Health and Safety Information Guide for
Adult Care Facilities

February 2014
Table of Contents

Table of Contents.................................................................................................................. 2
A.  INTRODUCTION.................................................................................................................. 3
B.  REGULATIONS.................................................................................................................... 3
C.  CONSTRUCTION AND RENOVATION ............................................................................ 3
D.  FACILITY REQUIREMENTS............................................................................................... 4
    SPACE REQUIREMENTS ..................................................................................................... 4
    CONSTRUCTION ................................................................................................................. 4
        FLOORS, WALLS, CEILINGS ...................................................................................... 4
        WINDOWS AND DOORS .............................................................................................. 4
        STORAGE SPACE ........................................................................................................ 5
        LAUNDRY AREA ......................................................................................................... 5
        STAIRWAYS AND WALKWAYS ............................................................................... 5
    PLUMBING ....................................................................................................................... 6
        WATER SUPPLY ........................................................................................................... 6
        SEWAGE SYSTEM ....................................................................................................... 6
        SHARED WASHROOMS ............................................................................................ 7
    LIGHTING .......................................................................................................................... 7
    AIR QUALITY ..................................................................................................................... 8
    HOT WATER TEMPERATURE AND EQUIPMENT SAFETY .............................................. 8
    SWIMMING POOLS/WADING POOLS/HOT TUBS ............................................................... 9
E.  OPERATIONAL REQUIREMENTS ..................................................................................... 9
    FOOD PREPARATION ....................................................................................................... 9
    PERSONAL HYGIENE ...................................................................................................... 9
    COMMUNICABLE DISEASES .......................................................................................... 10
    SLEEPING ........................................................................................................................ 10
    BATHING/SHOWER .......................................................................................................... 10
    FIRST AID ........................................................................................................................ 11
    MAINTENANCE AND CLEANING ................................................................................. 11
        GENERAL CLEANING PRINCIPLES ................................................................. 11
    LAUNDERING .................................................................................................................. 12
    GARBAGE ........................................................................................................................ 13
    BIOMEDICAL WASTE ..................................................................................................... 13
    ANIMAL CARE AND CONTROL .................................................................................. 14
APPENDIX A Minimum Food Safety Recommendations For Facilities with 10 or Fewer Residents ................................................................. 15
APPENDIX B Hydrotherapy Tub Requirements ................................................................. 17
APPENDIX C First Aid Requirements For Medium Hazard Work ..................................... 18
APPENDIX D Cleaning and Sanitizing Food Contact Surfaces, Equipment and Other Surfaces ................................................................. 19
APPENDIX E Cleaning and Disinfecting Blood Spills, Feces, Vomit and Other Body Fluids ............................................................................ 20
APPENDIX F Health and Safety Information for Adult Group Homes .................................. 22
RESOURCES ......................................................................................................................... 24
CONTACT INFORMATION ................................................................................................. 24
A. INTRODUCTION

This information guide is designed to assist adult care facility operators in understanding the general health and safety requirements required by legislation and those “best practice” recommendations to help prevent disease transmission or injury. Adult care facilities in Alberta include a diversity of facilities. These facilities vary significantly in client population, levels of personal support for daily living and also in the particular health services they provide/offer to residents. The compliance of the facility to the Public Health Act and pursuant regulations is to be confirmed by an Executive Officer/Public Health Inspector.

For specific information regarding your facility, contact your local Executive Officer/Public Health Inspector.

B. REGULATIONS

In addition to these guidelines, the following regulations may apply to your facility:

1. Communicable Disease Regulation.
2. Institution Regulation - applies to child care programs within adult care facilities.
3. Food Regulation - applies to any adult care facility that provides care to more than 10 people.
4. Housing Regulation - applies to any facility offering overnight accommodation.
5. Personal Services Regulation - applies to any personal services - such as hair styling and esthetics services - within adult care facilities.
6. Swimming Pool, Wading Pool and Water Spray Park Regulation - applies to any adult care facilities that have a swimming pool, hot tub or wading pool.
7. Nuisance and General Sanitation Regulation.

These regulations can be found at Alberta Queen’s Printer website:
http://www.qp.alberta.ca/index.cfm

C. CONSTRUCTION AND RENOVATION

Before renovation, construction, or structural alteration of an adult care facility is undertaken, the local Environmental Public Health Office should be notified and approval granted from an Executive Officer/Public Health Inspector.
D. FACILITY REQUIREMENTS

SPACE REQUIREMENTS

Every adult care facility should have adequate space and facilities for all activities connected with the operation.

All bedrooms must be a minimum of 3 m$^2$ (total floor area) or have 5.6 m$^3$ of air space per adult in the bedroom (Minimum Housing and Health Standards, 1999).

In a dormitory, the sleeping area must have at least 4.6 m$^2$ or have 8.5 m$^3$ of air space per adult in the sleeping area (Minimum Housing and Health Standards, 1999).

CONSTRUCTION

FLOORS, WALLS, CEILINGS

All floors, walls and ceilings should be appropriate to the area and in good condition.

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.

WINDOWS AND DOORS

Windows, doors or other openings that are used to provide fresh outdoor air into the building must have screens.

Each bedroom must provide a reasonable means of egress in the case of a fire or other emergency. Egress is a way to easily exit the bedroom. Where residents are able to self-evacuate, egress may be the window(s) in a bedroom. Where self-evacuation is not likely, sprinkling sets and operator procedure for evacuation must be evaluated by relevant Safety Codes Officers (Fire Department/Building Codes Department).

If window security bars are present on windows, they must be equipped with quick release devices or installed to be opened without tools or special knowledge.

All windows and exterior doors shall be in good working condition, have no cracks and be weatherproof.

If the facility operates in the winter months, windows in the living, eating and sleeping areas must be protected against cold weather. This can be achieved by a storm sash (window outside of an ordinary window to protect against severe cold weather), double glazing, or other durable thermal/air resistant barrier that is approved by an Executive Officer/Public Health Inspector.
STORAGE SPACE

Every adult care facility should have adequate storage space for:

- Foods and utensils;
- Cleaning equipment, supplies, and toxic materials
- Personal items of the staff;
- Personal items of the residents
  - If these items are stored in a common area, each resident's items should be labeled and stored in a designed spot specific for that resident;
- Different types of chemicals and materials may require separate storage from each other. For example: cleaning products should be kept in a locked cabinet separate from food items.

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.

LAUNDRY AREA

Every laundry room should:

- Be completely separate from food preparation and storage areas;
- Be easy to clean and have smooth, non-absorbent, easy to clean floors, walls and ceilings;
- Provide proper venting to the exterior of the building, for the clothes dryer; and
- Provide adequate space and appropriate containers to keep dirty linens from contaminating clean linens

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.

STAIRWAYS AND WALKWAYS

- Every stairway must be equipped with secure handrails and be maintained in safe condition.
- Handrails and guards must be safe and secure, maintained in good repair and must reasonably prevent injury.
- Every adult care facility with changes in floor level should have safeguards to help protect clients from injuries.
- Stairways and walkways must be well lit, clear and free from snow and ice.
PLUMBING

WATER SUPPLY

- Potable water (safe drinking water quality) must be supplied to all areas of the adult care facility. The supplies must have sufficient volume, pressure, and temperature to serve the needs of the facility.
- Hot water heating devices must be capable of maintaining hot water temperatures of at least 46°C to 60°C at the heating device.
- All hot water fixtures should have approved tempering devices (devices that blend hot water with cold water to a set temperature) to prevent scalding.
- Maximum hot water temperatures in baths or showers should never exceed 49°C. The recommended hot water temperature is approximately 43°C.

SEWAGE SYSTEM

- Every adult care facility must be connected to the public sewage system, or to an approved private sewage disposal system.
- The plumbing system and the sanitary drainage system or private sewage disposal system (including drains, fixtures, traps, vents, stacks, waste disposal facilities, pump-out sewage holding tanks, septic tanks and the disposal system) must be maintained in proper operating condition.
- Adequate water volume and pressure must be provided to ensure the proper operation and flushing of all fixtures.
- All plumbing fixtures must be serviceable, free from leaks, trapped and vented to the outside.

HAND WASH SINKS

- Every adult care facility should have easily accessible hand washing sinks for the use of staff and residents in areas where hand hygiene is critical, including: kitchen and serving areas; coffee and snack stations; laundry room; washroom and bathing areas; housekeeping rooms and, when appropriate, in areas close to resident rooms.
- All hand washing sinks must be supplied with soap in suitable dispensers, hot and cold running water, and hot air dryers or single service disposable or individual use towels in suitable dispensers. A sign outlining the proper hand washing steps is recommended.
WASHROOMS

- Except where exempt by regulation, every adult care facility shall be provided with plumbing fixtures of an approved type consisting of at least 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 (drinking water quality) hot and cold running water.
- The hand wash sink must be in the same room as the flush toilet and/or close to the door leading directly into the room with the flush toilet.
- All rooms containing a flush toilet and/or bathtub or shower must be provided with a window that opens to the outside or with a mechanical fan.
- Any equipment provided to assist in using the toilet and bathing facilities must be maintained in a safe working condition.

SHARED WASHROOMS

Residents of an adult care facility where there are two or more bedrooms may share a flush toilet, hand wash sink and bathtub or shower provided that:

- The residents have access to the washroom without going through another bedroom suite or outside of the building; and
- The washroom is located on the same floor as, or on the next storey up or down from the floor on which the bedroom suite is located; and
- No more than eight residents share one group of plumbing fixtures (toilet, hand wash sink, bathtub or shower).

LIGHTING

All areas of the facility must have adequate lighting. Specific recommendations for illumination levels are:

- Lights should be located, constructed and covered to prevent contamination of food and potential injuries to residents or staff in the case of the light bulb breaking;
Every sleeping area, hallway, stairway and toilet room should have artificial light sources capable of maintaining light intensity of not less than 50 lux in all parts of the room;

All other rooms must also have natural or artificial light sources capable of maintaining light intensity of 50 lux in all parts of the room; and

All light fixtures should be installed to provide illumination of at least 540 lux in areas where food is prepared or in dishwashing areas.

**AIR QUALITY**

All heating facilities within an adult care facility are to be properly installed, maintained in good working condition, and capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms within the facility to a temperature of:

- At least 22°C and should not exceed 28°C, or;
- If indoor temperatures exceed 28°C, the Executive Officer will assess if mitigating factors will avoid/mitigate heat stress risks to clients (e.g. natural ventilation, fans, etc.).

Ventilation provided should demonstrate that:

- Supply and return air systems are ducted, and
- 100% of the supply air is exhausted and not returned from:
  - i) washroom facilities,
  - ii) clothes drying areas

**HOT WATER TEMPERATURE AND EQUIPMENT SAFETY**

- The maximum hot water temperature discharging from all fixtures that clients use or contact should be 49°C or less. Clinical staff should ensure a bathing/showering temperature of 38°C to 43°C.
- Hand washing basins that are accessible to residents should have a hot water temperature of 49°C or less. Regulatory enforcement will be considered if temperatures exceed 54°C.
- In resident restricted areas such as the commercial kitchen or laundry areas, the hot water temperature maximums for residents do not apply.
- Residents must be adequately protected from injurious conditions such as radiators, hot water pipes or other heating devices.
**SWIMMING POOLS/WADING POOLS/HOT TUBS**

- Every swimming pool provided by an adult care facility must comply with the current Alberta Swimming Pool, Wading Pool and Water Spray Park Regulation.

**E. OPERATIONAL REQUIREMENTS**

**FOOD PREPARATION**

- All adult care facilities that provide care to more than 10 residents must obtain a food permit under the *Alberta Food Regulation*.
- In every adult care facility, food preparation areas must be adequately separated from other areas.
- Adult care facilities with 10 or fewer residents should meet the minimum standards outlined in Appendix A.

**PERSONAL HYGIENE**

- Staff must wear clean, readily washable clothes.
- Smoking, eating, drinking, or any other action that may result in cross contamination (transfer of harmful germs from one item or person to another) while performing resident care and/or food preparation is not allowed.
- Hand washing is required before and after resident care as well as after any potential hand contamination.
- 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.
- Hair must be kept controlled. This can be achieved by using hairnets, hats, and or tying hair back.
- All staff who are working and/or have contact with residents must be healthy and not be suffering from a communicable infection such as a cold, influenza or diarrhea.
COMMUNICABLE DISEASES

- All cases of illness identified in residents and staff at each facility must be logged and properly managed (e.g. isolating residents or excluding staff from facility) by staff at the facility, following the appropriate AHS guidelines for outbreak management.
- The AHS Guidelines for Outbreak Prevention and Control Management in Supportive Living and Home Living Sites can be found on the Alberta Health Services website or by contacting your local Executive Officer/Public Health Inspector or AHS Communicable Disease Control.
- Clusters of illness identified (indicative of a possible outbreak) at any facility must be reported to AHS and managed in a manner consistent with AHS guidelines.

SLEEPING

- A single bed, when provided for a client, should have appropriate cleaning procedures performed to it prior its use by another client.
- Mattresses used by incontinent clients should have cleanable, moisture resistant covers.
- Bed linens should be tightly fitting.
- All bed linens should be maintained in a clean, dry, sanitary condition and shall not be used for more than one individual without laundering between uses.
- 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.

BATHING/SHOWER

- All personal hygiene items (brush, sponge, etc) should not be left in the tub area.
- Extra linen should not be stored or present in tub rooms.
- See Appendix B: Hydrotherapy tub maintenance.
**FIRST AID**

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

**MAINTENANCE AND 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.

- Surfaces and equipment must be cleaned and disinfected as outlined in *Cleaning and Sanitizing Food Contact Surfaces, Equipment and Other Surfaces – Appendix D* and/or *Cleaning and Disinfecting Blood Spills, Feces, Vomit and Other Body Fluids – Appendix E*.

- Cleaning schedules should be developed and followed for all areas of the adult care facility.

- Cleaning and sanitizing during an outbreak requires special attention. The *Guidelines for Outbreak Prevention, Control and Management in Supportive Living and Home Living Sites* or *Guidelines for Outbreak Prevention, Control and Management in Facility Living Sites* must be followed during outbreaks.

**GENERAL CLEANING PRINCIPLES**

- 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 achieved by using water, detergent and friction (elbow grease) to physically remove soil (dirt) and germs.

- Once all the soil has been removed, disinfection of surfaces can be achieved. It is important that soil is removed first, because soil blocks the working action of the disinfectant or sanitizer. This means that cleaning is a two step process for high touch or heavily soiled areas. Areas are cleaned once and then a new cloth and solution are used for the second cleaning. This is referred to as the...
“wipe twice” procedure.

- All blood and body fluids should be considered potentially infectious and should be cleaned and disinfected when these types of spills occur. After cleaning, the area should be disinfected with an intermediate-level disinfectant. Refer to Appendix E for more information.

- All detergents and disinfectants 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 buckets of cleaner/disinfectant should be changed often to prevent overloading the solution with soil and germs. When buckets are emptied, they must be cleaned before being refilled. Gloves should also be cleaned to prevent transferring the soil to the fresh solution.

- Mixed bleach/water solutions should be verified (test strips) for appropriate concentrations or new solutions mixed daily.

**LAUNDERING**

Laundry includes items such as bed sheets, blankets, pillow cases, towels and cloth wraps for ice packs or hot packs.

Linens, towels and items contaminated with blood, vomit, feces, lice, bedbugs or scabies must be stored, transported and laundered separately and then hot air dried.

Laundry must be handled in such a way that transmission of germs from one client to next is minimized or prevented. It is recommended that all clean linen is covered while being transported to help prevent contamination.

Laundry should be:

- Considered contaminated after use
- Handled as little as possible with a minimum of agitation and shaking after use
- Held away (avoid hugging the soiled materials) from the body to prevent contamination of personal clothing
- Discarded directly into a laundry hamper and never placed on the floor
- Washed and dried between uses
- Separate laundry carts should be used for clean and dirty linens
- Laundry hampers/carts should be cleaned daily and be easily accessible
Laundry bags should be:
- Of sufficient strength to hold the linen
- Leak resistant
- Easy to launder
- Tied securely when transporting by cart or hand
- Filled no more than ¾ full
- Laundered after each use

Other considerations:
- Gloves should be worn to sort 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.
- Linens with human waste (fecal matter or vomit) on them require pre-treating to remove the organic material. It is difficult to properly clean laundry when organic material has not been pre-treated prior to laundering.
- Procedures should be implemented to prevent sharps from being discarded with the laundry.
- Use of commercial laundry detergent with household bleach (according to product instructions) and a normal machine wash are sufficient to clean soiled linen.
- Use complete wash and rinse cycles.
- The manufacturers’ recommendations for the maintenance and cleaning of the washing machine and drier should be followed. These activities should be logged and open to review by Executive Officer/Public Health Inspectors.
- Clean linens must be handled in a way that prevents contamination and ensures its cleanliness.
- Clean linen must be stored apart from soiled linens.

**GARBAGE**

Garbage should be kept in watertight, fly proof, enclosed containers of suitable strength to hold the contents without tearing or splitting.

Garbage should be properly stored and disposed of as often as necessary to eliminate overflow or nuisance.

**BIOMEDICAL WASTE**

The facility should have and follow procedures for handling biomedical waste safely to minimize the potential of injuries.

Puncture-resistant sharps containers should be accessible at point of use, not filled more than ¾ full or past the marked full line and not have any protruding sharps.

When full, sharps containers must be sealed, secured and stored in a safe manner.
A sharps disposal container should be available in laundry rooms of facilities where sharps are in use.

**ANIMAL CARE AND CONTROL**

The presence of animals or animal practices should not create or contribute to any conditions that might pose a danger to public health.

For facility live-in animals and animal visitations, excluding service animals, documentation detailing animal care and control should be maintained and followed.

Documentation outlining animal care and control should include:

- Animal health records, temperament and vaccination records.
- Methods of animal control including restriction to food preparation and storage areas.
- Storage location of animal food, supplies, cleaning equipment and waste receptacles.
- Animal (and equipment) cleaning, feeding and waste management.
- Designation of staff for the care and control of animals.
- Hand washing policies for clients, visitors and staff.
APPENDIX A
Minimum Food Safety Recommendations For Facilities with 10 or Fewer Residents

Food Source
- All food should come from an approved/inspected source. The use of home-canned food, with the exception of fruit jams, jellies and pickles, is not recommended.

Food Protection
- Foods should be protected from contamination including but not limited to dirt, dust, vermin, broken glass, nose and throat secretions, and other contaminants.
- Foods should be stored in a clean and sanitary manner.
- Foods should not be stored in a washroom.
- Foods should be separated from poisonous substances.
- Any packaging material that comes into contact with food should be constructed of a food grade material and be clean and sanitary.
- High risk/perishable foods such as meat, seafood, dairy, cooked starches such as rice, etc. should be kept below 4°C or above 60°C.
- Surfaces used to prepare or process foods should be smooth, impervious to moisture and easy to clean and sanitize.

Equipment
- A 2-compartment sink, or 1-compartment sink and a domestic dishwasher (on the longest and hottest wash and dry cycle) are recommended for proper cleaning of dishes and other food contact surfaces.
- A hand washing sink and supplies (warm water, soap and single-use towels) should be located in all kitchen/food preparation areas.
- A thermometer should be available for monitoring temperatures of perishable foods, refrigerators, and the hot water supply.
- If washing dishes by hand, the proper dishwashing procedure should be followed as outlined in the figure below:
Hygiene

- All food handlers should follow good personal hygiene habits and wash hands thoroughly prior to and during the handling of food.

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. Change solution weekly.
  - 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.
- In the absence of verifiable (test strips) concentrations of sanitizer in solution (e.g. bleach/water solutions), all mixed solutions should be replaced daily.

Training

- Every person in every facility, who handles food, should complete a course in basic food safety offered through Alberta Health Services. This course is available in a home study format online at [www.albertahealthservices.ca/eph.asp](http://www.albertahealthservices.ca/eph.asp). Click on Education Courses and pick Home study Course in Food Safety. To attend a classroom session, please contact your local Environmental Public Health Department for more information.
APPENDIX B
Hydrotherapy Tub Requirements

1. Detailed cleaning and disinfection procedures should be posted in each tub room and follow manufacturer’s procedures. Hydrotherapy tubs are considered to be tubs that re-circulate the water contained within the tub.

2. A timer should be present in the tub room to ensure proper contact time of the disinfectant.

3. A thermometer is required for monitoring temperatures of the hot water supply and the temperature should be recorded.

4. Records should be available for review by Public Health Inspectors when required.

5. All new tubs purchased should be non-jetted.

6. An exclusion policy should be implemented for clients with fecal incontinence, open wounds, skin infections, urinary catheters/drainage tubes or a communicable disease.

7. 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.

General 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 disinfectant solution according to manufacturer’s instructions.

4. Scrub the interior of the tub using a nylon scrub brush and the prepared disinfectant solution from the bottom of the tub/foot well.

5. Scrub the lift chair, footpads and any other components.

6. The circulation system must be engaged as per manufacturer’s instructions and allow recommended contact time with the appropriate disinfectant.

7. Ensure proper contact time by setting the timer once circulation has begun.

8. Drain the tub and direct water with the shower hose into all inlets until the water runs 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)

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

Note: Number of first aiders indicated is for a shift at all times
* Please check the Code for details on first aid kits
APPENDIX D
Cleaning and Sanitizing Food Contact Surfaces, Equipment and Other Surfaces

1. Wash thoroughly with a detergent and warm water.
2. Rinse with clean warm water.
3. Wipe or spray with one of the approved sanitizers listed below.
4. Air dry

<table>
<thead>
<tr>
<th>Approved Sanitizer</th>
<th>Mixing Instructions</th>
<th>Solution Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine Solution</td>
<td>2 ml (1/2 teaspoon) household bleach per liter (4 cups) of water</td>
<td>100 ppm Chlorine or manufacturer’s instructions</td>
</tr>
<tr>
<td>Quaternary Ammonia Solution (QUATS)</td>
<td>Follow manufacturer’s instructions</td>
<td>200 ppm Quats or manufacturer’s instructions</td>
</tr>
<tr>
<td>Iodine Solution</td>
<td>Follow manufacturer’s instructions</td>
<td>Between 12.5 ppm and 25 ppm Iodine or manufacturer’s instructions</td>
</tr>
<tr>
<td>Accelerated Hydrogen Peroxide</td>
<td>Follow manufacturer’s instructions</td>
<td>As per manufacturer’s instructions</td>
</tr>
</tbody>
</table>

- Sanitizer concentration must be tested regularly with sanitizer test papers or other testing equipment.

- 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:
All body fluids, including blood, along with any soiled cleaning equipment used to clean up the spill must be treated as infectious and handled cautiously. Only knowledgeable individuals should perform the clean-up procedure.

Before beginning the clean-up procedure, restrict public and staff access to the affected area and do not leave the contaminated area unattended. A hazard remains until the entire contaminated area and the soiled cleaning equipment have been disinfected or 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

**CLEAN-UP PROCEDURE**

**Cement and Impervious Surfaces**

1. Wear disposable gloves made with impervious material to protect your hands.
   a. Torn gloves must not be used, and caution must be exercised to avoid tearing gloves on equipment or sharp objects.
   b. Use additional personal protective equipment (PPE), as needed, to protect personal clothing, skin, lips and eyes.
2. Blot excess fluid using paper towels or disposable rags/cloths. Mops are not recommended due to difficulty cleaning and the potential for aerosol generation.
3. Flood the affected area generously with a pre-made bleach solution (1 part household bleach to 9 parts water) and let sit for a minimum of 10 minutes.
4. Blot up as much of the bleach solution as possible with fresh paper towels or disposable rags/cloths.
5. Remove gloves and place in a sturdy leak-proof garbage bag along with used paper towels and rags/cloths. Dispose the plastic bag into the regular trash.
6. After cleaning and disinfecting the area, wash hands thoroughly with soap and water.
Carpet
If the spill occurs in a carpeted area, using a bleach solution is not recommended as it can cause discoloration. A low-level disinfectant or the use of a steam cleaner is recommended to clean carpet. If the spill is heavy, replacement of the affected area of carpet might be advisable.
APPENDIX F
Health and Safety Information for Adult Group Homes

Introduction

All public accommodation must conform to the Housing Regulation and the Minimum Housing and Health Standards (MHHS). The primary objective of the MHHS is to protect and promote the health and well being of the occupants of rental housing premises and those who may reside in the immediate vicinity of such premises. The entire MHHS may be found at: https://open.alberta.ca/publications/minimum-housing-and-health-standards

1.0 Best Practice Guidelines

The following are “best practice” guidelines applicable to all adult group homes with a maximum of 10 clients in Alberta. As these facilities can vary significantly with respect to levels of personal care support for daily living and also in the particular health services they offered to residents, additional requirements may be noted during inspections by Executive Officers/Public Health Inspectors (PHI).

A. Fire extinguishers and carbon monoxide detectors are recommended.

B. Garbage and refuse should be disposed of in an approved manner to prevent objectionable odors and the attraction of pests.

C. A separate laundry basket for clean and dirty laundry, especially in times of suspected illness/heavily soiled laundry items should be available.

D. Beds provided for clients should be maintained in a clean and sanitary condition and equipped with a mattress cover if the client is incontinent.

Hygiene and Bathing

A. Individual wash cloths and towels for each client are recommended.

B. Maximum hot water temperatures from bathing or showering fixtures should be monitored to avoid potential injury or scalds. Bath water or shower temperatures should not exceed 49°C. Other client accessible taps should not exceed 54°C.

Animals

A. Animals should not be allowed in food preparation or food storage areas.

B. Handwashing should occur after touching animals, animal waste, or any animal related supplies.

C. Routine vet examinations and vaccinations for all animals should be kept up to date.
Food Safety

A. All food should come from an approved/inspected source. The use of home-canned food, with the exception of fruit jams, jellies and pickles, is not recommended.

B. Foods should be protected from contamination including but not limited to dirt, dust, vermin, broken glass, nose and throat secretions, and other contaminants.

C. Foods should be stored in a clean and sanitary manner.

General Safety

A. A First Aid Kit should be accessible at all times.

B. Facilities with clients at risk for falls should take appropriate steps to prevent injury.

C. All chemicals and medications should be locked or inaccessible to at-risk individuals.

D. A puncture resistant container for sharps disposal should be available.

E. Furnace should be serviced every 2 years.

F. Combustibles should be kept a reasonable distance from the hot water tank and furnaces.
RESOURCES

1. Public Health Act and Regulations, Alberta Queen’s Printer website:
   http://wwwqp.alberta.ca/index.cfm

2. Guidelines for Outbreak Prevention, Control and Management in Supportive Living and Home Living Sites August 2011. Alberta Health Services website:
   https://www.albertahealthservices.ca/info/page6421.aspx


4. Environmental Public Health Online Resources and Training Courses, Alberta Health Services website: http://albertahealthservices.ca/eph.asp - click on resources or courses


CONTACT INFORMATION

Website: http://www.albertahealthservices.ca/eph.asp - a list of all offices is provided

Environmental Public Health Main Offices:
North Zone (Fort McMurray/Grande Prairie): 780-791-6078 / 780-513-7517
Edmonton Zone (Edmonton): 780-735-1763
Central Zone (Red Deer): 403-356-6366
Calgary Zone (Calgary): 403-943-2295
South Zone (Lethbridge): 403-388-6689