

**OLIVE VIEW-UCLA MEDICAL CENTER  
PATIENT ACCESS  
POLICY & PROCEDURE**

**NUMBER: 772  
VERSION: 1**

**SUBJECT/TITLE: INFECTION CONTROL PROCEDURES**

**POLICY:** To ensure that employees understand the importance of controlling the spread of infections throughout the facility.

**PURPOSE:** To establish procedures for our Department so that employees perform their assigned duty with minimal danger to their personal health and/or physical safety.

**DEPARTMENTS: PATIENT ACCESS**

**DEFINITIONS:**

**PROCEDURE: EMPLOYEE:**

1. Follow personal hygiene procedures in all work and/or common areas.
  - A. Observe Hand washing procedures in Infection Control Manual. Attachment I
    - 1) Wash hands before and after using the bathroom.
    - 2) Wash hands before and after eating or drinking.
  - B. Use toilet seat liners when using the bathroom.
  - C. Use tissue to cover mouth when sneezing or coughing.
  - D. Wash fresh fruit and vegetables before cooking and eating.
  - E. Keep work areas and lunch areas clean and free of food products that attract rodents or other insects.
  - F. Keep food in sealed containers, whenever possible.
  - G. Food is to be kept in designated areas only.
  - H. Foam In and Out of patient centered areas.
2. Contact Environmental Services for major clean-up problems when they

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3. Attend class in Infection Control as scheduled during Hospital Orientation.
4. Receive group training or individual counseling whenever a problem with an infectious disease occurs in the department.
5. Receive routine TBC testing from employee Health Services on a periodic basis based on location of job assignment.

**NOTE:** Employees who work directly with patients are required to receive TBC testing annually.

6. Observe Universal Blood and Body Fluid Precautions.

**SUPERVISOR:**

1. Ensure employees observe safety precautions in order to prevent the spread of infections.
2. Ensure employees receive periodic TBC testing as mandated.
3. Ensure employees receive appropriate infection control training to prevent occupational exposure

References:	
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