



SAFETY DIRECTIVE

Title: **MRSA Infection Control Guidance**
Issuing Department: Town Manager's Safety Office
Effective Date: September 01, 2014
Approved: Gilbert Davidson, Town Manager
Type of Action: New

1.0PURPOSE

- 1.1To provide Departments with a checklist of surfaces or areas within the workplace where bacteria is commonly found, thereby creating a need for daily disinfection of those surfaces.
- 1.2To confirm with Departments the difference between sanitizing (apply/remove) and disinfection (apply/contact time/remove).
- 1.3To provide Departments with a reference list of cleaning agents registered with the Environmental Protection Agency (EPA) as being effective against Methicillin resistant Staphylococcus aureus (MRSA) and Vancomycin-resistant Enterococcus faecalis (VRE) bacteria.
- 1.4To encourage Departments to review current disinfecting agents in Department inventory to ensure those disinfection agents are effective against MRSA and VRE.
- 1.5To notify departments of Exposure reporting guidelines for MRSA.
- 1.6To assist Departments in combating bacteria that may be commonly encountered in the workplace. Bacteria are present on every surface and are carried on and in the body of healthy individuals. Staphylococcus aureus (Staph) is one of the most common bacteria encountered. When staph bacteria are clinically tested and found to be resistant to a penicillin derived antibiotic it is classified as "MRSA".
- 1.7Infectious bacteria types addressed in this directive include Methicillin-resistant Staphylococcus aureus (MRSA) and Vancomycin-resistant Enterococcus faecalis (VRE).

2.0DEPARTMENTS AFFECTED

This directive applies to all departments and employees of the Town of Marana.

3.0 REFERENCES

3.1 None

4.0 DEFINITIONS

- 4.1 Disinfection: The application of a cleaning or disinfection agent according to the manufacturer's specifications that will include a "contact kill time" before removal of the chemical, where required. The contact kill time will be different for specific bacteria.
- 4.2 Hand sanitizer: A liquid product with an alcohol content of 60% or greater, or contains an oxygenator for the control of MRSA or VRE.
- 4.3 Methicillin-resistant Staphylococcus aureus (MRSA): A type of "Staph" bacteria that is resistant to penicillin as well as some other common antibiotics. Most commonly manifests as a skin infection.
- 4.4 Sanitizing: The use of water, chemical, towel or friction to wipe surfaces giving them a clean appearance; the application of a chemical to a surface, followed by the immediate wiping or removal of the chemical.
- 4.5 Vancomycin-resistant Enterococcus faecalis (VRE): A type of bacteria that is resistant to the antibiotic vancomycin, and is clinically similar to MRSA.

5.0 POLICIES AND PROCEDURES

5.1 Overview

- 5.1.1 Disinfection of a surface is normally achieved when the chemical is applied according to the manufacturer's instruction listed on the product label, and the chemical is left on the surface long enough to kill the agent before the excess chemical is removed or wiped away. This is called the "Contact Time" or "Contact Kill Time".
- 5.1.2 It is only when the disinfecting product is mixed into its proper solution (if required), applied according to manufacturer's instruction, and left on the surface for the required amount of contact time, that the user can be reasonably assured the disinfection process is complete. It is preferred that most cleaning agents are allowed to evaporate or dry on the surface without removal to complete disinfection.
- 5.1.3 Anti-microbial disinfection products are available through Facilities Maintenance or are purchased from vendors under contract with the Town or Department, or petty cash. It is important that all disinfection products in the workplace are surveyed to verify a manufacturer's claim that the product is effective against the Staphylococcus aureus bacteria. The preferred products contain Benzalkonium chloride as an oxygenator.
- 5.1.4 A product with a manufacturer's claim that it is tested against specific bacteria and is found to kill the specific bacteria when applied to the manufacturer's recommendations, MRSA or VRE would be an effective product. In cases where a commercial disinfection product may not be available, practical or cost effective, a bleach solution (1:100 – 1 part bleach to 100 parts water) can be used effectively if left on a nonporous surface for a minimum of ten minutes.

- 5.1.5 In many cases, a disinfection product will also be effective against other infectious agents such as viruses like Hepatitis B, HIV-1, Norovirus (stomach virus), rotavirus (cold virus) and others. Disinfection products may also be effective against bacteria such as Mycobacterium tuberculosis (TB) and Escherichia coli (E-coli) and others. A disinfection product may also be effective against certain fungal spores, commonly called mold.
- 5.1.6 A disinfection product that is effective against the greatest spectrum of bacteria, viruses and fungi, when applied and utilized according to manufacturer's recommendation, may be the best product for use within a Department. It should be noted that in many cases, contact times may differ between bacteria versus a virus or other infectious agent. When utilizing the product to kill the full spectrum of bacteria, virus or fungus listed by the manufacturer, the cleaning agent must be left on for the longest duration recommended by the manufacturer.
- 5.1.7 Unused solutions of disinfectant can be poured down the sanitary sewer (drain), other than toilet facilities. Disposable wipes can be discarded in the normal waste stream (trash).
- 5.1.8 It is mandatory that whenever any cleaning product is added to a department's chemical inventory, even for products under trial use, that the Safety Data Sheet (SDS) is added to the Department's electronic SDS inventory and printed for inclusion in the paper SDS inventory. All secondary containers (spray/squirt bottles) for the dispensing of disinfection solutions shall be labeled with the appropriate contents.
- 5.1.9 Departments shall understand that where the custodial service is provided by contract vendor, cleaning and disinfection is generally limited to common areas, floors, entry glass, drinking fountains, handrails and assembly spaces such as Conference Rooms. Restrooms, fixtures, glass and floors are cleaned and disinfected once a day.

5.2 Work Areas

- 5.2.1 Employees can disinfect their personal work spaces by ensuring that all hard (nonporous) surfaces in the working environment that may come into contact with bodily fluids are disinfected daily or regularly with an EPA registered anti-microbial cleaning product, including but not limited to, desks, tables, doorknobs (push bars), computer desks, and countertops.
- 5.2.2 Disinfecting electronic appliances, keyboards, mouse, light switches and other electronic control buttons can be accomplished with the application of the disinfection product onto a paper towel and then applying the paper towel to the surface to be disinfected, according to the manufacturer's specification.
- 5.2.3 Employees who share the operation of motor vehicle equipment can disinfect the steering wheel, armrest(s), control knobs and buttons in the manner described above between each use of the vehicle. Alcohol-based products should not be applied to vehicles that have been parked in direct or indirect sunlight.

5.3 Exercise Areas

- 5.3.1 In areas where exercise or weight rooms are present, equipment where bodily fluids may be present should be disinfected between each use. Specific areas to be disinfected include bench, seat, grips, bars and handles.
- 5.3.2 Wall dispensers or “pump type” hand sanitizers with an anti-microbial containing Benzalkonium chloride as an oxygenator should be present for occupant use.
- 5.4 Restrooms. Hand towels should be restricted to disposable paper and the use of communal bar soap should be eliminated and replaced with liquid soap dispensers and/or hand sanitizers containing Benzalkonium chloride as an oxygenator.
- 5.5 Shower Areas
- 5.5.1 In areas where showers and locker rooms are present floors, walls, and fixtures should be disinfected daily. Wall dispensers should be available for liquid soap. Use of communal bar soap shall not be allowed. Employees should not handle other people’s personal items, such as towels, without the use of gloves.
- 5.5.2 Showers, lockers, exercise rooms, and restrooms should have cleaning equipment (mops and buckets) independent from other common areas and mop heads should be changed or disinfected weekly, at a minimum.
- 5.6 Program Areas/High Use Areas
- 5.6.1 In areas where sports equipment is utilized, the equipment should be disinfected after each use. This includes specialty equipment, footballs, basketballs, kick balls, soccer balls, softballs, volleyballs, etc.
- 5.6.2 In areas where sports or play activities are conducted, employees are required and participants should be encouraged, to bandage or securely cover every skin abrasion, cut or laceration before participating in an activity. Participants observed with active bleeding should be removed from participation. Participants with active skin infections (wound drainage) should be referred to a physician for evaluation.
- 5.6.3 In public program areas, or high employee use areas, hand sanitizer should be readily available in portable containers or mounted in a fixed location near the entry/exit doors. Hand sanitizer as described above should also be located adjacent to every first aid kit. Disposable latex or latex free gloves should be included or located adjacent to every first aid kit.
- 5.7 Exposure Reporting. Significant exposures to MRSA shall be reported by completing Blood borne Pathogens and Significant Exposures, Appendix D – Report of Significant Exposure to Blood or Other Infectious Material.

6.0 RESPONSIBILITIES

- 6.1 The Safety Coordinator has overall responsibility for the Town’s safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.
- 6.2 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.

6.3 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.

6.4 The Safety Coordinator and the Safety Committee are authorized to halt any operation of the Town where there is danger of serious personal injury.

7.0 ATTACHMENTS

7.1 Appendix A - Infection Control Policy and Checklist

7.2 Appendix B – List of EPA’s Effective Products

7.3 Appendix C – List of most common effective products

7.4 Appendix D - Report Of Significant Work Exposure To Bodily Fluids Or Other Infectious Material

Appendix A



Infection Control Policy and Checklist		
<i>Review the recommendations for disinfection procedures below. Utilize this checklist to ensure daily and periodic cleaning and disinfection control is practiced in your facility.</i>		
General	Yes	No
All hard environmental surfaces that may come in contact with body fluids are cleaned and disinfected daily with an EPA registered product		
Light switches, door knobs, door push bars, elevator controls, handrails and community phones are disinfected daily with an EPA registered product		
All hard flooring is cleaned and disinfected daily with an EPA registered product		
Mops heads and buckets utilized for restrooms, locker rooms and showers should be independent from program areas and office space. Mop heads are cleaned and disinfected weekly		
Restrooms - Wall dispensers are utilized for liquid soap (no bar soap)		
Exercise/Weight Rooms	Yes	No
Grip areas on weights bars, dumbbells and machines are wiped down at the beginning of day (shift), Between each use, end of day (shift) with an EPA registered product or 1:100 bleach solution Grip areas on weights bars, dumbbells, and machines should not be taped		
Wall padding, lifting benches, stationary bike seats and/or floor mats are cleaned daily with an approved product or 1:100 bleach solution		
Wall dispensers for hand cleaner (≥60% alcohol) are placed at each entry/exit door. Signage to indicate minimum use: Entering/leaving facility		
Shower Rooms/Locker Rooms	Yes	No
Showers and Locker Rooms (shower area, locker room floors and benches) are cleaned and disinfected daily with an EPA registered product and wall dispensers are utilized for liquid soap are placed within or directly adjacent to showers (no bar soap)		
Used towels or linens utilized are only handled by employees with latex (or similar) gloves.		
Towels or linens laundered in TOWN facilities are washed at 160°F and dried in a clothes dryer		
Sports Equipment	Yes	No
All sports equipment used during the day is cleaned and disinfected daily with an EPA registered product		
Vehicles	Yes	No
Steering wheels, armrest(s), control knobs and buttons should be wiped daily with an EPA registered product		
First Aid/Bodily Fluids	Yes	No
Hand Sanitizer (≥60 Alcohol) is utilized before and after practicing first aid		
When caring for an injury or cleaning bodily fluids, disposable gloves and eye protection shall be utilized		

Appendix B

List of EPA 's Effective Products

Click on link below to view entire list of 49 pages of effective products:

http://www.epa.gov/oppad001/list_h_mrsa_vre.pdf

Appendix C

List of most common Cleaning and/or Disinfection Products. These products *may* be effective against MRSA and VRE dependent upon label claim when utilized in proper concentration, applied according to manufacturer's recommendation:

Waxie Pine Cleaner, Gallon (000072234)

Misty Disinfectant foam cleaner, spray (000072211)

Waxie bleach, gallon (000072213)

Purell hand sanitizer, 4 fl. Oz. (000010950)

Corium hand sanitizer, 8 fl. Oz. (000072457)

Joy dishwashing detergent (000072264)

Ivory bar soap (000072263)

Lava bar soap (000072262)

Gojo hand cream cleaner (000072218)

WY pall waterless hand wipes (000071655)

Hillyard Top Clean #144 all-purpose floor cleaner, 5 gallon (000072210)

Hillyard Select Green degreaser, gallon (000072207)

Waxie Sparkle window cleaner, gallon (000072223)

Flo-Kem alkaline concrete cleaner, 5 gallon (000072229)

Kimberly-Clark Triangle hand soap (000072266)

Boraxo Pink Luron powder hand soap, 5 lb (000072267)

Tide powder detergent (000072268)

Ajax bleach cleanser, 21 oz. can (000072212)

Waxie Kleen-brite, tile cleaner, qt. (000072206)

Johnson wax Crew toilet bowl cleaner, quart, (000072214)

Betco stainless steel crème cleaner, qt. (000072209)

Procter & Gamble, Spic-N-Span all-purpose cleanser, 1.68 lb. (000072215)

Appendix D

REPORT OF SIGNIFICANT WORK EXPOSURE TO BODILY FLUIDS OR OTHER INFECTIOUS MATERIAL

(This form is not a claim form, but a report of exposure. Forms to report a claim to the Industrial Commission are available at: www.ica.state.az.us.)

- 1. Exposed Employee Birth Date Job Title
Last Name First M.I.
- 2. Address Phone No.
- 3. Employer's Full Name
- 4. Employer's Address
- 5. Date of Exposure Time of Exposure A.M. P.M.
- 6. Address or Location of Exposure
- 7. Describe the circumstances surrounding the exposure, including (if applicable) personal protective equipment worn and the names of any witnesses to the exposure (be specific)

- 8. What were you exposed to? (Directly or indirectly via bandages, personal items, etc.) Check all that apply.

Blood	Vaginal fluid	Broken skin	Urine	Any other fluid(s) containing blood or infectious material (Describe)
Semen	Surgical fluid(s)	Mucous membrane	Feces	Airborne/Respiratory/Oral Secretions
		Other (specify):		

- 9. Source person(s) information Skin infection (e.g. abscesses, boils, or pus-filled/red/swollen/painful skin lesions)
Unknown Known

Name	DOB	Phone No.
Address	Town	State Zip

- 10. What part(s) of your body was exposed to bodily fluids/infectious material? Did exposure take place through your skin or mucous membrane (be specific)?
- 11. Did you have any open cuts, sores, rashes, or other breaks/ruptures in your skin or mucous membrane that were exposed to bodily fluids/infectious material (please describe)?

I HAVE GIVEN THIS FORM TO MY EMPLOYER AND HAVE RECEIVED A COPY OF THIS COMPLETE

FORM. EMPLOYEE SIGNATURE _____ **DATE** _____

Other Required Steps to Establish Prima Facie Claim for HIV, AIDS or Hepatitis C (A.R.S. §§ 23-1043.02, -03; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than ten (10) days after your exposure.
- 2. You must have blood drawn no later than ten (10) calendar days after exposure.
- 3. You must have blood tested for HIV or Hepatitis C by Antibody Testing no later than thirty (30) calendar days after exposure and test results must be negative.
- 4. You must be tested or diagnosed as HIV positive no later than eighteen (18) months after the exposure, or tested and diagnosed as positive for the presence of Hepatitis C within seven (7) months after the exposure.
- 5. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis or positive blood test if you wish to receive benefits under the workers' compensation system.

Other Required Steps to Establish Prima Facie Claim for MRSA (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than thirty (30) days after your exposure.
- 2. For a claim involving MRSA, you must be diagnosed with MRSA within fifteen (15) days after you report in writing to your employer the details of the exposure.
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.

Other Required Steps to Establish Prima Facie Claim for Spinal Meningitis or TB (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than ten (10) days after your exposure.
- 2. For a claim involving spinal meningitis, you must be diagnosed within two (2) to eighteen (18) days of the possible significant exposure and for a claim involving tuberculosis; you must be diagnosed within twelve (12) weeks of the possible significant exposure.
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.

Employer: Keep Original (Notify Carrier) Employee: Keep Copy

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	09/01/2014

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.