

# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

## Infection Prevention and Control

---

SUBJECT: RESPIRATORY ETIQUETTE PROGRAM

Policy No.: IC106  
Create Date: 07/17/2007  
Reviewed: 07/2022  
Page: 1 of 1

---

Approved by Hospital Infection Control Committee 7/24/2022

### **Purpose:**

A “Respiratory Etiquette Program” is a common sense plan to decrease the risk of spreading airborne infectious diseases, including the common cold, the flu, and vaccine preventable diseases.

### **Policy:**

The following basic infection prevention procedures apply to everyone, including hospital staff, patients, visitors and contract workers.

**The elements of Respiratory Hygiene/Cough Etiquette** include: Education of healthcare facility staff, patients, and visitors

1. Posted signs in language appropriate to the population served with instructions to patients and accompanying family members or friends.
2. Source control measures (e.g. covering mouth/nose with a tissue when coughing and disposing of used tissues, using surgical masks on the coughing person when tolerated and appropriate).
3. Hand hygiene after contact with respiratory secretions.
4. Spatial separation, ideally >3 feet, of persons with respiratory infections in common waiting areas when possible.

### **Procedure:**

1. Do not report for work if you are ill, especially if you are coughing.
2. Cover your nose and mouth when you sneeze or cough.
3. Cough and sneeze into a tissue and throw it away in the nearest waste basket.
4. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hand.
5. After coughing or sneezing, clean your hands with soap and water or alcohol hand rub.
6. Do not share eating utensils, drinking cups, water bottles, towels or other personal items including lip balm, lipstick, toothbrushes etc.
7. In waiting areas for patients and visitors, provide:
  - a. Tissues and no-touch waste basket for used tissue disposal
  - b. Conveniently located alcohol-based hand rub; where sinks are available, ensure that supplies for hand washing are consistently available.