers and around and under fingernails.
- 5 Rinse hands and wrists under running water so soap flows downward toward fingertips until all soap is removed.
- 6 Dry wrists and hands thoroughly with a paper towel.
- 7 Turn off water using a paper towel to cover the faucet handle.

Reminder: When wearing rings, **do not remove them** to wash hands. Gently move the rings up and down and wash underneath.



...you have been informed that a client we assist in school has head lice, and the school policy states it is okay for the child to attend school.

Did you answer correctly? You will need to take precautions not to contract head lice from the client. Keep your hair pulled up, and report any unintended head-to-head contact.

PRECAUTIONS TO PROTECT YOU AND YOUR CLIENT

Standard precautions

You should use standard precautions for the **care of all clients**.

- Standard precautions protect both you and the client from getting and spreading infection.
- We use these precautions whether or not we know the client has an infection because not all infections can be seen or are told to us by the client. The client may not even know that they have an infection.
- Remember, blood and body fluids (except sweat) from all clients are considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and all other infectious diseases.

Follow these key practices:

- **Perform hand hygiene procedures** including proper hand decontamination technique.
- **Wear gloves** when performing tasks that may put you in contact with blood, body fluids, secretions (saliva, mucous, tears), excretions (urine and stool), broken skin (including dermatitis, cuts, abrasions, chafing, and acne), and mucous membranes (mouth, eyes, nose), or any item that is soiled or contaminated with these substances.
- **Wear other personal protective equipment** (such as gowns, aprons, masks, and goggles) to

protect skin, eyes, and clothing during activities that generate splashes or sprays of blood or body fluids.

- **Handle soiled clothing, equipment, and other items** in a manner to prevent exposure or transfer of germs.

Transmission-based precautions

Transmission-based precautions are precautions used by behavioral health care staff when a client has an identified infection that spreads to people in a specific way. These precautions are:

Airborne—when tiny droplets are released into the air and stay suspended in the air for a long time, making it easy for another person to inhale them. An example would be caring for a client with TB or COVID-19.

Droplet—when larger droplets are released into the air that only stay in the air for a little while and then fall and land on surfaces and items. These surfaces and items become contaminated. An example would be caring for a client with influenza.

Contact—when blood or body fluids contaminate items and surfaces such as bed linens, clothes, and tables. An example would be caring for a client with diarrhea caused by a contagious bacteria. Diarrhea caused by food contaminated with Salmonella can make another person sick if they are in contact with that person's stool.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wear PPE when in contact or **think you could be** in contact with:

- Blood
- Body fluids (except sweat)
- Secretions
- Excretions
- Open skin
- Anything soiled or contaminated with these substances (such as towels, clothes, tables, or seat cushions)



You will primarily wear gloves in your role. There will also be times when you will need to protect your clothes by wearing an apron or gown.

Gloves: protect hands

Gowns and aprons: protect skin and clothing

Masks, goggles, and face shields are rarely needed for the work you do. If you feel your eyes, mouth, nose, or face are at risk for exposure to blood or body fluids, please notify your office.

Masks and respirators: protect mouth and nose

Goggles: protect eyes

Face shields: protect face, mouth, nose, and eyes

How do you obtain PPE?

- PPE is provided to you by your office at no cost to you.
- Your office has a process to ensure that you have a continued supply of PPE.
- You should never run out of PPE; if you notice your supply is getting low, call your office or stop in to pick up what you need.



...you should always wear gloves when changing a diaper or adult brief?



DO YOU KNOW ...



...when and what type of PPE to wear for the many tasks that you do?

EXAMPLES OF WHEN TO WEAR PPE

Wear gloves to protect hands:

- When performing tasks that do or could put you in contact with blood, body fluids, open skin, mucous membranes, or any item that is soiled or contaminated with these substances; examples include changing an adult brief or child's diaper, assisting with toileting, changing a client's soiled clothing, handling excessive drooling or saliva, emptying trash, or handling soiled tissues

Wear leak-proof gowns or aprons when your clothes or skin can become soiled, such as:

- Caring for a client who had a bowel or bladder accident
- Changing a leaky diaper or adult brief
- Cleaning blood and body fluid spills or contaminants (such as cleaning the floor or an area after a stool or urine accident)

DO YOU KNOW ...



...that there is a specific and safe way to remove gloves?

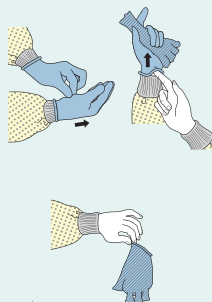
Gloves

- Extend to cover wrist of isolation gown

Safe glove removal

Outside of gloves are contaminated:

- If your hands get contaminated during glove removal, immediately wash your hands.
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
- Hold removed glove in gloved hand.
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
- Discard gloves in a waste container. Immediately wash hands or use an alcohol based hand gel or foam.



- Wash hands or use an alcohol-based hand gel or foam immediately after removing all PPE.
- Keep your hands away from your face when wearing gloves.
- Limit surfaces touched.
- Change gloves when torn or heavily contaminated.
- Gloves should only be worn once.
- Gloves should be discarded immediately after use.

LATEX ALLERGY

What is a latex allergy?

A reaction to certain rubber products.

Why do I need to know about latex allergies?

Most gloves worn to protect a worker from blood and body fluid exposure are made from latex.

If there is a chance that someone could be allergic to latex gloves, why does BAYADA provide them to us?

Latex gloves are very strong and provide a high level of protection to employees who provide care that could expose them to blood and body fluids. Behavioral health care staff wear gloves all the time and only a few are actually allergic to latex.

What type of glove do I use if I am allergic to latex?

If you or a client is allergic to latex, you will be asked to use another type of glove that is safe for use for someone allergic to latex.

What are symptoms of a latex allergy?

An allergic reaction to latex can range from mild symptoms to a life-threatening reaction. Mild symptoms include itching, skin redness, rash, or hives. More severe symptoms include sneezing, runny nose, itching, watery eyes, scratchy throat, difficulty breathing, wheezing, or coughing. The

most severe reaction called anaphylaxis includes symptoms such as extreme difficulty breathing, drop in blood pressure, dizziness, confusion, slurred speech, rapid or weak pulse, blueness of skin, nausea, vomiting and diarrhea, and loss of consciousness.

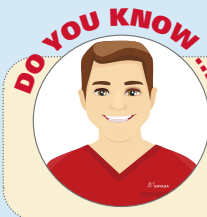
How is a latex allergy treated?

If you are allergic to latex, your symptoms will be treated. There is no cure for a latex allergy. Once you have this allergy, you will need to avoid using latex products.

How can I prevent a latex allergy?

Report any symptoms of a latex allergy that occur to your manager immediately. If you already know that you are allergic to latex, please tell your manager and **you will be provided with gloves and other products that do not contain latex.**

...skin irritation that typically presents as dry, itchy, irritated areas of the skin, usually on the hands, can occur from wearing gloves, especially gloves that contain powder?
This reaction is not a latex allergy. Powder-free gloves will help reduce this problem.



...that latex is not just found in gloves?

If you know you have a latex allergy, become alert to other products that contain latex.

Which products contain natural rubber latex?

- Latex gloves
- Pads on crutches
- Adhesive tape
- Disposable diapers and sanitary pads
- Rubber mattress pads
- Baby bottle nipples
- Balloons
- Waistbands on clothing
- Dishwashing gloves
- Rubber toys
- Rubber bands
- Carpet backing
- Therabands
- Pacifiers
- Erasers
- Hand grips on bikes
- Swim goggles



HOW TO SAFELY CARRY CLIENT CARE SUPPLIES

Is there a special type of supply bag used to carry supplies?

Depending on your client care setting, your office will provide you with a “GO BAG” which contains gloves, CPR mask, first aid kit, shoe covers, and BAYADA-approved hand hygiene products.

Supply bags should be leak-proof, washable, and have an outside pocket where hand hygiene supplies can be placed.

Why are hand hygiene supplies kept in an outside pocket?

It is important for you to gel your hands before removing clean supplies from inside the bag so those supplies remain clean. A separate outside pocket provides a place to keep alcohol-based waterless hand gel. Remember, your hands are dirty when you use gel so you don’t want the outside of the container touching gloves, CPR mask, or other items in your bag.

Why does the bag need to be leak-proof and washable?

You need to keep supplies clean. If a bag leaks, supplies inside the bag will become contaminated. A bag that is not washable will need to be thrown out if it becomes dirty. A bag that is washable allows the bag to be cleaned to keep it free from germs.



...there are specific steps to follow when using a “GO BAG”?

Safe “GO BAG” Procedure

- 1 Carry the bag into the home and place it on a clean, dry, hard surface. **Never place the bag on the floor or on fabric furniture.**
- 2 If there is no clean surface, place paper towels, clean newspapers, plastic, or other **disposable** barrier supplied by your office, between the bag and a dry, hard surface. You can also hang the bag on a doorknob or the back of a hard chair.
- 3 Keep the bag closed when not in use.



...you should never put your lunch or other personal items in the “GO BAG”?

Personal items must be kept separate from client care supplies. Client supplies must be kept as clean as possible; the risk for them getting contaminated is high when you mix personal items with them. This is why supply bags that contain client care items should not contain personal items and a personal bag should not contain client care items.

HOW TO SAFELY CARRY CLIENT CARE SUPPLIES

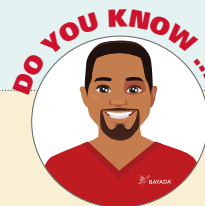
Why does the bag have to be placed on a hard surface?

Hard surfaces like tables, countertops, or wooden chairs can be cleaned and disinfected right away to ensure that they are clean. Fabric sofas, chairs, or bed mattresses cannot be cleaned or disinfected on the spot and may have dust mites, fleas, or other germs present that you can't see, but that can contaminate the bag. You do not want to risk taking a bag that could be contaminated to another client's home or your own home.

How to keep personal items safe

Do I need to follow any specific technique with my personal bag?

If you need to carry personal items into a client's home in a purse or backpack, place them on a clean, dry, hard surface such as a table or seat of a hard chair, or hang on a doorknob or the back of a hard chair.



...there are specific steps to take to make sure you do not transport bugs or insects from one home to another, including your own home?

Use the following precautions when a home is suspected of having a problem with bed bugs, roaches, fleas, or has had a problem in the past:

- Do not take a "GO BAG" into the home.
- Limit supplies and personal items taken into the home.
- Place all items taken into the home in a large "zipper" or sealable plastic bag provided by your office so items are always protected and visible.
- Do not sit on any fabric furniture.
- Check for presence of bed bugs prior to sitting on a wooden chair in homes where bed bugs may be present. Bed bugs like to hide in connecting sections of wooden items.
- Wear a plastic apron or gown and gloves when providing care where bugs are present or when handling items that are potentially infested with bugs or their eggs.
- Inspect clothing and supplies before leaving the client's home.
- Take off clothing, launder it in hot water, and place it in a dryer for 20 to 30 minutes upon arrival to own home as a final safeguard.

HAZARDOUS WASTE MANAGEMENT

It is important to understand what waste is harmful to your health and how to prevent exposure to that waste.

What is hazardous waste?

Hazardous waste is any solid, liquid, or gaseous material that can cause substantial harm to our health and the environment if it is improperly stored, treated, transported, or disposed of.



What kind of hazardous waste can I come in contact with while working with clients?

- Body fluids such as urine, feces, blood, vomit, or mucous
- Improperly discarded used sharps (needles, lancets, razors, and any other contaminated object that can penetrate, puncture, or lacerate the skin)
- Items contaminated with body fluids, such as soiled clothing, adult incontinence briefs, child diapers, used tissues, used gloves, bathroom surfaces

How can I prevent contact with hazardous waste?

Use standard precautions for the care of all clients. Wear gloves and other PPE when you think or know you will have contact with blood, body fluids, secretions, excretions, broken skin, mucous membranes, and any **surface contaminated** with these substances. Keep the environment clean.

DO YOU KNOW ...



...there is a universal symbol for identifying hazardous waste?

When you see this symbol, with or without the word "biohazard," you know there is hazardous waste. The labels should be in an orange-red or a fluorescent orange color.

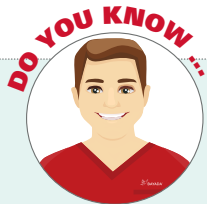


HANDLING AND DISPOSING OF HAZARDOUS WASTE

...you observe the client's family member inject themselves, bend the needle, and place it in the trash can?

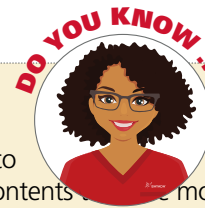
Did you correctly answer?

Report the incident to your manager. This is an unsafe practice. The needle, even bent, can penetrate the plastic bag and stick someone.



...these safe practice tips to prevent an accidental sharps exposure?

- Never put your hand in the client's trash to search for something or to push down contents in a more room.
- Never put your hand on the bottom of a trash bag to support it during transport.
- Call your office to report any unsafe needle disposal. (needles placed into the trash instead of a hard plastic container)
- Be on alert for possible needle hazards.



HANDLING AND DISPOSING OF OTHER HAZARDOUS WASTE

Practice safe disposal of soiled items and body fluids

- Wear gloves and other PPE as needed to carefully pour all liquid or solid waste (such as urine and feces) into the toilet.
- Place disposable soiled items (diapers, adult incontinence briefs) into a plastic bag and then into another plastic bag or trash can lined with a plastic bag. This double bagging will prevent leakage and exposure to this waste.

Practice safe procedures when handling soiled clothing

- Always wear gloves when handling soiled clothing.
- Always hold soiled clothing away from your clothing.
- Contaminated items should be placed in a plastic bag.

Practice safe procedures for cleanup of body fluid spills

- 1 Double glove and use other PPE as needed.
- 2 Clean the contaminated area with soap and water or other detergent and then use a disinfectant.
- 3 Double bag all contaminated materials and then place in trash.

Practice safe cleaning procedures

- Always use gloves when cleaning client care areas (kitchen sinks, bathroom surfaces).
- Always clean surfaces first with soap and water, then follow by cleaning with a disinfectant (such as Lysol or Clorox).



BLOODBORNE PATHOGEN EXPOSURE MANAGEMENT

Occupational (workplace) exposure prevention and follow up

What is an occupational exposure?

Occupational exposure is direct exposure to a client's blood or other potentially infected fluids, body tissues, or personal belongings while you are at work.

How can an occupational exposure occur?

- Occupational exposures are usually not planned but most times can be prevented by following safe practices.
- You can be exposed following contact with blood or urine, a client's coughing of sputum, or incurring a client bite or animal bite.
- BAYADA will pay for the medical evaluation and all subsequent medical care.
- BAYADA will also cooperate to the full extent of the law in obtaining the client's medical records related to bloodborne pathogen infection to ensure comprehensive care and a full recovery.

How can I obtain more information about occupational exposures and BAYADA response and responsibility?

- Contact your office for a copy of our exposure control plans.
- Ask to see individual policies and procedures that deal with occupational exposures and follow up.
- Request a copy of the *OSHA Bloodborne Pathogen Regulatory Text*, which is available through your BAYADA office or via the internet at: http://www.osha.gov/FedReg_osha_pdf/FED20010118A.pdf.
- Request a CDC pamphlet entitled, *Exposure to Blood: What Health Care Personnel Need to Know*, which is available through your BAYADA office or from the CDC website: http://www.cdc.gov/HAI/pdfs/bbp/Exp_to_Blood.pdf.



...how to prevent work-related exposures?

- Use good hand hygiene.
- Use standard precautions (appropriately select, apply, and remove PPE).
- Identify and safely handle hazardous materials.
- Identify and report any unsafe situation to your manager (client who is aggressive; needles that are not disposed of properly).



...what to do if an occupational exposure occurs?

- Immediately wash the exposed area with soap and water, or flush the affected mucous membranes (eyes, nose, and mouth) with water or normal saline.
- After washing the exposed area, contact your office and report the incident.
- Promptly go to an occupational health physician for a medical evaluation or the emergency room if after hours or on the weekend.

HUMAN BITES

Human bites can result in an infection. Human saliva contains as many as 50 different types of bacteria. It is important to immediately cleanse the wound after a bite and seek medical attention. Human bites can be avoided with knowledge of how to recognize risk, being alert, and properly positioning yourself.

BITE PREVENTION STRATEGIES

Bite prevention strategies will reduce the risk of getting bitten:

- Be aware of who has a history of biting.
- Stay out of the “bite zone” near the person’s mouth.
- Use Elbow Check when appropriate.
- Stay out of the midline.
- Avoid hugs or other positions in which the person’s face is near your torso, shoulder, or leg.
- If you need to hold a person’s hand or arm, do so with your hand underneath.



BITE RELEASE TECHNIQUES

Bite Release techniques will reduce injury when a bite is occurring.

Bite Release

The best way to cope with bites is to avoid them. The bite prevention strategies listed above can prevent most bites. If you do get bitten, the person might simply let go. If that doesn’t happen, it’s very important to resist any temptation to yank away. Instead, the Bite Release procedure is usually effective.

Bite Release procedure

- 1 Call for assistance if appropriate.
- 2 Reach around the side of the person’s head and place the open palm of the free hand against the back of the head. Don’t touch the neck.
- 3 While supporting the back of the person’s head, use gentle forward pressure to push the bitten body part into his or her mouth.

- 4 This movement will often open the person’s mouth just enough to relieve pressure and allow a release. When this happens, quickly pull out of the bite.
- 5 Once you have achieved release, let go and move away using Protective Shuffle or (if necessary for safety) Shoulder Check.



Variation

- If the Bite Release procedure doesn’t lead to release, maintain the same stabilized position, with gentle forward pressure with the bitten body part to minimize further injury. Assisting staff can use de-escalation or distraction procedures to attempt release. Never risk harm to the person who is biting.



...a human bite is considered a double bloodborne pathogen exposure?

When a client bites an employee, the client’s blood/body fluids enter the employee at the site of the bite. At the same time, when a client bite breaks the employee’s skin, the employee’s blood/body fluids enters the client’s mouth.

This is called a double bloodborne pathogen exposure as both the employee and client are exposed to each other’s blood/body fluids.

Bite Prevention and Bite Release techniques are components of the Safety-Care™ Behavioral Safety Training Program

BLOODBORNE PATHOGENS

HEPATITIS B VIRUS (HBV)

What is hepatitis B virus?

Hepatitis B virus is a virus that can cause acute and chronic liver disease that leads to liver failure and death.

How is hepatitis B transmitted?

- HBV is transmitted through exposure to an infected person's blood and other body fluids or tissues.
- HBV can survive for seven days on environmental surfaces and can cause infection.

What are the symptoms?

- Symptoms include fever, jaundice, fatigue, abdominal pain, nausea, vomiting, loss of appetite, joint pain, dark urine, and clay-colored bowel movements (these symptoms last for several weeks and can continue for up to six months).

Do symptoms occur right after exposure?

Presence of signs and symptoms with an acute infection occur 90 days after exposure and vary by age; 30 to 50 percent of people age five or older have initial signs and symptoms, whereas most children under five years old and newly infected compromised adults are asymptomatic.

How can hepatitis B be prevented?

- Get vaccinated; hepatitis B vaccine is offered by BAYADA at no cost to you.
- **Use Standard Precautions for the care of all clients** and follow safe practices to prevent work-related exposures as outlined on pages 12, 13, and 14 of this guide.
- Early treatment (preferably within 24 hours) after exposure can effectively prevent infection.

What is the treatment for hepatitis B?

- For acute infection, no medication is available and treatment is supportive.
- For chronic infection, there are several antiviral medications that are available.



...the best way to prevent getting hepatitis B?

The best way to protect yourself is to get the hepatitis B vaccine.

What should I know about hepatitis B vaccination?

- BAYADA provides a series of three HBV injections at no charge to all active employees who may be exposed to a client's blood or other potentially infectious materials as part of your normal job duties.
- The vaccine is a non-infectious, yeast-based product injected into your arm.
- There is no risk of contamination or any chance of developing HBV after getting the injections.
- Counseling services are available prior to making a decision about the vaccine.
- Regardless of your choice, you must complete a form verifying your decision.
- Even if you initially refuse the vaccine, you can always change your mind and BAYADA will cover the cost of the vaccine.

Hepatitis B is not spread through food, water, sharing eating utensils, hugging, kissing, hand holding, coughing, or sneezing.

BLOODBORNE PATHOGENS

HEPATITIS C VIRUS (HCV)

What is hepatitis C virus?

Hepatitis C is the most common chronic bloodborne infection in the United States. Like hepatitis B, it can cause liver disease that leads to liver failure and death. It is the leading cause of liver transplants.

How is hepatitis C transmitted?

- HCV is transmitted through exposure to an infected person's blood and other body fluids or tissues.
- HCV is not spread through food, water, sharing eating utensils, hugging, kissing, hand holding, coughing, or sneezing.

What are the symptoms?

- Symptoms include: fatigue, abdominal pain, joint pain, fever, dark urine, nausea, vomiting, poor appetite, clay-colored stool, and jaundice; these symptoms are usually mild and do not prompt a visit to a health care professional

Do symptoms occur right after an exposure?

- Only 20 to 30 percent of people who are newly infected with HCV develop symptoms
- The time period from exposure to symptom onset (incubation period) is 2 to 12 weeks
- Most people with chronic HCV infection do not have any symptoms for many years (during that time, the virus actively damages liver function)

What is the treatment for hepatitis C?

- Combination medication therapy with interferon and ribavirin has been the treatment of choice for chronic hepatitis C for many years. In 2013, two new drugs were approved for hepatitis C treatment. These drugs are sofosbuvir and simeprevir. Since 2013, the FDA continues to approve new drugs and drug combinations. Currently, more than 90 percent of those infected with HCV can be cured with 8 to 12 weeks of therapy.

DO YOU KNOW ...



...there is no vaccine to prevent getting Hepatitis C?

The best way for behavioral health care staff to avoid getting hepatitis C is to **use Standard Precautions for the care of all clients** and follow safe practices to prevent work-related exposures as outlined on pages 12, 13, and 14 of this guide.

DO YOU KNOW ...



...your client, who is upset, bites your arm, causing it to bleed?

Did you correctly answer?

You wash your arm immediately with soap and water, report the incident to your manager, and go to the occupational health site that your office directs you to for follow up and testing. Hepatitis B and C can be transmitted from client bites, as can tetanus, herpes simplex, and other infectious diseases.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND CONFIDENTIALITY FACTS

HIV is the virus that causes acquired immunodeficiency syndrome (AIDS)—a disease that attacks and destroys a person's immune system, which is needed to fight diseases.

How is HIV transmitted?

- HIV is transmitted through exposure to an infected person's blood and other body fluids or tissues.
- The most common way HIV is passed from person to person is anal or vaginal sex with an infected person; sharing drug injection equipment with a person infected with HIV; and from an infected mother to her child during pregnancy, birth, or breastfeeding.
- Other ways of transmission include needlestick; blood transfusions, blood products, or organ and tissue transplant (very uncommon due to testing of blood supply in the United States); unsanitary dental or medical practices; eating food pre-chewed by an HIV-infected person; human bite; blood or body fluid exposure to open skin or mucous membranes; deep kissing; and tattooing or body piercing.

DO YOU KNOW...

HIV is not transmitted by air, water, insects, (including mosquitoes), saliva, tears, sweat, shaking hands, hugging, sharing dishes, closed-mouth "social" kissing, or toilet seats.

How can HIV be prevented?

Behavioral health care staff should **use Standard Precautions for the care of all clients** and follow safe practices to prevent work-related exposures as outlined on pages 12, 13, and 14 of this guide.

- There is no vaccine to prevent HIV infection.
- People with a high risk for getting exposed to HIV (in a relationship with an HIV-positive partner, injecting illicit drugs) can take a pill each day to prevent the virus from taking hold if the person is exposed.

- Post-Exposure Prophylaxis (PEP) is offered when a person has a known exposure to an HIV-positive person. It should be started within 72 hours after exposure.

What is the treatment for HIV?

- There is no cure for HIV infection, however, with proper medical care and treatment, HIV can be controlled.
- Medications to treat early HIV infection can limit or slow down the destruction of the immune system, improve the health of people living with HIV, and reduce their ability to transmit the virus.

HIV confidentiality facts

- Confidentiality means protecting information that any individual or institution has shared in a relationship of trust.
- There are federal and state laws to protect the privacy of those infected with HIV or AIDS.
- Information that is protected includes HIV testing; HIV test results, even if negative; HIV infection or HIV-related illness or AIDS; HIV-related conditions; medication specific to HIV disease; contacts of someone with HIV (such as sexual partner, spouse, needle sharing).
- Each state has specific laws related to requirements for consent related to HIV testing; the following website describes those testing laws for each state: <https://www.cdc.gov/hiv/policies/law/states/index.html>.
- A client's diagnosis of HIV is confidential and should only be shared with employees managing and caring for the client when it is necessary to know this information in order to provide care.
- A client's diagnosis should never be shared with other family members or placed on documents where visitors can read them.
- If you are not sure if information is confidential, ask your manager or director.

Remember: Although confidentiality related to HIV is enforced by the law, maintaining a client's confidentiality is also part of BAYADA's vision to be the world's most compassionate and trusted team of home health care professionals. When using email to communicate protected health information, send emails securely by typing the keyword **bayadasecure** within the subject line.

TUBERCULOSIS

What is tuberculosis (TB)?

Tuberculosis is an airborne-transmitted disease. Airborne-transmitted diseases involve tiny droplets that are released into the air and stay suspended in the air for a long time, making it easy for another person to inhale these tiny droplets.



How is TB transmitted?

It is transmitted from person to person by breathing in small respiratory droplets that are suspended in the air after an infected person releases the infectious droplets into the air when they cough, sneeze, speak, or sing. It usually affects the lungs, although it may also spread to other body parts, such as the brain, kidneys, and spine.

Who is at risk for getting TB?

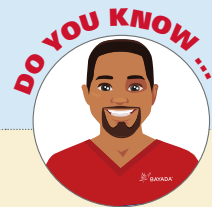
- Those sharing breathing space with an infected person are at an increased risk of TB contagion; this group includes family members, friends, co-workers, and behavioral health care staff.
- Those at the greatest risk of contracting TB are people who are homeless, individuals from foreign countries where there is an uncontrolled TB epidemic, nursing home residents, prisoners, alcoholics, intravenous drug users, and people living with diabetes, cancer, or HIV.

What are the symptoms of TB?

- Symptoms include fever, night sweats, fatigue, chills, cough for three weeks, chest pain, coughing up blood, loss of appetite, and unexplained weight loss.
- Additional symptoms depend on the part of the body affected.
- It is important to recognize symptoms of TB and immediately report these to your manager if they appear.

Below are some facts about screening for TB infection:

- A common way to look for TB infection, used for many years, is a test called a Tuberculin Skin Test (TST/Mantoux test).
- A new way to look for TB infection is a blood test called a QuantiFERON TB Gold (QFT) test.



...why BAYADA screens our employees for TB infection?

Screening you for TB infection helps protect you by checking to see if you are infected with the germ that causes TB so you can be treated to avoid getting TB disease. This screening also protects your family and our clients from being exposed to TB.

If you are having the TST/Mantoux test, below is what you can expect to happen:

- 1 A small needle is inserted on the inside of the arm, just under the skin. Some testing material (known as tuberculin) is injected.
- 2 A health care professional (such as a physician, physician assistant or nurse practitioner) will inspect the injection site within **48 to 72 hours** of the test.
- 3 If there is a reaction from the skin test, there will be a hard, raised bump with or without redness. The bump, not the redness, is measured. If the measurement falls below a certain size, the skin test is considered negative.
- 4 A negative skin test usually means that the person has not been infected with the TB germ. However, there is a small risk of a false negative result. This generally occurs with a person who has a weakened immune system or has recently been exposed to the TB disease. It can take between 2 to 10 weeks after exposure before a person tests positive.

If you are having a QFT blood test, below is what you can expect to happen:

- 1 You will go to a lab where a needle is used to draw a small amount of blood.
- 2 Test results will be ready 3 to 5 days after blood is drawn.
- 3 A negative test result usually means that the person has not been infected with the TB germ. However, there is a small risk of a false negative result. This generally occurs when a person has recently been exposed to the TB disease. It can take between 2 to 10 weeks after exposure before a person tests positive.

What happens if a TB screening test (TST or QFT) is positive?

If the test is positive upon hire, the employee must obtain a chest x-ray to exclude TB disease and provide those results to BAYADA prior working with clients.

If the test is positive after working at BAYADA, your office will send you to a panel health physician for a follow-up evaluation.

- BAYADA assumes full financial responsibility for any additional testing (including a sputum sample and x-ray) that is required to confirm a TB diagnosis for our active employees.
- BAYADA will pay for any follow-up medical care, including the purchase of medicines prescribed to treat the symptoms and cure the disease for work-related exposure for our active employees.

DO YOU KNOW ...



...that although a positive skin reaction (hard raised bump) or a positive QFT blood test means that the person has been infected with the TB germ (latent) it does not mean that the individual has active TB disease? Additional tests are needed to confirm active TB disease.

DO YOU KNOW ...



...your client tells you that his sister, who lives in the home, is in the hospital with TB?

Did you correctly answer? Call your office immediately to report this to your manager.

Follow CDC cough etiquette practices

Remind your client to follow the guidelines listed below to prevent the spread of influenza and other respiratory infections:

- Cover your nose and mouth with a tissue when coughing or sneezing.
- If you do not have a tissue, sneeze or cough into your upper sleeve rather than your hands.
- Dispose of used tissues in a waste basket immediately after use.
- Perform hand hygiene after each sneeze or cough.



Do not touch the

T-zone

The t-zone is the mucous membranes of your eyes, nose, and mouth where germs can easily enter.



SEASONAL INFLUENZA

What is influenza?

Influenza (flu) is a contagious respiratory viral disease spread by droplets. Droplet-transmitted diseases involve larger droplets that only stay in the air for a little while. These droplets then fall and land on surfaces and items that become contaminated.

How is it transmitted?

- Influenza is spread in respiratory droplets from person to person through coughing and sneezing, and when touching the mouth or nose after hands come in contact with areas contaminated with the virus.
- The contagious period begins **one day before** symptoms occur, and up to five days after symptoms begin.

What are the symptoms?

- Symptoms include fever, headache, extreme tiredness, dry cough, sore throat, runny nose, and muscle aches.
- Complications include bacterial pneumonia, dehydration, and worsening of chronic health conditions.

How can it be prevented?

The best way to protect against the flu is to receive the influenza vaccine each fall.

EMPLOYEE ILLNESS

- Notify your office **as soon as possible** when you suspect you have an infection or a contagious disease; exhibit signs and symptoms of an infection or contagious disease; or after a physician confirms you have an infection or a contagious disease. Your manager will provide guidance on whether it is safe to work with clients.
- Notify your office **as soon as possible** if you think you have been exposed to someone who is contagious. By the time signs and symptoms of some contagious diseases occur, exposure of that contagious disease may have already occurred to another person.
- Do not come to work sick (vomiting, diarrhea, fever, cough, unknown rash, blisters, open areas of the skin, itchy skin, drainage from your eyes, etc.) as you will put our clients at risk for infection. Call your manager for guidance.

Some common contagious diseases include:

C diff diarrhea (clostridium difficile)

Common cold or acute respiratory infection

Pink eye (conjunctivitis)

Fifth disease (parvovirus B19)

Gastrointestinal infections (such as Norwalk Virus, salmonella infection)

Hepatitis A

Cold sores (herpes simplex)

Shingles (herpes zoster)

Impetigo

Flu (influenza)

Measles (rubeola)

Meningitis

Mumps

MRSA (methicillin-resistant staphylococcus aureus)

Head lice (pediculosis)

Whooping cough (pertussis)

Rabies

Ringworm

German measles (rubella)

Scabies

Streptococcal infection

TB (tuberculosis)

Chickenpox (varicella)



...that a person with chickenpox is contagious one to two days before the rash appears and continues to be contagious until all blisters have formed scabs?

...that a common cold virus or mild respiratory infection transmitted to a client from behavioral health care staff can make some clients so sick that they end up in the hospital?



...you had a mild fever, vomiting, and diarrhea last night. You wake up today feeling weak, but you're no longer feeling sick to your stomach. You are scheduled to work today.

Did you correctly answer? Call the office and tell your manager that you were sick during the night, and do not come to work until you are free of fever, vomiting, and diarrhea for **24 hours**.

REFERENCES

Center for Disease Control and Prevention (CDC) Diseases listed from A–Z
<http://www.cdc.gov/az/>

Center for Disease Control and Prevention (CDC) Guideline for Hand Hygiene in Health-Care Settings. (2002). Morbidity and Mortality Weekly Report (Vol 51, No. RR-16)
<https://www.cdc.gov/mmwr/pdf/rr/rr5116.pdf>

Center for Disease Control and Prevention (CDC) PPE sequence
<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Occupational Safety and Health Administration. (2012). Occupational safety and health standards: Bloodborne Pathogens (Standard No. 1910.130).
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051

CDC Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings (2007)
<https://www.cdc.gov/hicpac/pdf/isolation/isolation2007.pdf>

CDC Guideline for Disinfection and Sterilization in Healthcare Settings, 2008
<https://www.cdc.gov/infectioncontrol/guidelines/disinfection/index.html>

EPA-Selected EPA registered Disinfectants
<https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants>

The National Institute for Occupational Safety and Health (NIOSH) Latex Allergy, A Prevention Guide.
<https://www.cdc.gov/niosh/docs/98-113/default.html>

CDC Latex Allergy, A Prevention Guide
<https://www.cdc.gov/niosh/docs/98-113/default.html>

CDC Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings, 2005
<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5417a1.htm>

Association of Occupational Health Professionals in Healthcare
<http://aohp.org/aohp/Portals/0/Documents/MemberServices/templateandform/WR4CD-HCW.pdf>

CDC Guideline for Infection Control in Health Care Personnel
<https://www.cdc.gov/hicpac/pdf/infectControl98.pdf>

CDC Respiratory Hygiene/Cough Etiquette in Healthcare Settings
<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>

APIC Infection Control in Home Care and Hospice, 2nd edition, 2006 Emily Rhinehart and Mary McGoldrick

Henry the Hand <http://www.henrythehand.com/>

Safety-Care™ Behavioral Safety Training Program
<http://www.qbscompanies.com/Safety-Care>

HIV Post-Exposure Prophylaxis
<https://www.cdc.gov/hiv/risk/pep/index.html>

HIV Pre-Exposure Prophylaxis
<https://www.cdc.gov/hiv/risk/prep/index.html>



The **BAYADA** Way®

Excellence

We provide home health care services to our clients with the highest professional, ethical, and safety standards.

- *Consistently demonstrate the highest level of skill, competence, and sound judgment in our work.*
- *Continuously improve our work through evaluation, education, and training.*

Reading and understanding the standards presented in *Staying Healthy: A Guide to Infection Prevention* is **required** for BAYADA Home Health Care employees. Practicing good infection prevention is essential to providing the *highest quality home health care available* and will keep you and your clients safe.

Remember:

The best way to control the spread of disease is prevention. You can stop transmission by using good hand hygiene practices, standard precautions, transmission-based precautions, bag technique, and safe handling and disposal of hazardous waste.



**Hand hygiene
saves lives**

Required reading to keep you and your clients safe
For **BAYADA Behavioral Health Practice**

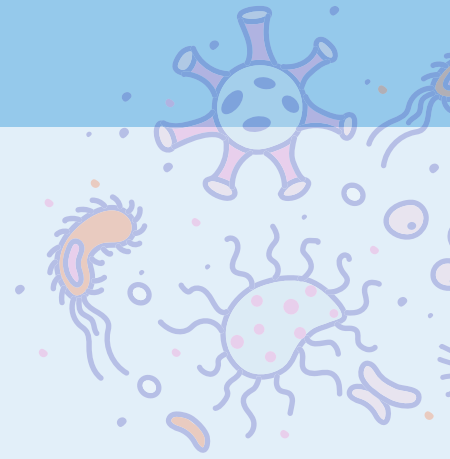


Want to view the guide online? Go to bayada.com/staying-healthy.asp.

Please call your clinical manager if you have any questions about the content in this guide or if you would like to receive copies of any policies.

Staying HEALTHY

A Guide to Infection Prevention
Behavioral Health Version



What is COVID-19? How is it spread? What are the signs and symptoms?

Information about COVID-19, how it is spread, and signs and symptoms have evolved. Please read the latest information on COVID-19, including travel guidelines, in the [Employee Education Tool](https://bhhc.co/2LfuPPp) (<https://bhhc.co/2LfuPPp>).

Recognizing signs, symptoms, and risk factors

Early recognition is critical for both you—our employee—and your clients.

Employees

BAYADA created assessment tools that include a list of the signs and symptoms you should screen for each day and questions to ask yourself that could indicate possible exposure risks.

Your office will teach you how to use the [Employee Assessment tool](https://bhhc.co/35zwERh) (<https://bhhc.co/35zwERh>) and the reporting process to follow if you answer “yes” to any of the questions.

Report any signs and symptoms of COVID-19 that are a change in your baseline to your manager.

Note: Every office has a required screening process that must be followed before entering the office. Anybody entering the office must complete the [Office Entry Screening tool](https://bhhc.co/3zCdvvT) (<https://bhhc.co/3zCdvvT>) before entry. Work with your office to understand and adhere to the current in-office masking requirements when in the office setting.

Employee COVID-19 Exposure

An exposure is defined as direct, prolonged contact with a person who is confirmed COVID-19-positive within 48 hours of their start of symptoms or date of testing if asymptomatic. Please notify your office immediately for direction if you have been exposed to somebody with COVID-19.

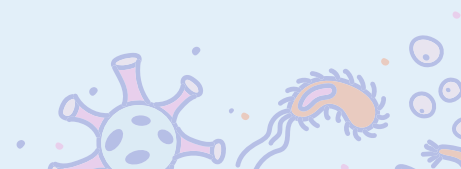
Employee Travel Risk for Exposure

Travel increases your risk of exposure to COVID-19. BAYADA follows all domestic state travel advisories and CDC international travel guidelines during COVID-19. Please reach out to your manager with any questions about travel and return from travel.

Employee COVID-19 Illness

If you develop symptoms of COVID-19, please report this to your office immediately. Employees should not report to work or come into the office if they have any signs or symptoms of illness.

Clients



All reported signs and symptoms of COVID-19 or known exposures to COVID-19 by your client or another individual in the client setting must be reported immediately to your office. Emergency kits with additional personal protective equipment (PPE) are available to you if a client or another individual in the client setting becomes symptomatic while you are providing care.

Personal Protective Equipment (PPE)

We have learned a lot about COVID-19 and its transmission risks from the Centers for Disease Control (CDC) since this pandemic began. We adjust our protocols as CDC updates its guidance to make sure you are always protected. Protecting you when entering a client setting or other care environment (eg, facilities or schools) is our top priority.

Because COVID-19 can be spread by those who are asymptomatic, we follow required PPE standards that exceed standard precautions for the care of all clients, regardless of a client's symptoms or risk factors.

Please review the [PPE Standard At-A-Glance tool](https://bhhc.co/3xwkLaD) (<https://bhhc.co/3xwkLaD>), which outlines BAYADA's PPE requirements for various COVID-19 risk situations, for both the client and other individuals in the client setting.

Note: The minimum requirement for PPE while providing client care is outlined under Level A of this tool.

Wearing PPE

BAYADA's Staying Healthy Guide reviews the sequence of donning and doffing PPE. Please watch the videos below about these sequences and take the opportunity to practice.

- [Donning PPE](https://bhhc.co/3wlXRgu) (<https://bhhc.co/3wlXRgu>)
- [Doffing PPE](https://bhhc.co/2TIQM00) (<https://bhhc.co/2TIQM00>)

Removing PPE while in the client setting may be necessary to use the restroom or take a break during a long shift. It is important that PPE is removed as far away from the client care area as possible.

Wearing PPE the entire time you are caring for a client is a challenge for all. We recognize these challenges and have put together [Tips for More Comfortable PPE Use](https://bhhc.co/2Ydn0Re) (<https://bhhc.co/2Ydn0Re>) to help you with common issues with extended PPE use. Please reach out to your office if you are having any issues wearing PPE.

PPE Reuse

Our policy before COVID-19 included the immediate disposal of PPE upon removal (doffing). During this pandemic, CDC has released guidance on how to safely reuse certain pieces of PPE, such as eye protection.

BAYADA has developed the [Eye Protection Use and Reprocessing tool](https://bhhc.co/2P2DJBA) (<https://bhhc.co/2P2DJBA>), based on CDC guidance, outlining how to safely clean and disinfect eye protection.

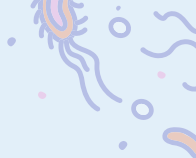
Note: Eye protection provided to you in emergency kits is able to be thrown away and should not be cleaned and disinfected. Please notify your office if you use the eye protection from this kit so it can be replaced.

Vaccination

BAYADA fully supports and promotes the safety and efficacy of the COVID-19 vaccines and prioritizes the health and safety of both our employees and clients. We also respect our clinicians' personal beliefs and preferences. As an accredited, regulated, certified, and licensed home health care provider, BAYADA always complies with all federal, state, regional, local, and territorial mandates and executive orders to ensure we may continue caring for our clients who depend on our services.

Cleaning and disinfection

Cleaning and disinfecting high-touch surfaces (eg, doorknobs, light switches, bedside tables, etc.) is critical to reducing the risk of COVID-19.



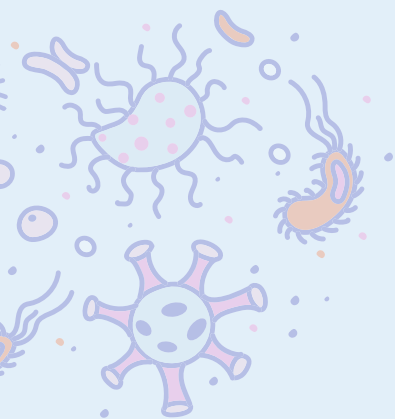
In addition to the cleaning and disinfection section in the *Staying Healthy Guide*, please review the [Cell Phone Disinfection tool](https://bhhc.co/3vyl1EQ) (<https://bhhc.co/3vyl1EQ>).

Additional key reminders

COVID-19 is present in all communities in which we live and work. So, contracting the virus is a risk we all face, even when we are not providing care to our clients. CDC and the Department of Health in the states where we live and work continue to evaluate risk in our communities for both vaccinated and unvaccinated individuals.

Below are basic measures you should take to reduce risk of COVID-19 in your community. Doing so can help keep yourself, your family, community members, and your clients safe:

- Wear a mask that covers your nose and mouth in public settings. **Note:** Some public settings have removed mask requirements. Please refer to your state or local guidelines.
- Practice social distancing and avoid large gatherings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Do not touch your eyes, nose, or mouth, especially with unwashed hands.
- Avoid close contact with individuals who are showing signs of illness.



***Please note:** Information in this document is subject to change based on evolving CDC guidelines. Please work with your manager to always understand BAYADA's current COVID-19 protocols.