

Department: Administrative Medical Center Wide	Policy # SCOC.ADM.0014	
Title: Dress Code	Effective Date:Page:6/80	Page: 1 of 3
	<b>Review/Revision</b> 8/82, 8/89, 8/90, 6/	/91, 8/92, 8/93,
Policy Owner: Human Resources Director	8/94, 8/97, 9/00, 6/01, 1/02, 3/04, 2/05, 2/06, 9/08, 9/10,12/10, 2/11, 1/13, 8/15, 6/17, 10/20	
Accountable Department or Committee: Human Resources Approved by: MSAAT	MSA Wide Department Specific	<ul> <li>☐ Clinical</li> <li>⊠ Non-Clinical</li> <li>⊠ Inpatient</li> <li>⊠ Ambulatory</li> </ul>

#### **1.0** Policy Statement

All Physicians and Staff are expected to adhere to these standards for dress within their department. Overall appearance should be neat and clean.

#### 2.0 Purpose

The public evaluates our service based on many criteria including the professional appearance of our facilities and staff. This policy is intended to establish a standard to enhance professionalism, public image, a service-oriented culture, and maintain a clean, safe environment.

#### **3.0 Scope/Coverage:** This policy applies to all employees who are employed by the following entities (collectively referred to as "Kaiser Permanente")

- **3.1** All workforce members of the Kaiser Foundation Health Plan, Kaiser Foundation Hospitals, and their subsidiaries, as well as to all students, residents, interns, temporary employees, contractors, vendors, agents, directors and volunteers.
- **3.2** All physicians and non-physician employees of the Southern California Permanente Medical Group (SCPMG).

#### 4.0 Workplace Safety

- **4.1** Use caution when wearing identification badges, neck ties or jewelry when working with equipment.
- **4.2** No loop/dangling earring allowed (may be pulled by patients).
- **4.3** Open toe shoes prohibited in patient care areas.
- **4.4** Toning shoes such as "Shape Ups", "Easy Tone", "AviMotion", and others with thick wedge or rocker type soles may lead to fall injuries and are prohibited in the workplace.
- 4.5 Shirts or dresses longer than ankle length, and high heels are a safety hazard.

#### 5.0 Definitions – N/A

#### 6.0 Provision/Procedure

- 6.1 General Guidelines
  - **6.1.1** Neatness and cleanliness are the guidelines to be used in dress and personal appearance for all physicians and staff. Good personal hygiene is required.
  - **6.1.2** By law Title 22, badge identification is required. **Badges** must be worn at <u>*all times*</u> <u>*by all physicians and staff*</u>, above the waist, with photo and name clearly visible while on duty. A badge is necessary even with labeled lab coats.
  - **6.1.3 Scrubs, cover gowns, and lab coats** are to be worn only by those who provide direct patient care, and as designated by their departments. Scrubs, cover gowns, and lab coats must always be clean and pressed. Scrubs are to be clean and laundered regularly. Outerwear, such as jackets and sweatshirts, are not considered part of the uniform and are considered 'soiled'. They should not to be worn over the uniform. If warmth is needed in the work environment, undergarments, such as sweaters, may be worn under the scrubs.

Orange C	ounty Medica	I Center –Medical Center Wid	le – Policies and Procedures	5
Title: Dress Code		Policy # SCOC.ADM.0014	Revision/Review Date: 8/15, 6/17, 10/20	Page 2 of 3
6.1.4		ssion Professional Wear will		on-clinical
6.1.5	service representatives who check in patients. <b>Casual dress</b> is not appropriate in direct patient care areas or any areas visible to the public. Exceptions will only be approved by Service Line Administrators.			
6.1.6	•	e well groomed and maintaine	-	
0.1.0		eate a safety hazard or an infe		
		st secure hair to avoid contam		
	providing pa			
6.1.7		such as sideburns, mustaches		
		Il times. In certain situations, PPE, absent religious exception		ant with
6.1.8		must be kept neat and clean.		and staff who
		ct hands-on patient care are n		
		sicians and staff who provide		
		pliance with the Kaiser Perma	anente Policy and Procedure	e for Hand
6.1.9		fection Control Manual. d <b>nail polish</b> must be modera	te and cannot serve as a di	straction to
0.1.5		e-up may be discouraged if the		
	required PP			
6.1.10		atients and co-workers with al		
	perfume, co workplace.	logne, and after-shave lotions	should be minimal or not u	sed at all in the
6.1.11		st contribute to the profession		ual, be
0.4.40		e in style and quantity, and mu	st not compromise safety.	
6.1.12	Piercings 6.1.12.1	Nose – one stud no larger the	on 2mm on side of nose onl	
	6.1.12.1	Ears – no more than 2 earrin		
	0	larger than 2mm.	go por our, our ourotorioro m	
	6.1.12.3	Facial or body piercing that is while on duty.	s visible or noticeable should	d not be worn
6.1.13		hould be covered if feasible. r be offensive to others.	Visible tattoos cannot serve	as a
		d be fitted at the waistline and		
6.1.15		d be no higher than 2 inches a		rts longer than
6446		or which pose a safety hazar		
6.1.16	hazard.	be clean, polished, in good c	ondition and should not pos	e a salety
6.1.17		considered <i>inappropriate</i> inc	cludes, but is not limited to:	
	6.1.17.1	T-shirts worn without a "scrul		
	6.1.17.2	Shirts with slogans/pictures (		• /
	6.1.17.3	Low cut shirts/blouses and st	rapless or spaghetti strap to	ops
	6.1.17.4	Tank tops and midriff tops		
	6.1.17.5	Jeans, shorts or mini skirts		
	6.1.17.6 6.1.17.7	Visible undergarments		
	6.1.17.8	Cocktail or evening wear Hats (exception: religious or	culturally appropriate heads	(ear) and
	0.1.17.0	bandanas	ourariany appropriate fieadw	
	6.1.17.9	Spiked or leather collar jewel	ry	
	6.1.17.10			
	6.1.17.11	Any clothing or attire deemed	d offensive or inappropriate	for a

**6.1.17.11** Any clothing or attire deemed offensive or inappropriate for a professional work environment

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#### 6.2 Taking Action

- **6.2.1** Based on supervisor judgment, the physician leader or staff manager will use the following approaches in addressing physicians and staff who do not meet the dress standards.
  - **6.2.1.1** Reacquaint physician or staff member with the principles of proper attire.
  - **6.2.1.2** Counsel the physician or staff member.
  - **6.2.1.3** Counsel the physician or staff member and send home to change.
  - 6.2.1.4 Initiate corrective or disciplinary action per appropriate process or
    - policy.
- **6.2.2** Factors for consideration in selecting an appropriate corrective approach should rest on the severity of the inappropriateness, nature of the work environment, and frequency of occurrence.

#### 7.0 References/Appendices – N/A

#### 8.0 Approval

- 8.1 HR Director
- 8.2 MSAAT



Kaiser Permanente Orange County – Specific Infection Control STUDENT MODULE



# **Objectives**

At the end of this presentation, the STUDENT will be able to:

- Discuss the importance of hand hygiene in the prevention of disease transmission
- Explain the importance of transmission based isolation to prevent the spread of infection.
- Identify the transmission and prevention of tuberculosis.
- Identify clean versus soiled equipment and the process for disinfecting equipment and furniture.

#### Infection Prevention and Control Department Anaheim Irvine 714-644-4110 (215) 949-932-2689 (238)

- Nancy Dorner, RN IC Director
- Sarah Gaines-Hill, RN IC Professional

- Charlene Bruce, RN IC Professional
- D. Adela Torres, RN IC Professional



#### **Infection Prevention and Control Resources**

- 1. IC Policy and Procedure Manual online
- 2. Alphabetical List of Diseases
- 3. Phone Infection Control
- 4. Immediate Supervisor

#### **Know Your Infection Control Team**



Q: How do I find Kaiser Permanente Orange County Infection Control Policies?



# A: Kaiser Permanente Orange County Infection Control Policies are located on OC Web

XP





Orange County Web XP™ >	WebSha	re™ » Logi	in   Login As   Log Off   🕀 Server	1	
KAISER PERMANENTE S County WebShare™					
Home Policies Complian	nce Pu	blic Library	Administrative Services & Programs	Ambulatory Services	Consulting Service
WebShare™ > Policies > Infection Control           Policies					
Libraries	This is	the central l	ocation of all policies and procedures fo	r Orange County effecti	ive January 1, 2012.
Policies	Action	is 🔻			
Compliance	Туре	Name			
Public Library		Archived			
<ul> <li>Administrative Services &amp; Programs</li> </ul>		Attachmer	nts		
Ambulatory Services		Attestatio	n Sheets		
Consulting Services	1	Short URL	- Infection Control		
Continuing Care	7	Aerosol Transmissible Diseases Includes Tuberculosis Exposure Control Plan			
HealthConnect		Alphabetic	Alphabetical List of Infectious Diseases		
Inpatient Nursing		Animal Ass	sist for Disabled		
Patient Care Support Services		Approved	Cleaning and Disinfecting Agents		
Service & Access	7	Aseptic Te	chnique		
Surgical Services	7	Asepti-Wip	oes II		
Photo Library	7	Attachmer	nt CDC NHSN Definition of HAI		
Discussions		Bacteriolo	gical and Endotoxin Testing		
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#### Why do we need Infection Control?

- Prevention of Healthcare-acquired Infections
- Patient Safety and Satisfaction
- Staff Safety
- Regulatory Agency Requirements
- Cost to Hospital





### Prevention of Healthcare Acquired Infections (HAIs)

Strategies to prevent HAIs:

– Hand Hygiene compliance



- Reduction of patient device use
- Patient notification, education and documentation
- Appropriate isolation for patients
- Infection Preventions Bundles
- Environmental cleaning/disinfection
- HCW and member vaccination programs



#### What is your role in Infection Control?

- Perform hand hygiene
- Stay healthy
- TB screening and current vaccinations
- Screen visitors for signs/symptoms of contagious diseases



### **Colonization versus Infection**

#### **Colonization**

Culture positive with no signs or symptoms of infection

#### **Infection**

Culture positive with sign/symptoms of infection, such as



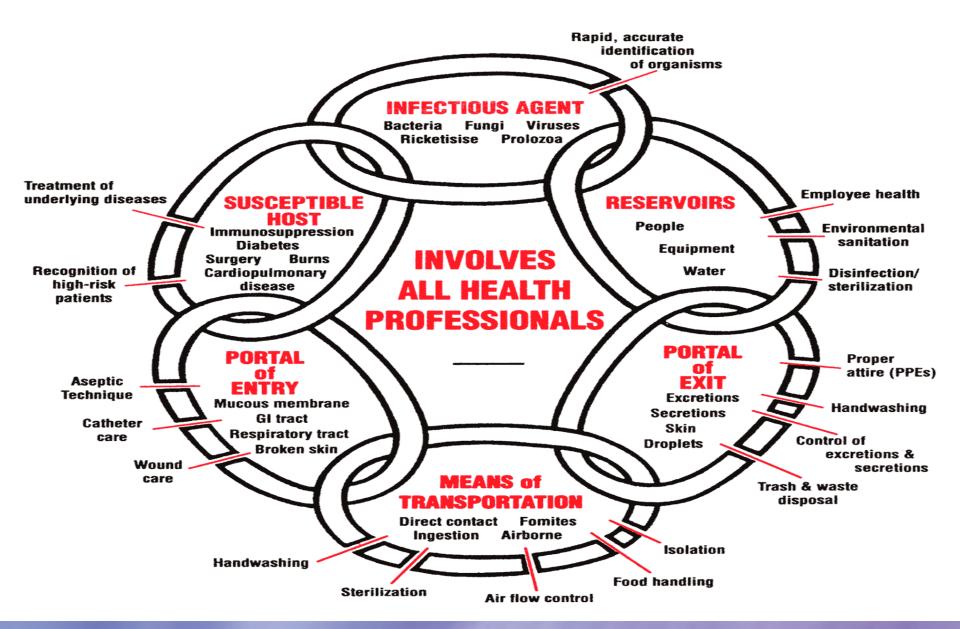
Redness, Pain, Fever and/or Purulence

# Colonized and infected individuals can spread infection.



#### Infection control procedures are aimed at interfering with any one of the steps in the chain of infection.

HERE IS ONE CHAIN YOU WANT TO BREAK!



### Hand Hygiene Principles



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4. Rinse

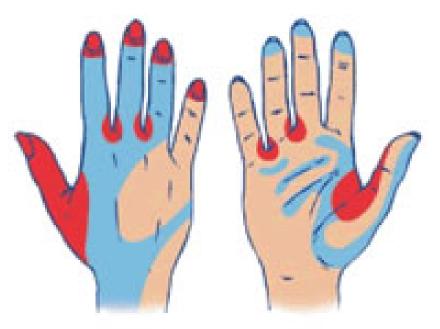
#### **Red Rule**

- In Orange County, we use the code term "Red Rule" to discreetly notify and remind any hospital employee, student or contracted employee that has:
  - a) forgotten to wash his/her hands,
  - b) or is out of compliance with safe hand hygiene practice



#### **Hand Hygiene**







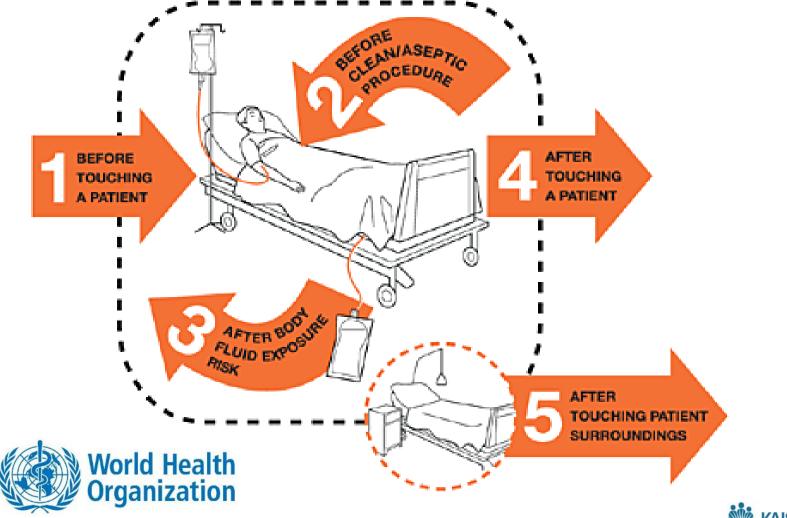
Areas most frequently missed during hand washing

Less frequently missed

Not missed

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#### **5 Moments of Hand Hygiene**



### **Hand Hygiene Considerations**



- Natural nails should be short.
- Artificial nails, nail tips, gel, and silk wraps are prohibited for all HCW who provide direct patient care or touch the patient environment.
- Nail polish is permitted if it is intact and without chips.



### Efficacy of Hand Hygiene Preparations in Killing Bacteria



## **Respiratory Hygiene Plus Cough Etiquette**

Recommended for all individuals with symptoms of respiratory infection

- Cover the nose/mouth when coughing or sneezing with a tissue or mask
- Dispose of tissue in a receptacle
- Perform Hand Hygiene



 Encourage coughing persons to sit or stand at least 3 feet away from others in common waiting areas

## **Respiratory Etiquette Stations**

Available in waiting areas, they include:

- Tissues and no-touch receptacles for disposal
- Alcohol-based gels and foams
- Surgical masks



# Visitors with upper respiratory symptoms should be discouraged from visiting

#### **Standard Precautions**

Infection prevention practices that are used for ALL patients

 Gloves: Whenever touching blood, body fluids, mucous membranes.



- Mask: When splashes to mouth or nose is anticipated and/or performing aseptic procedures such as Lumbar Puncture, central line insertion
- Goggles or Eye Shield: When splashes to eyes are anticipated.
- Gown: When soiling of clothing or skin is anticipated.

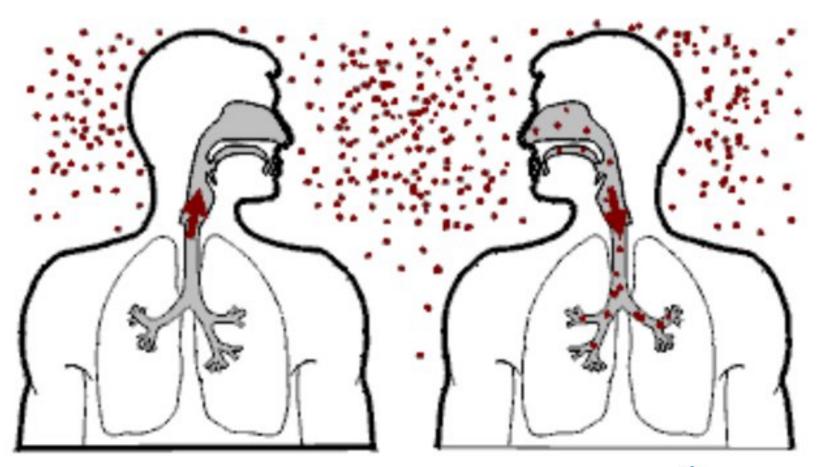
## CDC's Transmission-Based Isolation Precautions: Door Signs

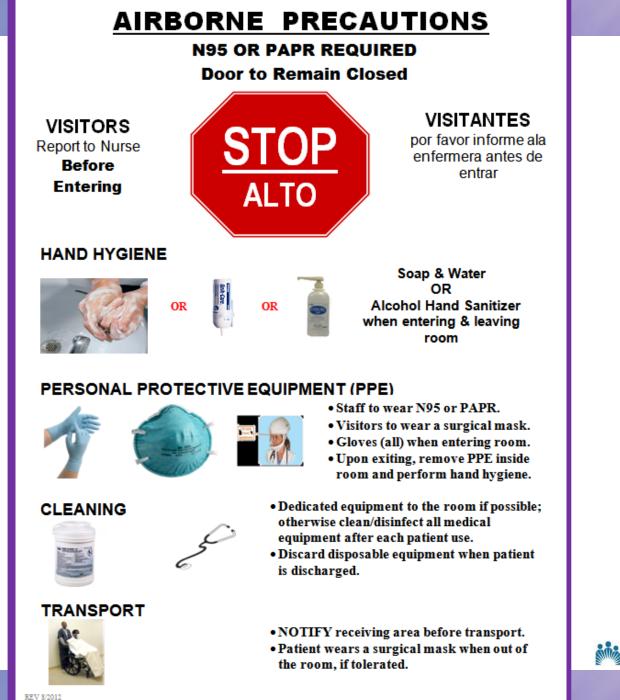


# **Isolation Precautions: Airborne**

- Use in addition to Standard Precautions
- Negative Pressure Room
- N-95 respirator or PAPR
- Airborne Transmissible Diseases (ATD) Examples:
  - Tuberculosis
  - Measles
  - Chicken pox
  - Novel influenza with aerosolizing procedures

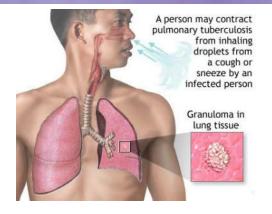
#### **Airborne Transmission**







# **Tuberculosis (TB)**



- Risk factors:
  - Recent immigrant
  - -Immunosuppressed or HIV
  - Resident of prison, shelter, LTC facility
  - Known exposure or previous positive skin test
  - -History of TB, did not complete therapy



# Tuberculosis (TB) (like vs)

#### Latent TB (non-pulmonary)

- Positive skin test
- Normal CXR
- No Clinical Signs or Symptoms
- <u>CANNOT</u> spread disease to others
- Treated with INH for prophylaxis
- Must be reported to Infection Control
- No isolation



#### Active TB (pulmonary)

- Positive skin test
- Abnormal CXR
- Clinical Signs and Symptoms
- <u>CAN</u> spread disease to others
- Must be reported to Infection Control

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• Must be in isolation

### **Confirmed TB Patients**

• On TB therapy who are hospitalized are kept in airborne precautions at least 2 weeks and until 3 sputum smears are negative for ATB (Acid-fast Bacilli)





#### **Discharging TB Patients on TB Medications**

#### **Before the patient is discharged**:

- Contact the patient's Discharge Planner to request Orange County Health Care Agency (OCHCA) approval for discharge.
- Patient cannot be discharged until OCHCA gives approval.
- Failure to obtain OCHCA approval may result hospital fines.

TB Patients leaving AMA: Notify OCHCA the next business day



## **Airborne Isolation Sign**

When patient is discharged or leaves room, times must be noted on the sign:

- When patient left
- When it's safe to enter room without respirator a minimum of 35 minutes.





### **Isolation Precautions: Droplet**

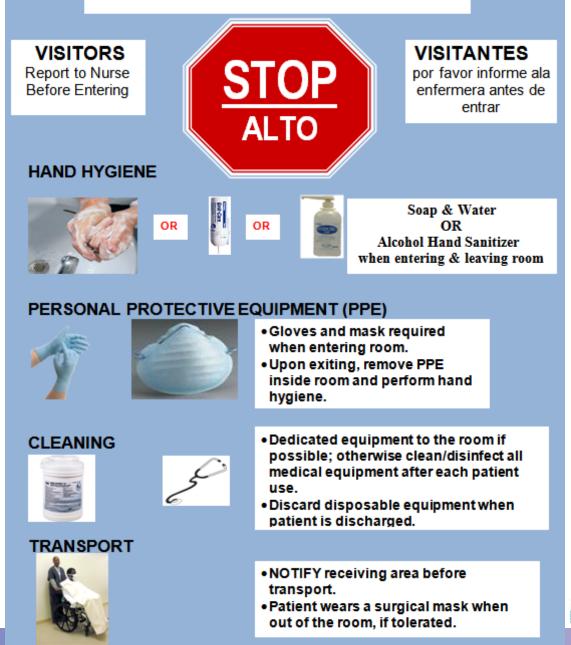
- Use in addition to Standard Precautions
- Follow **Blue** Isolation Sign pictures
- Examples
  - Meningitis
  - Influenza
  - Mumps
  - Pertussis



#### **Droplet Transmission**



#### **DROPLET PRECAUTIONS**



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#### **Isolation Precautions: Contact Plus**

- Use in addition to Standard Precautions
- Follow Green Isolation Sign pictures
- Examples:
  - C-Diff
  - Infectious diarrhea
  - Campylobacter
  - Salmonella



#### **Contact** *Plus* **Transmission**

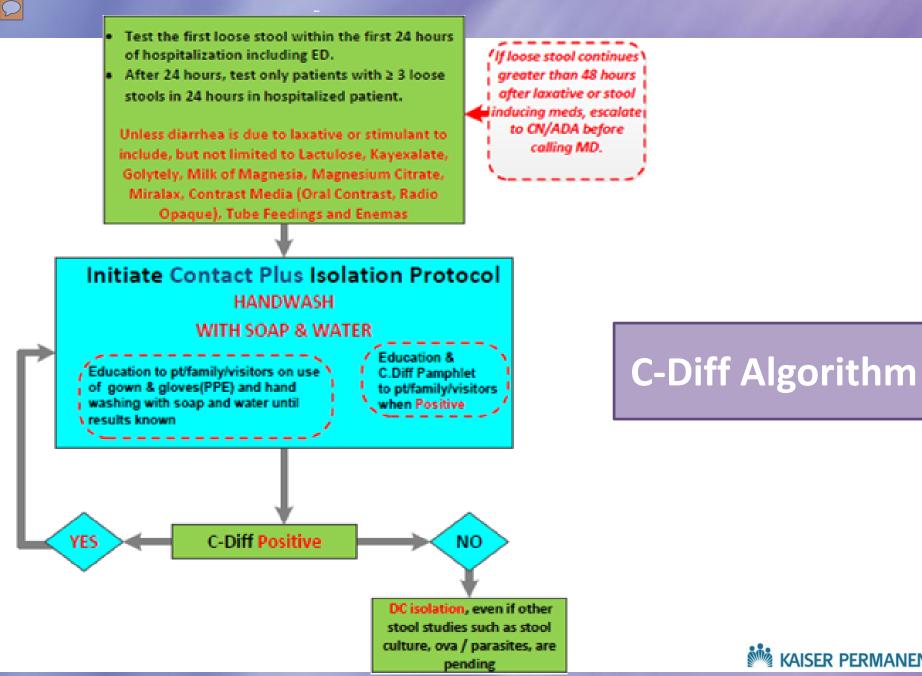


# DIARRHEA









## Clostridium difficile (C. diff) "Traditional Handwashing"

- Clean equipment and environment with bleach wipes
- Disposable equipment only
  - Stethoscope
  - BP cuff
- Viking lift only



 Any equipment brought into room must be cleaned with bleach before it leaves the room (BP machine, glucometer, portable x-ray, etc)
 ALCOHOL GEL OR ALCOHOL FOAM DOES NOT KILL THE SPORES!





REV 7/2012

## **Isolation Precautions: Contact**

- Use in addition to Standard Precautions
- Follow Yellow Isolation Sign Pictures
- Examples:
  - ESBL (Extended Spectrum Beta Lactamase)
  - Multi-drug Resistant Organisms
  - Draining Wounds that cannot be contained
  - Members with a history of MRSA or VRE and no active current infection are placed in Standard Precautions.







#### **Contact Transmission**

Most frequent transmission:

- <u>Direct-contact</u> involves direct body surface to body surface
- <u>Indirect-contact</u> is with a contaminated intermediate object





#### **CONTACT PRECAUTIONS**





#### **Isolation Patient Transfers**

ONLY for essential purposes (e.g. diagnostic) that cannot be performed in room

Communicate with receiving personnel.

#### **Patient preparation**:

- Wash patient hands
- Put on clean gown and protective undergarment, if necessary
- Cover open wounds with dressing
- Apply surgical mask for Droplet/Airborne Isolation

#### PPEs are not worn in the hallways



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#### **MRSA/VRE De-Isolation Protocol**

- Patient with positive MRSA screen but no active infection, **do not** require isolation.
- Education to patient and family on MRSA/VRE will need to be completed and documented in patient's EMR
- BE SURE TO FOLLOW STANDARD PRECAUTIONS AND PERFORM 5 MOMENTS OF HAND HYGIENE WITH EACH PATIENT



#### **MRSA/VRE De-Isolation Protocol**

#### Definition of active infection: 1)

2)

- Patient receiving treatment for MRSA / VRE
- Patient with oozing wounds
- Workflow: Admission h/o MRSA or VRE NO h/o MRSA or VRE Admitted with signs NO Contact Isolation Admitted with NO and symptoms of required signs and symptoms of active infection(s) / active infection(s) / wounds wounds Institute "Contact Isolation" pending culture(s) result Culture(s) positive for Culture(s) negative for MRSA/VRE and on MRSA/VRE and NO treatment oozing wounds, discontinue "Contact or oozing wounds, Isolation" continue "Contact Isolation" per current protocol

Screening for MRSA is still required by regulators (H&S Code 1255.8) in patients

Please note: Patients with previous history of MRSA will not require any nasal swab testing on admission.

#### **MRSA Active Surveillance Screening**

California legislation (SB 1058) <u>mandates</u> that selected patients have a MRSA Surveillance culture collected <u>within 24 hours of admission</u>. Patient who:

- is readmitted within 30 days
- is admitted to the Critical Care Units (ICU or NICU)
- will receive inpatient dialysis (either peritoneal or hemodialysis)
- has been transferred from another acute care or skilled nursing facility

As of January 1, 2011, chronic hemodialysis patients (no MRSA history) with an ICU stay must have another MRSA surveillance culture at the time of discharge.

Patient/family education and documentation of infection prevention strategies must be provided for any new infection.



#### **Sequence for Donning PPEs**



- Keep hands away from face
- Change gloves when torn or heavily contaminated

#### **Sequence for Removing PPEs**



- All PPEs are removed at doorway.
- Exception: Respirator is removed in anteroom after closing patient door

#### **Removal of Isolation Signs**

 EVS will remove isolation signs after the room has been terminally cleaned.





#### National Patient Safety Goal #7

- Hand Hygiene
- MDRO
- CLABSI / Central Line Insertion Bundle
- CAUTI
- SSI



#### Multi-drug Resistant Organisms (MDRO) Strategies

- Education of the member and/or family.
- Identification and Contact Isolation for MDRO history.
- Terminal cleaning, plus enhanced practices for isolation.
- Active MRSA Surveillance cultures (ASC) for targeted populations.
- Interdepartmental communication of MDRO status.



#### Where can you find MDRO information?

Snap Shot

• Problem- Overview

Professional Exchange Report (PER)

MDRO Green Banner



Infection: Clostridium difficile: Contact Plus Precaution

- Dear Doctor
- Team Communication

Lab Results

Every Handoff Communication (i.e. HCW change, interdepartmental transfer, etc.)



#### Central Line Associated Bloodstream Infection (CLABSI)

- Biopatch required.
- Dressing change every seven days (Mondays).
- 2 person dressing change.
- Use central line dressing change kit.
- Sterile procedure for changing central line dressings.
- Sorbaview must remain intact (if not intact, change prn).



#### **Central Line Insertion Protocol (CLIP)**

- Sterile procedure.
- Choice of insertion site (avoid femoral placement).
- Chlorhexidine (CHG) anti-sepsis.
- Biopatch required.
- Avoid suturing.
- Sorbaview placement.
- First dressing change to occur in 24 hours.
- Document on CLIP form (in HC).



#### **CLIP Form**

- Form must be filled out completely.
- It is sent directly to CDC.

#### • Publicly reported data.

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TYPE (TUNNELED = Broviac, Hickman, Groshong, Permanent Dialysis) (NON-TUNNELED = Single, Double, Triple Lumen, Swan-Ganz, Temporary Dialysis)		NON-TUNNELED				
e						
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		Groin, Right				
		FEMORAL - RIGHT				
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## Catheter-Associated UTI (CAUTI)

- Hand hygiene before handling urinary catheter\*
- Daily review of indwelling catheter necessity with prompt removal if unnecessary
- Unobstructed flow
- Bag below level of bladder
- Tubing secured to patient
- Bag off the floor
- Tamper seal unbroken\*



## Surgical Site Infections (SSI)

#### • Pre-op

- Patient education for SSI prevention
- Showering night before and morning of surgery
- Appropriate hair removal

#### Intra-op

SCIP measures

#### Post-op

- Prophylactic antibiotics discontinued within 48 hours after surgery end time
- Patient education for hand hygiene, wound care and follow up





## **Patient/Family Education**

- Provide, review and document printed patient education materials from Clinical Library
  - Clean Hands are Everyone's Responsibility
  - Infection specific handouts (e.g. MRSA, C. difficile and others)





#### Ventilator Associated Pneumonia (VAP) Bundle

- Elevation of Head of bed to at least 30 degrees.
- Ventilator weaning (sedation vacation).
- Daily assessment of readiness to extubate.
- Peptic ulcer disease prophylaxis.
- DVT prophylaxis.
- Oral Care.
- Swallow evaluation.
- Early mobilization.
- CHG bathing.



## **Sharps Safety**

- Handle sharps cautiously and safely
- Use sharps safety products when available
  - Activate sharps safety mechanism
- **DO NOT** recap needles
- Minimize manipulation of the sharp
- Establish "Sharp Safety Zone" as needed
- Dispose immediately in sharps container
  DO NOT go over the fill-line
- **DO NOT** place linen or trash receptacles under a Sharps Container



#### Equipment/ Furniture Cleaning and Disinfection Patient Care Equipment

- Clean and disinfect multi-patient use equipment between patients.
- Discard single use items (i.e. PPE).
- Clean and disinfect the patient "zone" (e.g. bedrails) once a day.
- Clean and disinfect with hospital approved disinfectant wipes:
  - —allow wet surface to air dry according to manufacturer's guidelines (see product label)

#### **Linen Handling**

To prevent possible contamination from an infected patient's linen (e.g. scabies) Hold linen away from your body and uniform Dispose of soiled linen in covered and labeled receptacle



## **Refrigerator Monitoring**

- Use separate refrigerator for food and medication
- Awarepoint records refrigerator and freezer temperature readings daily.
- If area not open, enter "CLOSED" on log
- No STAFF/STUDENT FOOD allowed in patient and medication refrigerator
- It is the responsibility of the department to clean and defrost on a routine basis



## **High Level Disinfection**



High level disinfection is used for reprocessing reusable instruments such as: flexible sigmoidoscopes, laryngoscopes, diaphragm fitting rings, vaginal probes.

□ Vaginal probes are disinfected in a Trophon unit using hydrogen peroxide cassettes to disinfect both the probe and handle. Trophon unit may be stationed in an exam room, but may not run while a member is in the room.

Staff must receive appropriate education and competency validation prior to working with agents used for high level disinfection

Safety Procedures:

- Solution must be used in well ventilated rooms
   NOT in patient care rooms
- ✓ Gloves and eye protection must be used when diluting or using the solution



## Don't Forget: Clean Hands Save Lives!



