

**INFECTIOUS DISEASE/PANDEMIC EMERGENCY PLAN
POLICY AND PROCEDURE**

SUBJECT: Infection Prevention and Control-Training and Education for Infectious Disease/Pandemic Emergency

POLICY: It is a policy of this facility to establish and maintain an Infection Prevention and Control Program designed to provide a safe, sanitary and comfortable environment and to help prevent the development and transmission of communicable diseases and infections.

Training and education is provided on Infection Prevention and Control upon hire, as well as ongoing education on an annual basis, and as needed.

Training and education will be consistent with current CDC and DOH guidance.

PROCEDURE:

1. All new personnel will attend an orientation program that addresses basic principles of infection prevention and control, as well as the policies and procedures of this facility, including OSHA regulations, exposure risks, standard precaution protocols, transmission based precaution protocols, blood-borne pathogens, tuberculosis, employee illnesses-reporting and work restrictions, respiratory hygiene and cough etiquette, sharps safety, proper use of personal protective equipment (PPE), proper hand hygiene technique using alcohol-based hand rub, and hand-washing.
2. All personnel will attend at least one mandatory infection control update annually and as needed.
3. All personnel will have competency-based education on hand hygiene and donning/doffing personal protective equipment annually.
4. Additional types of education could include web-based learning and training from professional programs offered by trade association affiliations.
5. One-on-one training with personnel will be conducted as practices are observed and corrections or changes in practice are needed.
6. Records will be maintained documenting date and time of training, content outline and the names of all participants.