



Policies and regulations

**PR-013**

**Infection control procedure**

May 2020

## Preamble and Scope

SIRIUSMEDx is committed to the safety of its employees, customers and partners. The purpose of this procedure is to put in place a process to prevent the various infections that may be encountered in a work (office) context as well as in a teaching context.

This procedure is intended for anyone who works, as an employee or service provider, for the company as well as for all customers.

## Objectives

The objective of this procedure is to allow an adequate management of the risks related to infections. The procedure aims to reduce as much as possible the risks related to the contamination of the different workers, instructors and clients of the company. It must be respected as faithfully as possible to allow its effectiveness.

## Transmission Modes

Infections can be transmitted in a variety of ways including :

- **Direct contact** : Touching an infected person
- **Indirect contact** : Touching a surface that has been contaminated by an infected person.
- **Droplets** : Receiving bodily fluids, usually saliva when coughing
- **Aerial** : Tiny airborne particles
- **Vector** : When an extrinsic vector is used, for example as a result of a mosquito bite that will bite another person.

## Questionnaires and self-assessment

The company will put in place a questionnaire when a problematic situation arises in order to allow a more precise evaluation of the risks associated with possible contamination. People working within the organization, as well as service providers and customers, will be required to submit to these questionnaires. Failure to do so may result in denial of access.

If a person shows signs and symptoms that may be related to an infectious disease or that may be contagious, that person should be isolated and wear personal protective equipment if the situation requires it. A strategically planned rapid means of evacuation based on local resources and limitations should be activated following a teleconsultation with our on-call physician if necessary. Any situation requiring isolation for infectious reasons requires terminal disinfection of the premises frequented by the infected worker.

## Preventive measures – workplace (office, clinic...)

### Distance

It is strongly recommended to maintain a distance of at least 2 meters with any other person from arrival to departure. This distance must be maintained during common activities such as breaks and meals. A layout of the premises and/or break/mealtimes must be planned in order to ensure that this rule is respected. All physical contact should be avoided: hugs, handshakes...

### Attendance at work

Where possible, work should be done remotely at all times (teleworking) and travel should be reduced to only that which is necessary. When a person needs to go to work, it is preferable that tasks be performed by one person only to avoid contaminating other individuals. Sharing of objects should also be avoided.

### Personal Protective Equipment

When the situation requires it and it is not possible to maintain a minimum distance of 2 metres, personal protective equipment (PPE) must be worn:

- Protection of the mucous membranes of the mouth and nose (procedure mask or visor)
- Respiratory protection (N-95 mask, cartridge mask or positive pressure breathing apparatus)
- Eye protection (goggles or visor)
- Gloves

### Hand Hygiene

Hand hygiene is one of the most effective infection control interventions. Hand hygiene is recommended:

- Before touching his face;
- After coughing, sneezing or blowing your nose;
- Before and after eating;
- After handling a common object or frequently touched surface.
- After using the toilet

Hands should be washed for at least 20 seconds with soap and water. Hand hygiene with a hydro-alcoholic solution has been shown to be equally effective in controlling the transmission of infections with the exception of *clostridium difficile* and when hands are visibly soiled. It should also be noted that it is

preferable to wash hands with soap and water after using the toilet (HAS does not remove soil) and before eating (to avoid transmission of the bitter taste left by HSA).

### Respiratory etiquette

It is important to respect others and limit the spread of pathogens by :

- Covering your mouth and nose when you cough or sneeze (with a tissue or in your elbow for example);
- Using disposable tissues;
- Immediately throwing used tissues in the trash;
- Performing hand hygiene after coughing or sneezing on a regular basis.;
- Avoid touching your mouth or eyes with your hands.

### Frequently touched tools, equipment and surfaces

Given the rapid and frequent spread through indirect contact, it is important to pay special attention to all tools or equipment used and to surfaces that are frequently touched. Here are a few guidelines:

- Clean toilets and sinks at least once after lunch and once at the end of the day;
- Clean eating areas after each meal (refrigerator handle, microwave oven, chair backs, tables, etc.);
- Clean the following surfaces after lunch and once at the end of the day and whenever they are dirty:
  - o Tables;
  - o Countertops;
  - o Door handles;
  - o Telephones;
  - o Computers, keyboards, mice.
- Clean all tools and equipment at the end of each shift and before sharing it with a co-worker;
- Remove all non-essential common items: newspapers, magazines...

## Preventive measures – Training

### Distance

It is strongly recommended to maintain a distance of at least 2 meters with any other person from arrival to departure. This distance must be maintained during common activities such as breaks and meals. A layout of the premises and/or break/mealtimes must be planned in order to ensure that this rule is respected. All physical contact should be avoided: hugs, handshakes...

### Attendance at work

Where possible, work should be done remotely at all times (teleworking) and travel should be reduced to only that which is necessary. When a person needs to go to work, it is preferable that tasks be performed by one person only to avoid contaminating other individuals. Sharing of objects should also be avoided.

### Personal Protective Equipment

When the situation requires it and it is not possible to maintain a minimum distance of 2 metres, personal protective equipment (PPE) must be worn:

- Protection of the mucous membranes of the mouth and nose (procedure mask or visor)
- Respiratory protection (N-95 mask, cartridge mask or positive pressure breathing apparatus)
- Eye protection (goggles or visor)
- Gloves

### Hand Hygiene

Hand hygiene is one of the most effective infection control interventions. Hand hygiene is recommended:

- Before touching his face;
- After coughing, sneezing or blowing your nose;
- Before and after eating;
- After handling a common object or frequently touched surface.
- After using the toilet

Hands should be washed for at least 20 seconds with soap and water. Hand hygiene with a hydro-alcoholic solution has been shown to be equally effective in controlling the transmission of infections with the exception of *Clostridium difficile* and when hands are visibly soiled. It should also be noted that it is preferable to wash hands with soap and water after using the toilet (HAS does not remove soil) and before eating (to avoid transmission of the bitter taste left by HAS).

### Respiratory etiquette

It is important to respect others and limit the spread of pathogens by :

- Covering your mouth and nose when you cough or sneeze (with a tissue or in your elbow for example);

- Using disposable tissues;
- Immediately throwing used tissues in the trash;
- Performing hand hygiene after coughing or sneezing on a regular basis.;
- Avoid touching your mouth or eyes with your hands.

#### Frequently touched tools, equipment and surfaces

Given the rapid and frequent spread through indirect contact, it is important to pay special attention to all tools or equipment used and to surfaces that are frequently touched. Here are a few guidelines:

- Clean toilets and sinks at least once after lunch and once at the end of the day;
- Clean eating areas after each meal (refrigerator handle, microwave oven, chair backs, tables, etc.);
- Clean the following surfaces after lunch and once at the end of the day and whenever they are dirty:
  - o Tables;
  - o Countertops;
  - o Door handles;
  - o Telephones;
  - o Computers, keyboards, mice.
- Clean all tools and equipment at the end of each shift and before sharing it with a co-worker;
- Remove all non-essential common items: newspapers, magazines...
- Manikins/Dummies and other equipment used during individual practice must be disinfected by the student before being handed over to the instructor. Equipment and mannequins may not be used for more than one course without being completely cleaned and disinfected by the head office.

#### Practical session

No practical sessions involving two people (including demonstrations) will be conducted as part of the training. The equipment used must be sufficient in number to allow individual use.