 INFECTION PREVENTION AND CONTROL PLAN

 (Template A)

**FACILITY NAME:**

**ADRRESS:**

**OWNER NAME: PHONE:**

*As of September 1, 2015, all facility are required to have a written Infection Prevention and Control Plan, approved by the Board of Health, prepared in accordance with paragraph (B)(8) of rule 3701-9-02 of the Administrative Code. The plan shall be kept up to date and resubmitted to the Board of Health as necessary.*

This written Infection Prevention and Control Plan shall include, but is not limited to, the following:

1. Decontaminating and disinfecting environmental surfaces;
2. Decontaminating, packaging, sterilizing, and storing reusable equipment and instruments;
3. Protecting clean instruments and sterile instruments from contamination during storage;
4. Ensuring that standard precautions and aseptic techniques are utilized during all body art procedures;
5. Safe handling and disposal of needles;
6. Aftercare guideline.
7. **ENVIRONMENTAL SURFACES - DECONTAMINATING AND DISINFECTING**
8. Describe the procedures and frequency of decontaminating and disinfecting surfaces in your facility.
9. Workstations/Counter Tops:
10. Chairs/Stools:
11. Trays:
12. Armrest/Head Rest
13. Tattoo Machine and Clip Cord:

1. Other items touched during the procedure such as lamp, bottles, and power supply:
2. Solution used to decontaminate/disinfect surfaces and required wet contact time (must be listed on the EPA disinfectant B List):

|  |  |
| --- | --- |
| **Disinfectant** | **Contact Time (in minutes)** |
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1. **REUSEABLE EQUIPMENT AND INSTRUMENTS - DECONTAMINATING, PACKAGING, STERLIZING, AND STORING**
2. List the manufacturer and model number of the sterilizer:
3. Does the sterilizer sterilize the inside of hollow instruments?
4. Does the sterilizer have a mechanical drying cycle?
5. List the manufacturer and model number of the ultra-sonic cleaner:
6. Where are the sterilizer and ultra-sonic cleaner located in the facility?
7. Explain the procedures and frequency of cleaning the decontamination area (room where the sterilizer is located):
8. Place a check in the box next to the step used for sterilizing. Describe any additional steps that will be used and explain why you will not use a step that is listed.

Sterilizing Procedure

* Soak in enzymatic pre-cleaner. ASAP after use.

Enzymatic pre-cleaner to be used:

* Rinse and pat dry.
* Disassemble or place in open position, if hinged.
* Visually inspect for cleaning and damage.
* Clean in tepid water and appropriate detergent to remove blood, ink, dye, pigment.

Detergent to be used:

* Submerge in disinfectant per manufacturer.

Disinfectant to be used:

* Rinse and pat dry.
* Place in ultrasonic cleaner filled with appropriate solution. Use per manufacturer’s instructions. Close lid – lock and seal.

Solution to be used:

* Rinse and air dry.
* Using new gloves, individually pack in sterilization pouches. Pouches labeled with date of processing. (Good for 1 year)
* Place pouches in sterilizer and run per manufacturer’s instructions.

Length of time of a run: . Temperature of a run:

PSI of a run: .

* When moisture remains on or within sterilization pouch, or other malfunction re-package and re-sterilize instruments.
* Gloves are worn throughout.

After Sterilizing

* Place instruments in inventory after indicator and integrator demonstrates sterilization. Instrument shall remain in pouch.
* Handle with new gloves, store in clean, dry, closed cabinet or drawer.
* Do not use if integrity of bag is compromised, wet, stained, contaminated.

Sterilizer Testing

* Use one sterilizer pouch with process indicators that change color for each instrument/equipment. (Pace date and time on pouches)
* Use one integrator for each load that indicates minimum conditions exist. (Keep a log of time, date, person name running test).
* Use one biological indicator (spore test) each week and submit to lab for testing.
1. Describe any additional steps that will be used and explain why you will not use a step that is listed.
2. Describe how test results will be logged, where will they be kept, and how long they be kept.
3. If piercing, how will jewelry be sterilized?
4. **PROTECTING CLEAN INSTRUMENTS AND STERILE INSTRUMENTS FROM CONTAMINATION DURING STORAGE**
5. Describe how sterile instrument packages will be labeled to provide proof of sterilization and expiration:
6. Describe the procedure for evaluating sterile instrument packages prior to use:
7. Describe what remedial action is taken if the integrity of the sterile package has been compromised prior to use:
8. Describe the location where sterile packaged instruments are stored.
9. If sterilizing your own equipment, explain what the maximum time the equipment will be kept before considered expired or needing to be re-sterilized:
10. **ENSURING THAT STANDARD PRECAUTIONS AND ASEPTIC TECHNIQUES ARE UTILIZED DURING ALL BODY ART PROCEDURES**
11. Describe in detail the step-by-step process of setting up a workstation prior to a procedure:
12. Will needle and instrument packages be opened in front of customers?
13. Will pre-sterilized, single use, disposable needles be used?
14. List equipment that will be covered with a protective barrier during the procedure and what type of protective barrier will be used for each piece of equipment:
15. List the type of glove that will be used in the facility (Latex, Nitrile, etc.)?
16. When will gloves be changed?
17. When will hands be washed?
18. What sink will be used for hand washing during the procedure?
19. Describe the steps for preparing and cleaning the skin prior to a procedure, including what solutions will be used:
20. What product(s) will be used to transfer stencils?
21. If piercing, how will skin be marked prior to procedure?
22. Will marker be single use?
23. What will be used to address the excess ink and/or the flow of blood?
24. Will a styptic pencil be used?
25. Describe procedure and material used for cleaning and bandaging skin after a procedure:
26. Describe, in detail, the step-by-step process of tearing down a workstation after a procedure:
27. **SAFE HANDLING AND DISPOSAL OF NEEDLES AND RAZORS**
28. How many sharps containers will be in the facility?
29. Where will sharps containers be located in the facility? Will they be within arms reach of the artist during the procedure?
30. How will sharps container be disposed of?
31. Will razors be placed in the sharps container?
32. Will infectious waste be weighed and recorded before disposal each month?
33. **AFTERCARE GUIDELINES**
34. Attach aftercare guidelines that will be given to clients. They must include:
	1. Physical restrictions
	2. Wound care
	3. Signs and symptoms of infections
	4. When to seek medical treatment.