

Infection Control Plans

A Guide for Pet-related Businesses in King County

Purpose of an infection control plan

Infection control refers to policies and procedures used to minimize the risk of spreading infections. A good infection control plan is an important tool to help prevent the spread of infections from animals to people (zoonotic diseases) and between animals. Use your plan to reduce the risk of disease spread, keep pets healthier and increase customer satisfaction. The Public Health inspector will ask to see a copy during your annual inspection.

The King County Board of Health (BOH) requires infection control plans for pet shops, pet daycares, commercial kennels and catteries, animal shelters, and pet grooming services. See a full copy of the regulations in Chapter 8.03 of the BOH Zoonotic Disease code at www.kingcounty.gov/depts/health/board-of-health/code

How to use your infection control plan

- Use the infection control plan to guide everyday operations
- Make check lists based on the plan and use them routinely for cleaning and animal care
- Keep the plan and check lists readily available to staff - post on the wall in work areas or keep on clipboards
- Review the plan with employees (and volunteers) at the time of hire; consider having employees sign an acknowledgement that they have been trained, received a copy of the plan, and agree to follow it while performing their work duties
- Use staff meetings to review the plan regularly (at least annually)
- Update the plan when needed to meet new regulations or changes in business practices

How to develop your infection control plan

This template is divided into two parts: infection control guidance (pages 2-5) and infection control checklist (pages 6-10).

You can adopt this template as your own infection control plan by customizing it for your business or facility. To customize it, fill in all blanks and develop your own checklist/daily operating procedures. A checklist should include all daily procedures for cleaning, disinfection, and isolation areas. An example checklist is provided on pages 6-8; this example is a guide that can be modified to suit your needs/procedures. Pages 9-10 have a blank checklist template for your use as needed. Different check lists may be needed for different types of animals and areas of your facility.

Notes about "Form Fields":

- Some sections are "Form Fields" _____ which appear as gray boxes on screen for typing text
- Click anywhere within the field (gray box) and begin typing
- Form Fields will automatically underline as you type in text but will not print in gray

Alternate formats are available upon request. If you need help using the template or would like a hard copy, contact one of the Public Health inspectors/consultants.

Infection Control Guidance

Name of business or facility: _____

Date plan developed/updated: _____

Manager or person in charge: _____

This plan is part of our routine operating procedures. It is reviewed with employees at least annually and in new employee and volunteer training. The plan is updated to meet new regulations or changes in business practices. Infection control plans are required by the King County Board of Health Regulations www.kingcounty.gov/petbusiness.

HAND HYGIENE

Hand hygiene is the single most important step in preventing the spread of germs.

When to clean your hands:

- Before and after handling animals
- After contact with saliva, urine, feces or blood
- After cleaning play areas, kennels and equipment
- After removing gloves
- Before eating, drinking, smoking or breaks
- After using the bathroom
- Right before leaving work

Hand cleaning supplies

- Liquid hand soap
- Paper towels
- Hand sanitizer

How to wash your hands:

- Remove jewelry
- Wash hands and pay attention to finger tips, between fingers, backs of the hand and base of the thumbs as these are the most commonly missed areas
- Wash for 20 seconds - sing "Happy Birthday" twice

How to use hand sanitizer:

- Apply to visibly clean hands (if dirty wash your hands)
- Use a sanitizer that is at least 60% alcohol
- Apply squirt of sanitizer to palm of hands and spread over all surfaces then rub until dry (at least 20 seconds)

Person in charge of stocking hand washing supplies: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE prevents animal germs from infecting you and others.

Wear gloves when:

- Touching animal saliva, urine, feces or blood
- Handling ill animals or animals with skin problems, and always change gloves between animals
- Cleaning habitats, litter boxes, dirty surfaces and soiled equipment
- Handling dirty laundry

How to wear gloves:

- Use disposable gloves; throw away after each use or task
- Wash hands with soap & water after removing gloves
- Avoid touching surfaces and items that will be touched by people with bare hands

Personal Protective Equipment

- Disposable gloves
- Coveralls/smocks/scrubs/aprons
- Surgical masks or dust masks
- Shoe covers

Wear coveralls/smocks/scrubs/aprons when:

- Your clothing may touch an animal
- In areas containing animals
- Gathering up dirty laundry
- Cleaning animal contact surfaces

How to wear coveralls/smocks/scrubs/aprons:

- Put on clean work clothes each day
- Remove promptly after use
- Launder at work daily or when dirty
- Leave dirty work clothes at work - never wear home or when leaving the facility on an errand

Wear surgical or dust masks when:

- Cleaning activities create dust, such as dumping bedding or kitty litter
- Caring for sick birds

Wear shoe covers when:

- In isolation areas

Person in charge of stocking PPE supplies: _____

CLEANING AND DISINFECTING

List all products used for cleaning and disinfection at your facility.

Keeping your facility clean and disinfected will make it a healthier place for your animals, your staff, and your customers. You must use **both detergent and disinfectant products**. Effective sanitation requires thorough cleaning and washing prior to application of a disinfectant. Detergents alone do not kill germs. Although some disinfectants also act as detergents, many (such as bleach) do not. The effectiveness of many disinfectants is reduced by organic material such as feces, urine, kitty litter, saliva, and dirt, so surfaces must be cleaned before disinfecting.

How to prepare your cleaning and disinfectant products:

- Prepare and store solutions according to label directions
- Label spray bottles and mop buckets with the product name and dilution ratio
- Make up fresh solutions as often as directed by the label, or more frequently if solution becomes visibly dirty
- Bleach solutions should be prepared daily using cold water and never mixed with any other product
- Keep a Materials & Safety Data Sheet (MSDS or SDS) for each chemical you use

PRODUCT NAME: _____ USED FOR: _____ DILUTION RATIO: _____:

How to mix it:

PRODUCT NAME: _____ USED FOR: _____ DILUTION RATIO: _____:

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PRODUCT NAME: _____ USED FOR: _____ DILUTION RATIO: _____:

How to mix it:

Preparing bleach (8.25%) solutions - examples

Preparing a bleach solution for a 24 oz. spray bottle:

- Add 1 Tbs. of bleach to 24 oz of cold water
- Label spray bottle **Bleach** and **1:51 dilution ratio**

Preparing a bleach solution for a 2 gallon mop bucket:

- Add 5 oz. bleach to 2 gallons of cold water
- Label bucket **Bleach** and **1:51 dilution ratio**

Cleaning/disinfecting supplies

- Soap/detergent/degreaser
- Disinfectant
- Measuring cups
- Rags/mops/scrubbers
- Spray bottles & buckets
- Plastic bags for waste
- Steam cleaner

Person in charge of stocking cleaning/disinfecting supplies: _____

RABIES VACCINATION & ANIMAL BITES

Rabies vaccination by 4 months of age is required by law.

By law, dogs, cats, and ferrets in Washington State must be current on their rabies vaccination. A dog, cat or ferret that bites a person must be confined for 10 days to be observed for signs of rabies. Enforcement of confinement is managed by your city or county animal control agency.

See list of animal control agencies: www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/licensing-agencies.

If a bite occurs:

- Keep a record of bites to people and keep a record of bites between dogs, cats, and ferrets
- Confinement means that the dog, cat or ferret that bit a person should have no physical contact with other people or animals outside of its household or kennel/primary enclosure
- See "Information for persons bitten by dogs, cats or ferrets in King County" at <http://bit.ly/2D1ybPL>.

First aid for bite wounds and scratches:

- Promptly rinse wounds and scratches with lots of water and wash with soap and water for 3 to 5 minutes
- If the wound is bleeding apply pressure with a clean, dry towel and raise the area to stop the bleeding
- Apply a sterile bandage to the wound
- Consult a healthcare provider if the bite or scratch has broken the skin
- See a healthcare provider for all cat bites- they are particularly dangerous because the puncture wounds caused by the sharp canine teeth often close up quickly, trapping harmful germs under the skin
- Monitor all bites & scratches closely and seek medical care immediately if any redness, swelling or pain occurs at the site
- Report any bite to your supervisor or person-in-charge immediately

WHEN TO ISOLATE

Have a designated veterinarian who can be contacted about sick or injured animals.

- Immediately separate sick or injured animals from healthy animals
- Keep sick or injured animals in an isolation area away from the public
- Contact your veterinarian about sick or injured animals
- Employees handling sick animals or working in the isolation area must wear isolation PPE
- PPE used in the isolation area should not be used in other areas of the facility or with animals not in isolation
- If working with sick birds, wear a surgical face mask or well-fitting dust mask
- Isolation areas should be cleaned/disinfected last after other kennels/runs and cages have been cleaned

RODENT AND VECTOR CONTROL

Rodents and flies can spread germs and contaminate food and water.

- Repair all holes in walls and floors and seal around drains and vents
- Eliminate clutter and maintain storage areas in a neat and sanitary manner
- Maintain tight-fitting screens on any windows that open
- Store pet food in pest proof containers with tight fitting lids
- Remove sources of food and water that may attract rodents; clean up spilled food immediately
- Store garbage in pest proof containers with tight fitting lids
- See information about rodent control at www.kingcounty.gov/rats
- Call your local pest control company if needed

IMPORTANT NAMES & PHONE NUMBERS

Public Health Pet Business Program:

Contact Public Health with questions about public health regulations or inspections, infection control, diseases, and emergency closures; to request educational materials; or if you are relocating or opening a new facility:

Public Health inspectors and consultants: Leah Helms at 206-263-8450 or leah.helms@kingcounty.gov
Garrett Turner at 206-263-1877 or garrett.turner@kingcounty.gov

Public Health Veterinarian: Beth Lipton, DVM MPH CPH at 206-263-8454 or beth.lipton@kingcounty.gov

Veterinarian: _____

Animal control agency: _____

Building maintenance: _____

Pest control company: _____

ONLINE RESOURCES

Public Health pet business permits, regulations, and downloadable materials: www.kingcounty.gov/petbusiness

Other Public Health websites:

Zoonotic Disease Program: www.kingcounty.gov/zoonotic

Rabies prevention: www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/diseases

Rodent control tips: www.kingcounty.gov/rats

Persons at higher risk of getting zoonotic infections:

www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/high-risk-persons

Infection control:

Small animal veterinary clinics: <http://www.nasphv.org/Documents/VeterinaryStandardPrecautions.pdf>

Public animal shelters: <http://www.sheltermedicine.com/library/resources/sanitation-in-animal-shelters>

Hand washing signs:

www.kingcounty.gov/stopgerms

<http://bit.ly/2FbrnVn>

nasphv.org/Documents/HandwashingPoster.pdf

Cleaning and disinfection information:

Dog kennels: hsi.org/assets/pdfs/eng_ht_clean_dog_kennel.pdf

Importance of sanitation: <https://www.animalsheltering.org/magazine/articles/healthy-shelter>

Disinfection 101: cfsph.iastate.edu/Disinfection/Assets/Disinfection101.pdf; <http://aspcapro.org/resource/shelter-health-disease-management/shelter-disinfectant-quick-reference>

Centers for Disease Control fact sheets and posters:

cdc.gov/healthypets/publications

Example Infection Control Check List

Check lists are very useful to ensure tasks are done correctly and at the right time. This example check list is a guide that can be modified to suit your needs/procedures. Different check lists may be needed for different types of animals and areas of your facility.

| TASK | WHEN | PROCEDURE |
|--|---|---|
| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | |
| Wear required PPE | Always | <input type="checkbox"/> Put on gloves and scrubs/smock/apron before all cleaning tasks <input type="checkbox"/> Wear rubber boots when cleaning runs or large floor areas and clean and disinfect boots afterward <input type="checkbox"/> Wear masks when changing dusty kitty litter, caring for sick birds, or other tasks that create dust <input type="checkbox"/> Wear shoe covers in isolation areas |
| DOG AREAS - try to keep dogs in the same kennel/cage throughout their stay | | |
| Runs | | |
| Use standard cleaning/disinfection procedures for runs that are occupied by dogs and in between different dogs | Daily Between animals and when dirty | <input type="checkbox"/> Disinfect run before placing new animal in it <input type="checkbox"/> Move dog to a clean cage or separate holding area <input type="checkbox"/> Remove all items; replace w/ clean ones (dishes, towels, bedding) <input type="checkbox"/> Remove all solid waste and large debris <input type="checkbox"/> Scrub the floor and walls <input type="checkbox"/> Rinse all surfaces with clean water <input type="checkbox"/> Spray disinfectant on all surfaces and rinse if needed <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Routinely use a degreaser to remove build-up of oils and debris |
| Kennels/crates | | |
| Use standard cleaning and disinfection procedures for kennels and crates that are occupied by animals and in between different animals | Daily Between animals and when dirty | <input type="checkbox"/> Disinfect kennel/crate before placing new animal in it <input type="checkbox"/> Remove all items; replace w/ clean ones (dishes, towels, bedding) <input type="checkbox"/> Scrub inside and outside of kennels/crates with cleaning solution <input type="checkbox"/> Spray disinfectant in cage and rinse if needed <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Routinely use a degreaser to remove build-up of oils and debris |
| Common play areas | | |
| Indoor Outdoor | Daily | <input type="checkbox"/> Spot clean urine and feces throughout the day <input type="checkbox"/> Vacuum hair from floors before cleaning <input type="checkbox"/> Thoroughly clean and disinfect floors mid-day and at end of day <input type="checkbox"/> Allow floors to dry before allowing dogs back into area <input type="checkbox"/> Remove feces throughout the day <input type="checkbox"/> For washable surfaces, clean with a biodegradable soap solution, rinse with clear water, apply bleach solution and allow to dry <input type="checkbox"/> Make sure wastewater doesn't drain into storm drains |
| CAT AREAS - try to keep cats in the same kennel/cage throughout their stay | | |
| Cat cages- spot cleaning | | |
| Use standard cleaning procedures for cages that are occupied by the same cat and are not very dirty | Daily | <input type="checkbox"/> Shake out cage liner; replace if dirty <input type="checkbox"/> Clean food and water dishes if dirty <input type="checkbox"/> Clean litter pan <input type="checkbox"/> Wash bedding/toys if soiled <input type="checkbox"/> Use clean paper towels for spilled food or waste <input type="checkbox"/> Wipe all surfaces with clean rag/paper towel dipped in clean water <input type="checkbox"/> Clean and disinfect cage surfaces where customers touch them |

| TASK | WHEN | PROCEDURE |
|--|---|--|
| Cat cages– cleaning & disinfecting | | |
| Use standard cleaning and disinfection procedures for cages | Between cats or when dirty | <input type="checkbox"/> Remove cat and all items from cage <input type="checkbox"/> Clean litter pans, bedding/toys, and food and water dishes <input type="checkbox"/> Use clean paper towels for spilled food or waste <input type="checkbox"/> Use soap or detergent with hot water and a scrub brush or clean rag for cleaning <input type="checkbox"/> Rinse/wipe surfaces with clean water and dry <input type="checkbox"/> Disinfect the cage <i>Allow the disinfectant solution to sit for recommended time</i> |
| Litter pans | | |
| If pans are disposable, simply empty litter and pan directly into garbage and use a new pan | Daily Between cats or when dirty | <input type="checkbox"/> Scoop feces from pan on a daily basis <input type="checkbox"/> Gently dump litter from pan directly into garbage <input type="checkbox"/> If dusty, carefully wet litter with disinfectant first <input type="checkbox"/> Clean the pan with soap or detergent and hot water using a scrub brush or a clean rag <input type="checkbox"/> Rinse with clean water and dry <input type="checkbox"/> Disinfect the pan <i>Allow the disinfectant solution to sit for recommended time</i> |
| Cat trees and scratching posts | | |
| Discard if used by a cat with ringworm or when worn/dirty | Daily, between cats or when dirty | <input type="checkbox"/> Vacuum to remove hair and debris when visibly dirty <input type="checkbox"/> Clean between groups of cats with a hot steam cleaner or disinfectant spray and allow to dry |
| GENERAL CLEANING | | |
| Grooming tools - blades, scissors, brushes and combs Tables – grooming, exam, treatment Tubs | Daily, between animals | <input type="checkbox"/> Remove hair and debris from tools <input type="checkbox"/> Soak used tools in a disinfectant solution or barbacide <input type="checkbox"/> Spray or soak clipper blades in a disinfectant cleaner or sanitizing blade wash/spray <input type="checkbox"/> Vacuum or sweep all hair and nail debris off of the table <input type="checkbox"/> Clean and disinfect table <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse tub free of debris and clean hair trap <input type="checkbox"/> Apply disinfectant to all tub surfaces <i>Allow the disinfectant solution to sit for recommended time</i> |
| Food and water bowls Plastic toys Tethers and leads Laundry - towels, bedding, fabric toys, smocks, rags and mops | Daily, between animals, when dirty | <input type="checkbox"/> Clean dishes and plastic items in dishwasher, or with soap and hot water and air dry; items must be dry before using or storing <input type="checkbox"/> Wash tethers and leads in washer or soak in a disinfectant solution <input type="checkbox"/> Items that cannot be disinfected or washed should be thrown away <input type="checkbox"/> Pre-clean heavily contaminated objects by shaking off or soaking <input type="checkbox"/> Wash dirty bedding and fabric toys in washer, dry in hot dryer <input type="checkbox"/> Use laundry detergent, hot water, and ½ to 1 cup bleach per load |
| Kitchen areas and bathrooms Floors, walls, shelving/storage, and any other areas | Daily, as needed | <input type="checkbox"/> Clean and disinfect food prep areas and all sinks <input type="checkbox"/> Clean bathrooms, including sinks and toilets <input type="checkbox"/> Vacuum or sweep up hair and dirt (don't vacuum in bird areas) <input type="checkbox"/> Clean floors with a disinfectant at end of the day <input type="checkbox"/> Clean and disinfect surfaces where hair, dirt or debris accumulate |
| Garbage | Daily, weekly | <input type="checkbox"/> Store garbage in pest proof containers with a tight fitting lid <input type="checkbox"/> Remove garbage at least weekly |
| ISOLATION AREAS | | |
| Isolation areas should be cleaned/disinfected last | Daily when occupied or when animal is moved out | <input type="checkbox"/> PPE used in the isolation area should not be used in other areas of the facility or with animals not in isolation <input type="checkbox"/> Use separate cleaning supplies for the isolation area <input type="checkbox"/> Dogs and cats should have separate isolation areas |

| TASK | WHEN | PROCEDURE |
|--|---|---|
| TASK | WHEN | PROCEDURE |
| SMALL ANIMAL ENCLOSURES Small animal bedding contaminated with urine and feces may spread harmful germs. Make sure to wear appropriate PPE when cleaning small animal cages. | | |
| Deep cage cleaning Days between cleaning cages will vary depending on the number and type of animals in the cage and size of the enclosure | Weekly or more often if needed | <input type="checkbox"/> Move small animal(s) to a clean cage or holding area <input type="checkbox"/> Remove and sanitize cage items (food and water bowls, toys, nesting huts, etc.) <input type="checkbox"/> Spray bedding and cage down with a disinfectant spray to reduce dust and scoop out bedding <input type="checkbox"/> Spray entire enclosure and lid w/ cleaning solution & remove debris with paper towel or clean towel- use a clean towel for each cage <input type="checkbox"/> Spray entire enclosure and lid with disinfectant solution <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse enclosure with clear water to remove disinfectant residue <input type="checkbox"/> Dry enclosure with a clean paper towel <input type="checkbox"/> Add fresh bedding, food and water, toys <input type="checkbox"/> Return animal(s) to cage- avoid overcrowding |
| REPTILE/AMPHIBIAN (HERP) ENCLOSURES Reptiles and amphibians often carry harmful germs but don't appear sick. Wear appropriate PPE when handling animals and cleaning enclosures & practice good hand washing. | | |
| Aquatic environments need to be cleaned when the water is dirty or weekly | Semi-aquatic environments should be spot cleaned daily & have a partial water change during the week and a full water change and substrate removal weekly or bi-weekly | Land environments should be spot cleaned daily to remove feces & have a full substrate and tank breakdown weekly or bi-weekly |
| Deep cleaning or full tank changes Cleaning herp enclosures will vary depending on the needs of the species, size of the enclosure and the number of herps in the enclosure | Weekly to bi-weekly | <input type="checkbox"/> Move herp(s) to a clean cage or holding area <input type="checkbox"/> Remove and sanitize enclosure items (food and water bowls, toys, nesting huts, etc.) <input type="checkbox"/> Remove substrate (artificial turf, shavings, sand, moss, etc.) <input type="checkbox"/> Spray entire enclosure and lid w/ cleaning solution & remove debris with paper towel or clean towel- use a clean towel for each cage <input type="checkbox"/> Spray entire enclosure and lid with disinfectant solution <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse enclosure with clear water to remove disinfectant residue <input type="checkbox"/> Dry enclosure with a clean paper towel <input type="checkbox"/> Add clean substrate, food and water, toys <input type="checkbox"/> Return herp(s) to cage |
| BIRD CAGES Aerosolized bird feces can spread harmful germs. Make sure to wear appropriate PPE when cleaning bird cages. | | |
| Bird cages- spot cleaning | | |
| Use standard cleaning procedures for cages that are occupied by the same bird(s) and are not very dirty | Daily | <input type="checkbox"/> Remove and sanitize soiled cage items (food & water dishes, toys) <input type="checkbox"/> Remove cage tray, newspaper, bedding, and any debris <input type="checkbox"/> Wipe down cage exterior/interior with a rag that is soaked in disinfectant solution to remove feces <input type="checkbox"/> Add fresh food and water, clean bedding/newspaper, and toys |
| Bird cages- deep cleaning | | |
| Use standard cleaning and disinfection procedures for cages | Weekly | <input type="checkbox"/> Move bird(s) to a clean cage <input type="checkbox"/> Remove and sanitize cage items (food and water dishes, toys, perches, etc.) <input type="checkbox"/> Remove cage tray, newspaper, bedding and any debris <input type="checkbox"/> Scrub entire cage with cleaning solution <input type="checkbox"/> Rinse surfaces with clean water (squeegee Plexiglas or plastic enclosures) <input type="checkbox"/> Spray disinfectant in cage and wipe with a clean paper towel <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Add fresh water, food, bedding and toys <input type="checkbox"/> Return bird(s) to cage- avoid overcrowding |

