



1-2.020 September 2009

Controlling communicable diseases in the workplace checklist

This checklist is intended be used to assist in evaluating your program for controlling communicable diseases. For more information, refer to Risktopic 1-2.016, Infectious Disease Control in the Workplace.

Best practice	Employer action	Employees' responsibility
General principles of infection control		
<u>Infections Control Program</u> <input type="checkbox"/> Employer should have in place policy and procedures addressing communicable diseases exposure	<input type="checkbox"/> Are infection control policy procedures written? <input type="checkbox"/> Is there a designated person overseeing an organizational Infections Control Program? <input type="checkbox"/> Is infection control information available to staff? <input type="checkbox"/> Are sources of biohazards in the workplace identified? <input type="checkbox"/> Is there documented new employee orientation and training on the workplace policies and procedures in the employee's file?	<input type="checkbox"/> Participate in the organizational training programs <input type="checkbox"/> Demonstrate compliance with the workplace Infections Control Program. <input type="checkbox"/> Does the staff practice infection control procedures?
<u>Education/Communication</u> <input type="checkbox"/> Employers and employees alike should learn the basic principles of infection control.	<input type="checkbox"/> Hold safety meetings, educational programs and training to teach employees the basic principles of infection control including hand washing, cleaning and disinfecting surfaces, properly handling/preparing food, receiving appropriate immunizations, and preventing the spread of respiratory illnesses. <input type="checkbox"/> Is there an Absence Management Program in place that allows sending a sick employee home, encouraging sick employees to stay at home and ill employees to seek-medical attention? <input type="checkbox"/> Is there a communication with the employee's physician regarding clearance to work?	<input type="checkbox"/> Implement physician evaluation of the symptoms of respiratory or diarrheal illnesses and the practice of proper infection control to avoid exposing others. <input type="checkbox"/> Cover your mouth when you cough or sneeze. <input type="checkbox"/> Wash hands frequently and properly. <input type="checkbox"/> Use proper methods of food handling. <input type="checkbox"/> Maintain cleanliness of kitchen and bathroom surfaces. <input type="checkbox"/> If you think you have an acute infectious illness, see your physician. <input type="checkbox"/> If your doctor determines that you have such a condition and recommends that you remain home from work, do so; do not share infections with your co-workers.

Best practice	Employer action	Employees' responsibility
Infection control techniques		
<p>Handwashing</p> <p><input type="checkbox"/> Reminders and common sense can help reduce the chance of spreading infectious diseases.</p>	<p><input type="checkbox"/> Display signs that encourage hand-washing prior to and after eating, during food preparation, after using the restroom, or whenever hands become soiled.</p> <p><input type="checkbox"/> Provide adequate facilities for hand washing. Consider alcohol-based hand sanitizers as an alternative to soap and water as appropriate</p>	<p><input type="checkbox"/> Wash hands properly with 15-20-second vigorous scrubbing, followed by rinsing and drying.</p> <p><input type="checkbox"/> Alcohol-based hand sanitizers are a reasonable alternative if soap and water are not available and if hands are not visibly dirty.</p> <p><input type="checkbox"/> Wash hands prior to and after eating, preparing food, using the restroom, or whenever hands become soiled.</p> <p><input type="checkbox"/> If a family member or co-worker is sick, wash hands after contact with that individual. When a family member is sick, wash hands before leaving for work.</p> <p><input type="checkbox"/> Conversely, when a co-worker is sick, wash hands before leaving for home.</p>
<p>Good housekeeping: Cleaning and disinfecting</p> <p><input type="checkbox"/> Regular cleaning and disinfection of kitchen and bathroom areas is essential</p>	<p><input type="checkbox"/> Be certain that food preparation areas, serving areas, and restrooms in the workplace receive thorough regularly scheduled cleaning with soap and water.</p> <p><input type="checkbox"/> When disinfectants are used, be sure to follow manufacturers' instructions.</p>	<p><input type="checkbox"/> Report soiled surfaces, particularly in food preparation and/ serving areas and restrooms, to those responsible for workplace maintenance.</p>
<p>Food handling and preparation</p> <p><input type="checkbox"/> Remember to store foods at correct temperatures and cook foods to their proper internal temperature.</p> <p><input type="checkbox"/> Always clean and disinfect areas where foods are kept and prepared.</p> <p><input type="checkbox"/> Proper techniques for defrosting, cleaning, and cooking foods will prevent spoilage and contamination.</p>	<p><input type="checkbox"/> If food is stored in the workplace, maintain refrigerators at 40° Fahrenheit and freezers at 0° Fahrenheit.</p> <p><input type="checkbox"/> Refrigerators and freezers should be regularly cleaned and disinfected.</p> <p><input type="checkbox"/> Foods should be stored in separate containers to prevent contamination of other foods.</p> <p><input type="checkbox"/> If food is prepared and served in the workplace, regularly monitor to ensure that practices conform to applicable health department standards.</p>	<p><input type="checkbox"/> Wash hands and clean/disinfect kitchen surfaces before and after handling, cooking, and serving food.</p> <p><input type="checkbox"/> Refrigerate eggs, raw meat, poultry, and seafood. Do not leave perishable foods out for more than two hours.</p> <p><input type="checkbox"/> Defrost food on a plate in the refrigerator or microwave oven – not on the counter. Cook food immediately after defrosting.</p> <p><input type="checkbox"/> Use different dishes and utensils for raw versus cooked foods.</p> <p><input type="checkbox"/> Wash raw fruits and vegetables before eating.</p> <p><input type="checkbox"/> Cook eggs until firm. Cook poultry to an internal temperature of 180° Fahrenheit; and hamburger meat until brown on the inside.</p>
Lifestyle		
<p>Screening & vaccinations</p> <p><input type="checkbox"/> Annual Influenza (flu) vaccination should be considered for those who fall into high-risk categories.</p> <p><input type="checkbox"/> Hepatitis B vaccine is an appropriate precaution for employees who may be exposed to blood or body fluids at work.</p> <p><input type="checkbox"/> Parents should have young children vaccinated according to the recommendations of their pediatrician and the CDC's Advisory Committee on Immunization Practices.</p>	<p><input type="checkbox"/> Is employee screening in place?</p> <p><input type="checkbox"/> Consider making influenza vaccine available annually in the workplace (especially during October-November-December).</p> <p><input type="checkbox"/> Groups targeted for influenza vaccination include adults older than 50, adults with chronic medical conditions – especially heart or lung conditions including asthma, women who may be more than 3 months pregnant during the flu season, and health care workers.</p> <p><input type="checkbox"/> Provide Hepatitis B vaccine free of charge to employees who may be exposed to blood or body fluids at work in accordance with OSHA law.</p> <p><input type="checkbox"/> Complete Hepatitis B surface antibody testing one month following the vaccination series to document response. Periodic retesting of antibody levels is not necessary for those who respond to the vaccine.</p> <p><input type="checkbox"/> Make educational materials available to all employees regarding vaccination.</p>	<p><input type="checkbox"/> Check with your physician to confirm that you have received all recommended vaccinations.</p> <p><input type="checkbox"/> Get vaccinated against influenza every autumn if you belong to a group for which flu vaccine is recommended by your physician and the U.S. Centers for Disease Control and Prevention's (CDC's): http://www.cdc.gov/flu/professionals/vaccination/</p> <p><input type="checkbox"/> If you have children, be certain that they receive vaccinations in accordance with the recommendations of your physician and the U.S. Centers for Disease Control and Prevention's (CDC's) Advisory Committee on Immunization Practices: http://www.cdc.gov/vaccines/recs/acip</p> <p><input type="checkbox"/> Get vaccinated against Hepatitis B if you may be exposed to blood and body fluids at work. The U.S. Centers for Disease Control and Prevention's (CDC's) Advisory Committee on Immunization Practices: http://www.cdc.gov/vaccines/vpd-vac/hepb/default.htm</p>

Zurich Services Corporation

1400 American Lane, Schaumburg, Illinois 60196-1056
800 982 5964 www.zurichservices.com

Zurich Services Corporation
Risk Engineering



ISO 9001:2000

Quality-Assured Solutions Provider

The information in this publication was compiled by Zurich Services Corporation from sources believed to be reliable. We do not guarantee the accuracy of this information or any results and further assume no liability in connection with this publication, including any information, methods or safety suggestions contained herein. Moreover, Zurich Services Corporation reminds you that this publication cannot be assumed to contain every acceptable safety and compliance procedure or that additional procedures might not be appropriate under the circumstances. The subject matter of this publication is not tied to any specific insurance product nor will adopting these procedures insure coverage under any insurance policy.

©2007 Zurich Services Corporation

