



**TEXAS**  
Health and Human Services

# **ATTACHMENT C**

## **FACILITY SPECIFIC POLICIES AND PROCEDURES**



# TEXAS DEPARTMENT OF STATE HEALTH SERVICES

## AUSTIN STATE HOSPITAL

4110 Guadalupe Street, Austin, Texas 78751-4296  
(512) 452-0381

CECILE E YOUNG  
COMMISSIONER

STACEY THOMPSON PsyD  
SUPERINTENDENT

### Contractor's Rules

- Contractors are required to sign in each day in the Maintenance building before they arrive to the work site, and sign out at the end of each day.
- Contractors shall wear Austin State Hospital issued contractor badge at all times.
- Please obey all Texas traffic laws. Speed limit is 15 miles per hour on campus.
- Parking must be in areas designated by the project manager. Do not drive or park on lawns without express permission.
- Vehicles must be locked and the keys removed at all times when unattended.
- Pedestrians have the right-of-way ALWAYS! Drive with extreme caution, and be prepared to cope with unexpected circumstances.
- All tobacco products and alcoholic beverages are prohibited on campus.
- Tools and equipment must be properly secured at all times.
- Contact with patients is strictly prohibited. Please do not give patient anything, including cigarettes, matches, food, or money.
- Under HIPPA, if you recognize a patient or their information it is a federal offense of the law to share that information with anyone. Violators can be fined up to \$50,000 per violation.

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

March 2017

*Austin State Hospital – Serving Texans since 1857*



<b>ASH Infection Control Construction Permit</b>					
Location of Construction:				Permit No:	
Project Coordinator				Project Start Date:	
Contractor Performing Work				Estimated Duration:	
Supervisor:				Permit Expiration Date:	
				Telephone:	
YES	NO	<b>CONSTRUCTION ACTIVITY</b>	YES	NO	<b>INFECTION CONTROL RISK GROUP</b>
		TYPE A: Inspection, non-invasive activity			GROUP 1: Least Risk
		TYPE B: Small scale, short duration, moderate to high levels			GROUP 2: Medium Risk
		TYPE C: Activity generates moderate to high levels of dust, requires greater 1 work shift for completion			GROUP 3: Medium/High Risk
		TYPE D: Major duration and construction activities Requiring consecutive work shifts			GROUP 4: Highest Risk
<b>LEVEL I</b>		1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection.	3. Minor Demolition for Remodeling		
<b>LEVEL II</b>		1. Provides active means to prevent air-borne dust from dispersing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant.	6. Contain construction waste before transport in tightly covered containers. 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 8. Place dust mat at entrance and exit of work area. 9. Remove or isolate HVAC system in areas where work is being performed.		
<b>LEVEL III</b>		1. Obtain Infection Control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins.	6. Vacuum work with HEPA filtered vacuums. 7. Wet mop with disinfectant 8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers.		
Date		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.	10. Cover transport receptacles or carts. Tape covering.		
Initial		5. Do not remove barriers from work area until complete project is thoroughly cleaned by Env. Services Dept.	11. Remove or isolate HVAC system in areas where work is being performed/		
<b>LEVEL IV</b>		1. Obtain Infection Control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system. 3. Complete all critical barriers or implement control cube method before construction begins.	7. All personnel entering work site are required to wear shoe covers 8. Do not remove barriers from work area until completed project is thoroughly cleaned by the Environmental Service Dept.		
Date		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.	9. Vacuum work area with HEPA filtered vacuums.		
Initial		5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.	10. Wet mop with disinfectant. 11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 12. Contain construction waste before transport in tightly covered containers.		
Date			13. Cover transport receptacles or carts. Tape covering.		
Initial			14. Remove or isolate HVAC system in areas where is being done.		
Additional Requirements:					
Permit Request By:				Permit Authorized By:	
Date:				Date:	

## Contractor Guidelines

### Prior to entering the main campus, you will be:

- Subject to screening questions regarding travel and symptoms
- Subject to a temperature screening
- Required to wear a mask. The mask must be worn at all times when in the building,

\*the above will be required each time you enter/re-enter the CAPS building

### General Infection Control Guidelines for ALL Personnel (source: CDC)

#### The MOST important steps we can take to reduce the spread of infections!

- Wash your hands often – use hand sanitizer if unable to wash
- Avoid touching your face with unclean hands
- Distance yourself from others
  - Limit direct, close contact with others by allowing extra space when out in public or at work – at least two full arm lengths
  - Avoid people who are sick, even in your own home – separate sick family members or household members away from others, if at all possible
  - If you must have close direct contact with someone, keep the interaction less than 15 minutes
- Cover your coughs and sneezes
  - Use a tissue to cover your mouth and your nose – immediately throw away
  - If no tissue, sneeze into your elbow
- Wear a face covering
  - Wear a procedural mask at all times while around others at work, **unless specifically instructed otherwise** – MUST cover nose and mouth to be worn properly
  - Wear some kind of face covering while around others in public places
  - Allow space between yourself and others if your mask needs to be removed temporarily to eat or drink – do not share food or drink
- Stay or go home if you are feeling sick – inform your supervisor and call your doctor