

Safe Healthy Environments

Environmental Public Health

# Health and Safety Guide for Operators of Adult Care Facilities

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## Introduction

Alberta adult care facilities serve a variety of clients. There is also wide range of support services for clients, from daily living assistance to health care.

This guide is for adult care facility operators. It describes health and safety requirements in Alberta's regulations, and recommendations from Alberta Health Services' (AHS) Environmental Public Health (EPH) program. Following the regulations and recommendations will help to protect adult care facility clients from getting sick or injured.

If you have specific questions regarding your adult care business contact your local public health inspector (PHI). Contact information can be found on the EPH website at: <https://www.ahs.ca/eph>.

# Regulations

In addition to the content in this guide, you should be familiar with any regulations that apply to your adult care business. You can find these regulations on the Alberta Queen Printer's website at: <http://www.qp.alberta.ca>. These regulations include:

## Communicable Diseases Regulation

- applies to all adult care facilities

## Food Regulation

- applies to any adult care facility that provide food service to more than 10 people

## Institutions Regulation

- applies to child care programs within adult care facilities

## Housing Regulation

- applies to any facility offering overnight accommodation

## Personal Services Regulation

- applies to any personal services (such as hair styling, esthetics, etc), within adult care facilities

## Public Swimming Pools Regulation

- applies to any adult care facility that has a swimming pool, hot tub or wading pool

## Nuisance and General Sanitation Regulation

- applies to all adult care facilities

## Roles & Responsibilities

PHIs must inspect adult care facilities, enforce regulations, investigate complaints, and provide guidance to adult care operators, program directors and staff.

Adult care operators must:

- Understand and identify physical, chemical and biological hazards to clients;
- Control the adult care setting to minimize or remove the risk of illness and injury from these hazards;
- Keep the facility and equipment safe and clean.

## Requirements for Building Design & Materials

### Approval of Construction & Renovation Plans

- A PHI must approve every new or renovated adult care facility before the facility can open. This includes the installation or renovation of areas where there is child care, personal services, or recreational water facilities. Contact your PHI as early as possible, if you are planning to open or renovate an existing adult care facility.
- To identify and correct any design problems, show a detailed plan of a new adult care facility, or of renovations to existing facilities, to the PHI before construction begins. This will help to avoid expensive changes that might be required after the adult care facility is built or renovated.
- Note that building or renovation may require approval from other agencies. Contact a municipal office for more information.

### Floors, Walls & Ceilings

- Smooth, easy to clean and non-absorbent materials are required in the kitchen and washrooms. In other areas, these materials are recommended, as they are easy to clean and disinfect.
- Otherwise, all other floors, walls and ceilings should be appropriate to the area and maintained in good condition.



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## Plumbing & Sinks

- There must be a potable water supply, which means water that is safe to drink.
- There must be enough water volume, water pressure, and control of water temperature to meet the needs of the facility.
- Every adult care facility should have easily accessible hand washing sinks for the use of staff and residents in areas where hand hygiene is very important.

This includes:

- kitchen & serving areas;
  - coffee & snack stations;
  - laundry room;
  - washroom & bathing areas;
  - housekeeping rooms
  - when appropriate, in areas close to resident rooms.
- Every handwashing sink must have soap in a dispenser, and single-service disposable or individual-use towels in suitable dispensers. Hot air hand dryers may also be allowed.
  - A sign outlining the proper hand washing steps is recommended for each handsink.

## Water Temperatures

- Keep **the water in the hot water tank** at least 46°C (114°F), but not any higher than 60°C (140°F).
- To prevent scalding, if a client has access to a fixture, and that fixture supplies hot water, the plumbing fixture requires an approved tempering device.
- A tempering device blends water from the hot and cold water lines. This allows the fixture to provide water at a pre-set temperature.
- For plumbing fixtures that clients have access to, the maximum hot water temperature should be set at 49°C (120°F) or less. This includes hand washing sinks, bath faucets and showerheads.



- Facility staff should ensure that bath and shower water for clients is at the recommended temperature of 38°C to 43°C (100°F to 109°F).
- In restricted areas, such as the commercial kitchen or laundry areas, the hot water temperature maximums for residents do not apply.

### Sewage System

- Every adult care facility shall be connected to the public sewage system, or to an operational private sewage disposal system.
- The plumbing system and the sewage disposal system must be installed correctly and maintained in a good operating condition. This includes the drains, fixtures, traps, vents, stacks, waste disposal facilities, pump-out sewage holding tanks, septic tanks and disposal fields.

### Washrooms

- Except where exempt by regulation, every adult care facility must have washroom plumbing fixtures. There must be a flush toilet, a hand wash sink, and a bathtub or shower.
- The hand wash sink and bathtub or shower must be supplied with potable hot and cold running water.
- The hand wash sink must either be in the same room as the flush toilet and / or close to the door leading directly into the room with the flush toilet.
- For ventilation, all rooms containing a flush toilet, bathtub or shower must be provided with either a window that opens to the outside or with a mechanical fan.
- Bathroom support rails, grab bars, and other equipment installed to assist clients in using washroom facilities must be maintained in a safe, working condition.
- Residents of an adult care facility with more than one bedroom may share a flush toilet, hand wash sink, and bathtub or shower if:
  - The residents have access to the washroom without going through another bedroom or outside of the building;
  - The washroom is located on the same floor as, or on the next storey up or down from the floor on which the bedroom is located; and
  - Each toilet, washbasin, bathtub or shower doesn't serve more than eight people.



## Heating & Air Supply

- The facility's heating and ventilation equipment must be properly installed and maintained in good working condition.
- The indoor temperature must be at least 20°C, and not warmer than 28°C. This includes common spaces, resident's rooms, bathrooms, and toilet rooms.
- If the facility is experiencing indoor temperatures greater than 28°C, staff need to reduce the risk of heat stress for residents. This may require additional natural ventilation or fans.
- Take appropriate action to protect residents from burns, for radiators, hot water pipes or other heating devices.
- Carbon monoxide alarms are required if there is overnight sleeping and the building contains a fuel-burning appliance, or an attached garage.
- If there are combustion engines outside, make sure they are kept away from the building's air intakes.
- The facility's ventilation must have:
  - Supply and return air systems that are ducted;
  - 100% of the supply air exhausted, and not returned from washroom facilities or clothes drying areas.

## Stairways & Walkways

- Stairways must be maintained in a safe condition.
- All stairways need handrails. Installed handrails and guards must be maintained in a safe and secure manner, to reasonably prevent injury.
- Every adult care facility with changes in floor level should have safeguards to help protect residents from injuries.
- Stairways and walkways must be well lit, clear and free from snow and ice.





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## Windows & Doors

- Keep out insects, mice and other pests by installing screens on doorways, windows and other openings used to provide ventilation.
- During winter season, windows in the living, eating and sleeping areas must protect the facility from extreme cold outdoor conditions. This may be done with a storm sash (window outside of an ordinary window), double glazing, or other durable barrier that is approved by the PHI.
- Rooms for sleeping must have a door or window that opens to the exterior of the building. This allows people to escape from the room if there is a fire.
  - i. Bedroom windows must have an opening with an area that is at least 0.35 m<sup>2</sup> (3.8 ft<sup>2</sup>). The length and the width of the window cannot be less than 38 cm (15”).
  - ii. If window security bars are installed, they must have a quick release device. If there is no quick release, the security bars must be able to be opened without tools or special knowledge.
- If a bedroom doesn't have a window or door to the exterior, or if residents are not likely or able to self-evacuate, contact your PHI. For example, the adult care facility may be required to install a sprinkler system and develop evacuation procedures.



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## Lighting

- Make sure all parts of the adult care facility and surrounding property have enough light to be properly cleaned, maintained and safe.
- Every sleeping area, hallway, stairway and toilet room needs artificial light levels that you would find in a typical family living room. This is a light intensity of at least 50 lux.
- All other rooms must also have natural or artificial light sources that can maintain a light intensity of 50 lux in all parts of the room.
- In areas where food is prepared, or in dishwashing areas, there should be as much light as you would find in a brightly lit classroom. This is a light intensity of around 540 lux.
- The location for lighting, type of light used, and light covers should prevent glass from broken light bulbs causing contamination of food or injury to residents.

## Designated Areas

- Adult care facilities should have adequate space and facilities for all activities connected with the operation.
- There should be controlled access to all mechanical equipment rooms, storage rooms, janitorial closets and maintenance shops, used in or around an adult care facility.

## Storage Space

- Ensure there is enough space to store all equipment and materials used in the adult care facility.
- Different types of chemicals and materials should be stored separately. For example, cleaning products should be kept in a locked cabinet separate from food items.



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- If personal items are stored in a common area, each resident's items should be labeled by name and stored in a designated spot for that resident.
- Have separate spaces for:
  - Foods and utensils;
  - Cleaning equipment, supplies, and toxic materials;
  - Personal items of the staff; and
  - Personal items of the residents.

## Sleeping

- All bedrooms must have a total floor area of at least 3 m<sup>2</sup>, or have a space of 5.6 m<sup>3</sup> per adult in the bedroom.
- In a dormitory, the sleeping area must have a floor area of at least 4.6 m<sup>2</sup> or have a space of 8.5 m<sup>3</sup> of air space per adult.
- These sleeping space requirements are from the Alberta Minimum Housing and Health Standards.

## Laundry Area

- Keep laundry areas separate from food areas.  
Laundry room floors, walls and ceilings have to be smooth, non-absorbing and easy to clean.
- Use proper venting to the outside of the building for exhausting the clothes dryer.
- You need enough space and proper containers to keep dirty laundry from contaminating clean laundry.
- Every laundry room should have reasonable access to a hand wash basin if handling heavily soiled linen or clothes. Alcohol hand rub dispensers should be available in laundry sorting areas also.

# Operational Requirements

## Food Handling

- If your facility provides care to more than 10 residents, you are required to have a food handling permit from AHS.
- If you provide care to 10 or less residents, refer to the minimum food handling standards in Appendix A.
- Food preparation areas must be separate, as appropriate, from other areas.
- For information on family-style meal service and other unique meal activities see the EPH public resource at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-unique-meal-prep.pdf>.

## Personal Hygiene

- Staff cannot be at the adult care facility with symptoms of cold, influenza or gastrointestinal infection.
- Fever, stomach cramps, vomiting, or diarrhea are examples of gastrointestinal infection symptoms.
- While performing resident care, or during food preparation, staff are not allowed to smoke, eat, drink or any other activity that may result in cross contamination (transfer of harmful germs from one item or person to another).



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- Staff must wear clean, readily washable clothes. Staff also need to control hair with hairnets, hats, and or tying long hair back.
- Staff need to properly wash their hands:
  - before and after resident care;
  - before they do any food service activities including setting tables;
  - after using the toilet, assisting a resident in using the toilet, or changing a diaper;
  - after any activity which leaves hands dirty or contaminated.
- Alcohol-based hand sanitizers are not a substitute for hand washing when hands are soiled. Alcohol based hand sanitizers must contain a minimum of 70% alcohol in its formulation and have a DIN or NPN issued by Health Canada.
  - Do not use hand sanitizers instead of handwashing.
  - Hand sanitizers are NOT acceptable during diapering or food preparation.

## Communicable Disease Outbreaks

- If the number of residents and/or staff that have become sick is more than usual, the facility may be having an outbreak.
- During an outbreak, the facility has to operate differently than usual. This is to prevent the illness from spreading to more clients and staff.
- If you suspect there is a possible outbreak of illness at your facility, you are required to report the details to AHS and follow AHS guidelines to manage the illnesses.
- Collect details and manage illnesses in residents and staff at the facility (e.g. by isolating sick residents, or excluding sick staff from the facility).
- For more information, you can contact your local Public Health Inspector or AHS Communicable Disease Control. There are Outbreak Management support materials on the Alberta Health Services website. These include guidelines for outbreak prevention, control and management in adult care facilities, which can be found at <https://www.albertahealthservices.ca/info/page6421.aspx>.

## Sleeping

- When single beds are provided for each client, a bed needs to be appropriately cleaned before it can be used by another client.
- Mattresses used by incontinent clients should have protective covers that are cleanable and moisture-resistant.
- Handle and store bed linens so they stay clean, dry and sanitary.
- All bedding, including blankets and moisture resistant covers, should be washed and sanitized when soiled. Sheets should be laundered between clients, and at least once per week.
- Bed linens should be tightly fitting.

## Bath / Shower

- Don't leave personal hygiene items (brush, sponge, etc) in the tub area.
- Don't store extra linen in tub rooms.
- For hydrotherapy tub maintenance, see Appendix B.

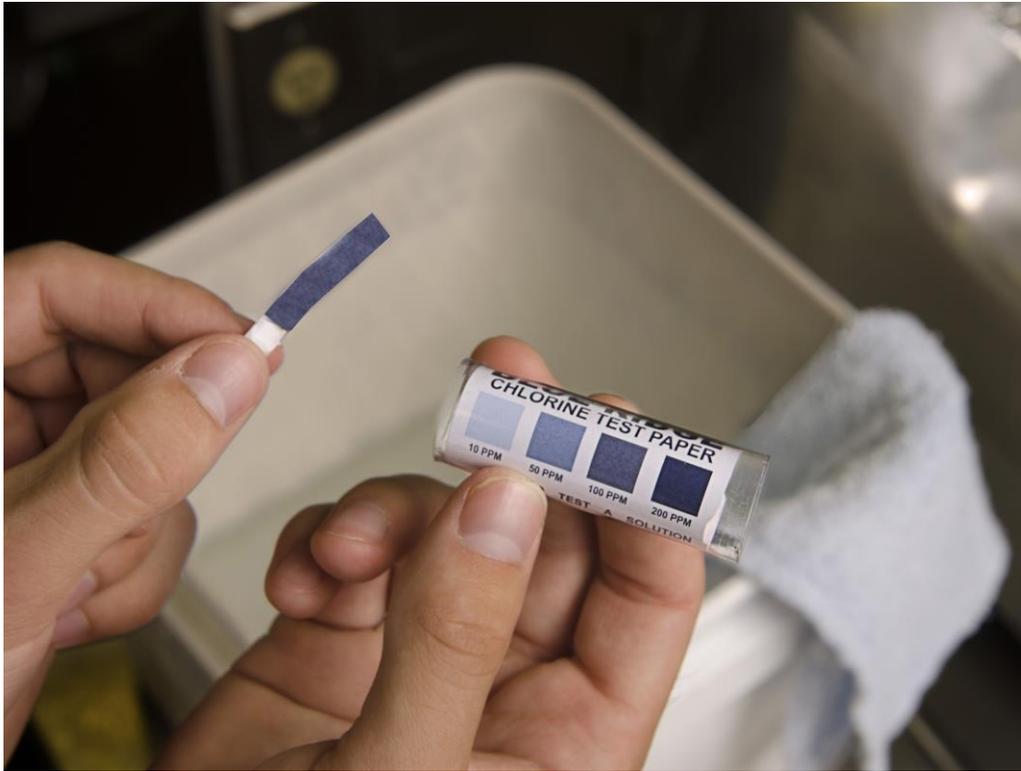
## First Aid

- An adult care facility should meet the first aid requirements of the Alberta Occupational Health and Safety Code. To make sure that your work is classified properly, please consult Schedule 2 in the code.
- Most adult care facilities will classify their work as “medium” hazard work. Please see Appendix C for a table of first aid requirements for “medium” hazard work.



## Maintenance & Cleaning

- Every adult care facility and all equipment for the facility shall be maintained at all times in a clean and sanitary condition. Equipment must also be safe and in good condition.
- You can create and use checklists to help ensure staff are completing regular maintenance of the adult care facility. For example, checking and maintaining washing machine and dryer equipment on a regular schedule.
- See Appendix D and E for how equipment and surfaces need to be cleaned and disinfected.
- Cleaning schedules should be developed and followed for all areas of the adult care facility.
- Cleaning and disinfection during an outbreak requires special attention. For more information, you can contact your local Public Health Inspector or AHS Communicable Disease Control.
- There are Outbreak Management support materials on the Alberta Health Services website. These include guidelines for cleaning and disinfection during outbreaks in adult care facilities at <https://www.albertahealthservices.ca/info/page6421.aspx>.



## Important Cleaning Practices

- Cleaning should be performed from the “least soiled” to the “most soiled” areas. Surface cleaning should be performed from higher elevation to lower elevation surfaces.
- The first step to effectively clean and disinfect surfaces is to wash the surface with soap and water. Rubbing the surface well will help the soap to remove dirt and germs.
- It is important that surfaces be cleaned before they are disinfected. Disinfectants will not work well to kill germs if there is still dirt on the surface.
- This means that cleaning is a two-step process for high touch or heavily soiled areas. Surfaces are first cleaned with detergent, and then a new cloth with disinfectant solution is used. This is referred to as the “wipe twice” procedure.
- Consider all blood and body fluids potentially infectious. After cleaning, the area should be disinfected with an intermediate-level disinfectant. See Appendix E for more information.
- All detergents and disinfectants used in the adult care facility must be used following the manufacturer’s recommendations for dilution, shelf life, storage conditions, method of application and use of personal protective equipment.

- Cloths and containers of cleaner or disinfectant should be changed often to prevent overloading the solution with soil and germs. After emptying containers, they should be cleaned before being refilled. Disposable gloves need to be changed, and reusable gloves should be cleaned to prevent transferring any soil or contamination to the fresh solution.
- Use test strips to make sure that mixed sanitizer solutions remain at the correct concentration over time. If test strips aren't available, mix fresh sanitizer solutions each day.

## Laundering

- Laundry includes items such as bed sheets, blankets, pillow cases, towels and cloth wraps for ice packs or hot packs.
- Dirty laundry can be cleaned using commercial laundry detergent with household bleach (according to product instructions) and a normal machine wash.
- Use complete wash and rinse cycles.
- If laundry or other cloth items become contaminated with blood, vomit, feces, lice or scabies, they have to be stored, transported, and laundered separately from other dirty laundry. After contaminated items are washed, they have to be hot air dried.
- Laundry that have been dirtied with feces or vomit should be pre-treated to remove the organic contamination, otherwise it will be difficult to get them properly cleaned.
- Minimize the chance for transfer of germs between clients. Keep clean and dirty laundry separated. The containers and carts used for clean laundry cannot be used to store or carry dirty laundry. Laundry containers and carts should be cleaned daily and be easily accessible. It's recommended to cover clean linen while you transport it, to help prevent contamination.



## Environmental Public Health

- Dirty laundry should be handled as little as possible. While handling it, staff should avoid shaking dirty laundry and hold it away from the body to prevent contamination of work clothes. Do not place dirty laundry on the floor, it should be placed directly into a laundry container.
- Laundry bags should be:
  - strong enough to hold the linen
  - leak resistant
  - easy to launder
  - closed securely when transporting by cart or hand
  - filled no more than  $\frac{3}{4}$  full
  - laundered after each use
- The manufacturers' recommendations for the maintenance and cleaning of the washing machine and drier should be followed. Maintenance records should be kept for review by Public Health Inspector.
- Staff should protect themselves by wearing gloves while sorting laundry for washing. Hands must be washed with soap and warm water when gloves are changed or removed.
  - Additional personal protective equipment such as masks and coveralls may be required to sort and process laundry, depending on the soil level of the linen.
  - There should be procedures in place to prevent sharps from getting into the laundry.

## Garbage

- Use proper garbage, recycling and other containers made of plastic or metal. Garbage and organics containers must be watertight with a tight-fitting cover.
- Remove garbage and recycling from the adult care facility as often as needed to prevent the material from piling up. Garbage and recyclables should not be spilling out of bins, dumpsters or other storage containers.

## Biomedical Waste

- The facility should have and follow procedures for handling biomedical waste safely to minimize the potential of injuries.
- If needles and other sharps are used in the adult care facility, they must be disposed of in puncture-resistant sharps containers (see picture).
- Keep sharps containers available wherever the sharps are used and in a location inaccessible to residents. A sharps disposal container should be available in laundry rooms of facilities where sharps are in use.
- When sharps containers are  $\frac{3}{4}$  full, or filled to the fill line, stop adding any more sharps and dispose of the container. Seal the full sharps container, then secure and discard it safely.
- Sharps cannot be sticking out of the sharps container.



## Animal Care & Control

- The presence of animals or animal practices should not create or contribute to any conditions that might pose a danger to public health.
- Maintain and follow animal care control documentation for facility live-in animals and animal visitations. This does not apply to qualified service animals (e.g. service dog for a client with a disability).
- Documentation outlining animal care and control should include:
  - Animal health records, temperament and vaccination records.
  - Methods of animal control. For example, detail how the animal will be restricted from food preparation and food storage areas.
  - Locations for storing animal food, supplies, cleaning equipment and animal waste containers.
  - Details of animal care. For example, cleaning, feeding, waste management, and animal equipment used.
  - Which staff are assigned care and control of animals.
  - Hand washing policies for clients, visitors and staff.

## Resources

1. Public Health Act and Regulations, Alberta Queen's Printer website:  
<http://www.qp.alberta.ca/index.cfm>
2. Alberta Health Services Outbreak Management Support Material  
<https://www.albertahealthservices.ca/info/page6421.aspx>
3. First Aid Requirements and First Aid Kits, Alberta Occupational Health and Safety Act: [http://employment.alberta.ca/documents/WHS-LEG\\_ohsc\\_2009.pdf](http://employment.alberta.ca/documents/WHS-LEG_ohsc_2009.pdf)
4. Environmental Public Health Online Resources and Training Courses, Alberta Health Services website: [www.ahs.ca/eph](http://www.ahs.ca/eph) - click on Information for your Business or Community or Education Courses
5. Drug Identification Number, Health Canada's Drug Product Database Online Query: <http://www.hc-sc.gc.ca/dhp-mps/prodpharma/databasdon/index-eng.php>

## APPENDIX A - Minimum Food Safety Recommendations for Facilities with 10 or Fewer Residents

### Food Source

- All food must come from an approved, inspected source. Home-canned foods are not allowed except fruit jams, jellies and pickles.

### Food Protection

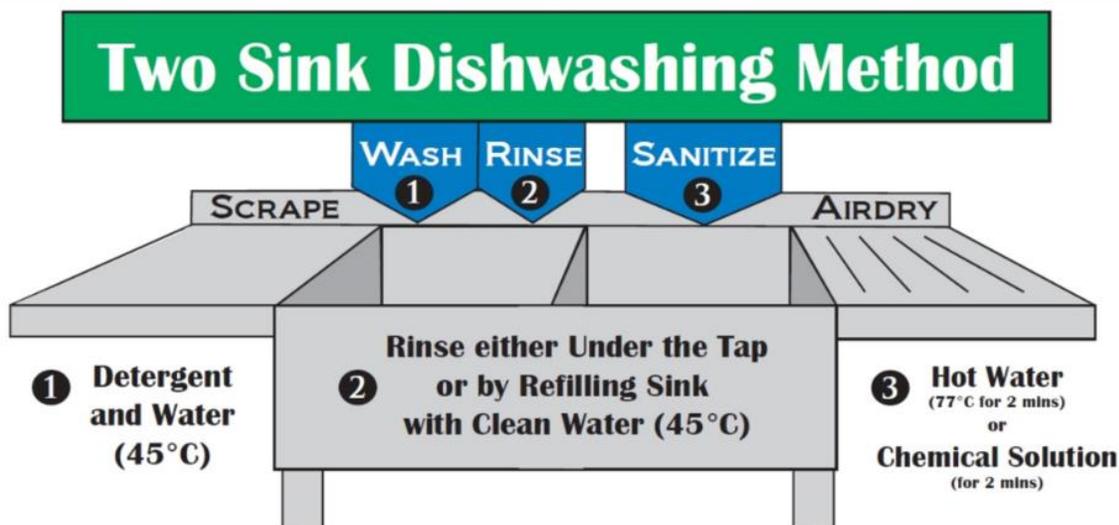
- Foods must be protected from dirt, dust, pests, broken glass, sneezes, and other contaminants.
- Food storage must be clean and sanitary.
- Surfaces that are used to prepare or process foods must be smooth, non-absorbent, and easy to clean.
- You cannot store food or food service items in a washroom.
- Keep foods separated from any chemicals, medicine, or other poisonous substances.
- Packaging material that touches food must be clean and sanitary.

### Temperature Control

- All perishable foods must be kept below 4°C or above 60°C. Perishable foods are foods that contain:
  - Meat and poultry
  - Fish and seafood
  - Eggs
  - Milk and other dairy such as cheese and butter
  - Cooked cereals (e.g. rice)
  - Cooked vegetables
  - Any fruit or vegetable that has been cut or peeled

### Equipment

- Thermometers are required for monitoring temperatures of foods, refrigerators, and the hot water supply.
- If there is no dishwashing machine, a sink with two compartments is required.
- If you have a dishwashing machine, a single sink is still required.
- A hand washing sink with soap and single-use towels should be located in all food preparation areas.
- Use the longest and hottest wash and dry cycle settings on domestic dishwashing machines.
- If washing dishes by hand, the proper dishwashing procedure should be followed as outlined in the figure below.



### Sanitation

- An approved sanitizer should be available on site. These include:
  - Chlorine bleach at a concentration of 100 ppm (parts per million). To make up a 100 ppm solution using household bleach: mix ½ teaspoon of bleach into 1 liter of water.
  - Quaternary Ammonium Compounds (known as Quats) at a concentration of 200 ppm. To make up a 200 ppm solution, follow the manufacturer's instructions.
  - Iodine at a concentration of 12.5-25 ppm. To make up a 12.5-25 ppm solution, follow the manufacturer's instructions.
- Accelerated Hydrogen Peroxide. Follow the manufacturer's instructions for food contact surfaces.
- Use test strips to make sure that mixed sanitizer solutions remain at the correct concentration over time. If test strips aren't available, mix fresh sanitizer solutions each day.

### Hygiene

- Food handlers must follow good personal hygiene habits.
- Food handlers must wash their hands before handling food, and ANYTIME their hands become contaminated (e.g. after using the toilet, after handling raw meat, after sneezing or coughing into hands, after handling garbage).

### Training

- Every person in every adult care facility that handles food, should complete a basic course in safe food handling consisting of 2-3 hours of instruction or home study.
- You can complete a free, basic course, or register for a complete certification course by visiting EPH's website at <https://www.albertahealthservices.ca/eph/Page3151.aspx>.

## APPENDIX B - Hydrotherapy Tub Requirements

### General Requirements

1. These requirements apply specifically to hydrotherapy tubs that recirculate the water contained within the tub.
2. If purchasing a new tub, it must be a non-jetted tub.
3. Post detailed procedures for tub cleaning and disinfection in each tub room. Make sure the procedures follow the manufacturer's recommendations.
4. Put a timer in the tub room so that staff can make sure the disinfectant has had enough contact time to be effective.
5. Have a thermometer and water temperature log sheet available so that the hot water supply temperatures can be recorded.
6. Make water temperature records available for review by Public Health Inspectors.
7. Do not allow use of the tub for clients with fecal incontinence, open wounds, skin infections, urinary catheters/drainage tubes or a communicable disease.
8. The hydrotherapy tub and lift chair must be cleaned and disinfected at the beginning of each day, between each client, and again at the end of the day.

### Cleaning and Disinfecting Procedure

1. Drain and rinse the tub with clean water from the shower hose.
2. Drain and fill the tub with water until the intake valve is covered.
3. In the tub basin, prepare the disinfectant solution according to manufacturer's instructions.
4. Scrub the interior surface of the tub. Use a nylon scrub brush and the prepared disinfectant solution that you added to the tub/foot well.
5. Scrub the lift chair, footpads and any other components.
6. Turn on the circulation system as per the manufacturer's instructions. Allow the circulation system to run long enough to get the required contact time for the disinfectant type and concentration used.
7. You can make sure you get proper contact time by setting the timer, after the circulation is turned on.
8. Drain the tub and use the shower hose to rinse all inlets. Do this until the rinse water running out of the inlets is clear.
9. Rinse the lift chair and all other equipment. The tub is now ready for use.
10. At the end of each day, after cleaning and disinfecting, drain the tub but do not rinse. This allows the disinfectant to remain in the lines overnight.
11. The following morning, rinse the tub before the first use.

## APPENDIX C - First Aid Requirements for Medium Hazard Work

Adapted from the Alberta Occupational Health and Safety Code 2009 (Schedule 2)

Note: Number of first aiders indicated is for a shift at all times

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 – 40 minutes)	Isolated work site (more than 40 minutes)
1	Type P First Aid Kit *	Type P First Aid Kit	Type P First Aid Kit
2 – 9	1 Emergency First Aider No. 1 First Aid Kit *	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aider No. 2 First Aid Kit 3 blankets
10 – 19	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit *	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
20 – 49	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
50 – 99	2 Emergency First Aiders 1 Standard First Aider No. 3 First Aid Kit *	2 Emergency First Aiders 1 Standard First Aider No. 3 First Aid Kit 3 blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets
100 – 199	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit Designated area for first aid services	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders 1 Advanced First Aider No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services
200 or more	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 EMT-P <b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 EMT-P <b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Nurse or 1 EMT-P <b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room

\* Please check the [Code](#) for details on first aid kits

## APPENDIX D - Cleaning & Sanitizing Surfaces & Equipment

1. Wash with a detergent and warm water.
2. Rinse detergent away with clean warm water.
3. Wipe, spray, or keep item submerged in a sink for 2 minutes in one of the approved sanitizers listed below.
4. After sanitizing step, let the surface or item air dry.

Approved Sanitizer	How to Mix	Solution Strength
Chlorine Solution	<ul style="list-style-type: none"> <li>• 2.5 ml (1/2 teaspoon) household bleach per litre (4 cups) of water</li> <li>or</li> <li>• 30 ml (1 ounce or 2 tablespoons) household bleach per 15 litres (3.3 gal) or a domestic sink half-filled with water.</li> </ul>	100 ppm Chlorine for food contact surfaces, toys and other environmental surfaces.
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions for mixing correct concentration and for the concentration required for environmental surfaces. Product must have a DIN (Drug Identification Number) issued by Health Canada.	200 ppm QUATS for food contact surfaces.
Iodine Solution	Follow manufacturer's instructions	12.5 – 25 PPM Iodine
Accelerated Hydrogen Peroxide	Follow manufacturer's instructions for mixing the correct concentration. Product must have a DIN issued by Health Canada.	0.5%AHP (with disinfectant claim)

Sanitizers prepared onsite must have their concentration tested regularly with sanitizer test papers or other testing equipment. Sanitizers premixed by the manufacturer and marked with an expiry date don't need to be tested regularly.

All products claiming to be a disinfectant must have a Drug Identification Number (DIN). If the DIN is not clearly listed on the product container please refer to Health Canada's Drug Product Database Online Query, which can be found at <http://www.hc-sc.gc.ca/dhp-mps/prodpharma/databasdon/index-eng.php>.

## APPENDIX E - Cleaning & Disinfecting Blood Spills, Feces, Vomit & Other Body Fluids

Staff must treat all body fluid spills carefully, as there is a hazard of infectious disease. All the materials used to clean the body fluid spill (e.g. rags, brushes, gloves, etc.) must also be treated as infectious and handled with care.

Only allow staff that know these clean-up procedures to clean a body fluid spill.

Before cleaning begins, a staff person needs to supervise the area that is affected by the body fluid spill. This is to make sure the public and other staff do not enter the affected area.

A hazard remains until the entire contaminated area has been properly cleaned and disinfected, and contaminated materials including the cleaning equipment that was used have been disposed of safely.

### Materials Needed

- Gloves
- Other personal protective equipment such as a mask, eye goggles, coveralls and booties
- Paper towel or disposable rags
- Bleach solution (1 part bleach to 9 parts water)
- Leak-proof garbage bag

### A. Cement and Non-absorbent Surfaces

1. Wear gloves (preferably disposable) made with non-absorbent material (e.g. latex, vinyl, rubber) to protect your hands. Do not use torn gloves, and avoid tearing your gloves on equipment or sharp objects. Use additional protection such as face shield, goggles, or disposable apron, as needed, to protect personal clothing, skin, lips, and eyes.
2. Blot any excess body fluid using paper towels or disposable rags/cloths. Do not use a mop because they are difficult to properly clean afterwards, and there may be possible splashing of body fluids.

3. Use a bleach solution to disinfect the area (1 part household 5.25% bleach to 9 parts water). Pour enough of the bleach solution over the affected area so that the area is wet with the solution, and let the solution sit for a minimum of 10 minutes.
4. Soak up the bleach solution with fresh paper towels or disposable rags/cloths.
5. Place all used paper towels or rags/cloths in a leak-proof garbage bag. If disposable gloves are used, remove and discard the gloves and other protective equipment at this point. Dispose of the plastic bag into the regular trash.
6. After cleaning and disinfecting the area, wash hands thoroughly with soap and water.

## **B. Carpet**

If the spill occurs in a carpeted area, using bleach might cause discoloration of the carpet. Another non-staining disinfectant is recommended to clean the carpet (see Alternative Disinfectants below). If the spill is heavy, you might want to replace the affected area of the carpet and underlay. Steam cleaning of the affected materials is also acceptable.

## **C. Precautions for Cleaning and Disinfecting**

1. Bleach is corrosive. It may damage colored fabrics or corrode some surfaces unless rinsed off.
2. Bleach should only be used in well-ventilated areas and care should be taken to avoid exposure to skin, eyes and mucous membranes.

## **D. Alternative Disinfectants**

Alternative disinfectants such as accelerated hydrogen peroxide compounds can be used to clean blood and other body fluids. Disinfectants must have a drug identification number (DIN) issued by Health Canada.

The contact time and mixing instructions for cleaning blood and fluids issued by the manufacturer must be followed. Contact time is essential. Often, merely spraying and wiping or letting the disinfectant air-dry will not ensure sufficient contact time.

- Sanitizer concentration must be tested regularly with sanitizer test papers or other testing equipment.
- Check the manufacturers' label for product information such as surface or carpet staining precautions.

## APPENDIX F - Health & Safety for Adult Group Homes

All public accommodation must meet the requirements of the Alberta's Housing Regulation and the Minimum Housing and Health Standards (the Standard). The Standard protects the health and well-being of occupants of rental housing. The Standard is available at <http://www.health.alberta.ca/documents/Standards-Housing-Minimum.pdf>

The following recommendations apply to all adult group homes in Alberta that have a maximum of 10 clients. A public health inspector may indicate additional requirements or recommendations during inspections.

- Fire extinguishers and carbon monoxide detectors are recommended.
- Properly dispose of garbage to prevent objectionable odors and the attraction of pests.
- Use separate laundry baskets for clean and dirty laundry. This is especially important when clients are ill, and for collecting heavily soiled laundry.
- Maintain clients' beds in a clean and sanitary condition. If the client is incontinent, the bed should have a mattress cover.

### **Hygiene and Bathing**

- Each client should have their own wash cloths and towels.
- Monitor the maximum hot water temperatures from bathing or showering fixtures. To avoid scalding injuries, bath water or shower temperatures should not be hotter than 49°C. Other client accessible taps should not be hotter than 54°C.

### **Animals**

- Do not allow animals in food preparation or food storage areas.
- Wash hands after touching animals, animal waste, or any animal related supplies.
- Routine vet examinations and vaccinations for all animals should be kept up to date.

## **Food Safety**

- All food should come from an approved/inspected source. The use of home-canned food is not recommended, except for home-canned fruit jams, jellies, and pickles.
- Protect foods from contamination such as dirt, dust, vermin, broken glass, coughs and sneezes.
- Store foods in a clean and sanitary manner.

## **General Safety**

- A First Aid Kit should be accessible at all times.
- Take appropriate steps to prevent injury for clients at risk for falls.
- Keep chemicals and medications in a locked space, so that at-risk individuals don't have access.
- Use a puncture resistant container for sharps disposal.
- Service the furnace every 2 years.
- Keep combustible materials away from the hot water tank and furnace.