

Infection control policy

Easy English Version

Prepared by Centro ASSIST

Version 2.0

This document and its contents are copyright of Centro ASSIST© 2020. All rights reserved. Any redistribution, retransmission or distribution of part or all of the contents in any form without our express written permission is prohibited other than the following:

- you may share and use with your clients, NDIS participants, to aid communication
- you may share and use with employees to assist in their work

© 2020 Holocentric Pty Ltd, trading as Centro ASSIST
ABN 73 052 972 095

Infection control policy



About this document

Infection control is something we all have to do to keep everyone healthy. Good infection control stops germs from spreading.



Germs are tiny life forms, so tiny we can't see them without special equipment. Some germs can make you sick.



This document will tell you about methods of infection control. You will learn about:

- hand washing
- personal protective equipment (PPE)
- what to do if you sneeze or cough
- cleaning up.



We are here to help you. If you have any questions please ask us.



Hand washing

To stop the spread of germs, you need to keep your hands clean. We can help you with this.

You should wash your hands with soap and water:



- when your hands look dirty



- after using the toilet



- after sneezing, coughing or blowing your nose



- before and after eating



- after touching wounds, cuts or bandages



- after touching animals.



Our workers will also wash their hands at these times.

Follow these steps when washing your hands:



1. Wet your hands with water.
2. Put a small amount of soap on your hands.



1. Scrub your hands and count to 20.
2. Rinse your hands for 10 seconds.
3. Dry your hands.



If you do not have soap and water, you can also use hand sanitiser. Follow these steps:

1. Put a small amount of hand sanitiser on your hands.
2. Rub your hands together.
3. Let the sanitiser gel dry (this will take about 1 minute).



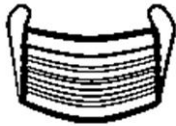
Any time you wash your hands, remember to:

- take off any jewellery
- wash your palms
- wash your finger tips
- wash the top of your hands
- wash between your fingers
- wash under your nails.



Personal protective equipment (PPE)

PPE is clothing and tools used to keep everyone safe from germs. You might see workers wearing PPE such as:



- face masks



- gloves, and



- aprons.



Sometimes, you might have to wear PPE too.

For example, you might need to wear a face mask if you are sick.

PPE should always fit correctly. Please let us know if your PPE doesn't feel comfortable or not fit well.



What to do if you sneeze or cough.

Germs can spread when people sneeze or cough.



When you sneeze or cough, cover your mouth with a tissue and throw the tissue away.

If you do not have a tissue, sneeze or cough into your elbow (NOT into your hands).



Wash your hands after coughing or sneezing.

Cleaning up



Keeping all areas clean is important for stopping the spread of germs.

Our offices are cleaned often so you can be sure you are safe when visiting us.



If we are helping you in your home, our workers will also clean:

- the kitchen
- the bathroom
- your bedroom
- other living spaces.



You can indicate your cleaning needs and preferences at any time.

Our workers are trained in providing you with the cleaning help that you need.