

TABLE OF CONTENTS

Infection Control Lead Contact Information	1
How to Use this Toolkit	2
Infection Control Lead Description and Duties	4
What is an Infection Control Lead?	4
Precautions-What You Need to	4
Know Duties of the Infection	6
Infection Control Lead Training	7
Infection Control Training Plan	8
Specific Infection Control Practice Requirements and Notes	9
Hand Hygiene	9
Environmental Cleaning and Disinfection Activities	11
Assisting with the Self-Administration of Injectable Medication	13
Using Gloves as a Protective Barrier to Prevent the Spread of Potential Infection	15
Practicing and Maintaining Respiratory Etiquette	17
Cleaning and Disinfecting Reusable Medical Equipment	19
When One or More Residents/Clients in the Facility are Diagnosed with a contagious Disease	21
Wearing Appropriate Personal Protective Equipment (PPE) When Providing Direct Care to a Resident/Client who has a contagious Disease	23

Separation and Care of Residents/Clients Whose Illness Requires Separation, Including Quarantine, or Isolation	25
Special Section on Enhanced Environmental Cleaning and Disinfection	27
Emergency Infection Control Plan for When an Emergency is Proclaimed or Declared	30
Emergency Infection Control Plan: Mitigation Plan	32
Resources for the Infection Control Plan	35
Resources for the Infection Control Training Plan	36
Appendix	39
Timeline: Reporting	41
Forms	44
• Certificate of Completion (<i>blank</i>)	
• Employee Training Record	
• Sign In Sheet (<i>for employee training</i>)	
• Emergency Infection Control Plan: (P & P Addendum) Additional Measures Needed (<i>memo</i>)	
• Emergency Infection Control Plan: (P & P Addendum) Distribute the Emergency Infection Control Plan (<i>memo</i>)	
• Review Form Instructions: Infection Control Plan	
• Infection Control Lead Statement	

INFECTION Control Lead CONTACT INFORMATION

Facility Name: _____

Licensee/Administrator: _____

Infection Control Lead: _____

Preventionist's Phone Number: _____

CCLD Regional Office: _____

Email: _____

Date: _____

HOW TO USE THIS TOOLKIT

This **Infection Control Lead Toolkit** is designed to help you:

- Understand what you are being asked to do
- Understand how important infection control is
- Identify the training resources you need
- Document records of your own training, and staff training in your facility
- Keep notes about what in your facility's Infection Control Plan is working for you, and changes you want to make
 - Having your notes in one place will save you time when you are reviewing your facility's Infection Control Plan, or implementing an Emergency Infection Control Plan

Organizing yourself is key. Getting started is best done by following a process. Use the steps listed on the following page to get prepared for implementing your process. Check off each step as it is completed. Once you have mastered this process you may refer back to it occasionally to refresh your memory or to identify where something may have been missed.

– **Step 1:** Read the Duties of the Infection Control Lead section (p. 6).

While an Infection Control Lead staff role has been identified in skilled nursing facilities for some time, having an identified Infection Control Lead for facilities that are licensed by California’s Community Care Licensing Division is new (see PIN 22-13-ASC, available at <https://cdss.ca.gov>), and the requirements are slightly different.

– **Step 2:** Read your facility’s current Infection Control Plan (not in this manual. Your facility administrator should have this available for you).

– **Step 3:** Read the Timeline: Reporting section (p. 41)

– **Step 4:** Plan when you will take your own Infection Control Lead training (p. 7).

– **Step 5:** Review the Infection Control Practice Requirements section (p. 9).

– **Step 6:** Review the Special Section on Enhanced Environmental Cleaning and Disinfection (p. 27).

– **Step 7:** Plan when and how you will train your facility’s staff (p. 8).

– **Step 8:** Check here when you’ve completed the Infection Control Lead Training.

– **Step 9:** Assemble your resources for PPE, disinfectants, etc. (p. 23)

– **Step 10:** Check here when you have completed your first staff training. Keep ongoing staff training records in this toolkit so they are all in one place! (p. 45)

– **Step 11:** Plan to keep notes in each part of the Specific Infection Control Practice Requirements section, to help you when it is time for your Infection Control Plan review (p. 50) or when you need to implement an Emergency Infection Control Plan (p. 30).

You will be reviewing and signing off on your facility’s Infection Control Plan at least annually. Having your notes organized here will make it easier when it’s time for the review!

– **Step 12:** Check here when you complete your first Infection Control Plan review (remember to use your sign off sheet)! (p. 50)