

Technical Guide for Using the Environmental Toolkit

We want to be sure you can access the wonderful resources from the Environmental Cleaning Toolkit you received today. Below are step-by-step instructions on how to access each of the 6 modules and the DVD. Also included is a list of other resources available to you through each module as a quick reference guide. If you have issues accessing the content, please don't hesitate to give CSICN a call at 1-866-681-4916.

Module 1:

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on "Open folder to view files."

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
Files Currently on the Disc (2)			
Module 1	10/08/2010 9:33 AM	File folder	
Module 1.ppt	10/08/2010 9:38 AM	Microsoft PowerP...	3,994 KB

4. If you want to do the presentation yourself; double click on the Module1.ppt file shown here (remember a double click is two quick clicks). This will open the slides in PowerPoint and you can use the script in the toolkit for Module 1 to deliver the information.

5. If you want to watch the articulated version of the presentation (slides and voice), double click on the folder shown here called "Module 1." When you do this a new folder will open that looks like this:

Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	10/08/2010 9:33 AM	File folder	
player	10/08/2010 9:33 AM	File folder	
autorun.inf	10/08/2010 9:33 AM	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	10/08/2010 9:33 AM	Configuration sett...	1 KB
player.html	10/08/2010 9:33 AM	HTML Document	11 KB

6. The only item you need to worry about is "Launch_Presentation.exe." Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar. It will look like this (see next page):

Module 1 (00:01 / 11:12) | Glossary | Contacts for Questions | Quiz | ATTACHMENTS

Outline Thumbnails Search

1. Best Practices for Environmental Cleaning
2. Learning Objectives
3. Background
4. Chain of Transmission
5. Slide 5
6. Slide 6
7. Infectious Agent – The Germ
8. Slide 8
9. Reservoir – Hiding Places
10. Slide 10
11. You cannot tell by looking ...
12. You cannot tell by looking ...
13. Slide 13
14. Portal of Exit – Way OUT
15. Slide 15
16. Learning Checkpoint
17. Learning Checkpoint Answer
18. Slide 18
19. Slide 19
20. Transmission – Getting Around
21. Transmission – Getting Around
22. Transmission – Getting Around
23. Transmission – Getting Around
24. Transmission – Getting Around
25. Slide 25
26. Portal of Entry – Way IN
27. Slide 27
28. Learning Checkpoint What is the most comm...

Best Practices for Environmental Cleaning

Module 1 – Chain of Transmission

caem CANADIAN ASSOCIATION OF ENVIRONMENTAL MANAGEMENT

REGIONAL INFECTION CONTROL NETWORKS

R SEAUX R GIONAUX DE CONTR LE DES INFECTIONS

Giving Health a Helping Hand

O.H.H.A.

SLIDE 1 OF 35 PAUSED 00:01 / 00:34

Play/Pause button

7. Additional information and resources that may be helpful to you can be found by clicking on the word “attachments” in the upper right hand corner:

Module 1 (00:01 / 11:12) | Glossary | Contacts for Questions | Quiz | **ATTACHMENTS**

Outline Thumbnails Search

ATTACHMENTS

Click the items below to view the attached content:

- [PIDAC Best Practices for Environmental Cleaning \(2009\)](#)
- [PIDAC Best Practices for Hand Hygiene \(2008\)](#)
- [PIDAC Routine Practices & Additional Precautions \(2009\)](#)

OK

Module 1 – Chain of Transmission

caem CANADIAN ASSOCIATION OF ENVIRONMENTAL MANAGEMENT

REGIONAL INFECTION CONTROL NETWORKS

R SEAUX R GIONAUX DE CONTR LE DES INFECTIONS

Giving Health a Helping Hand

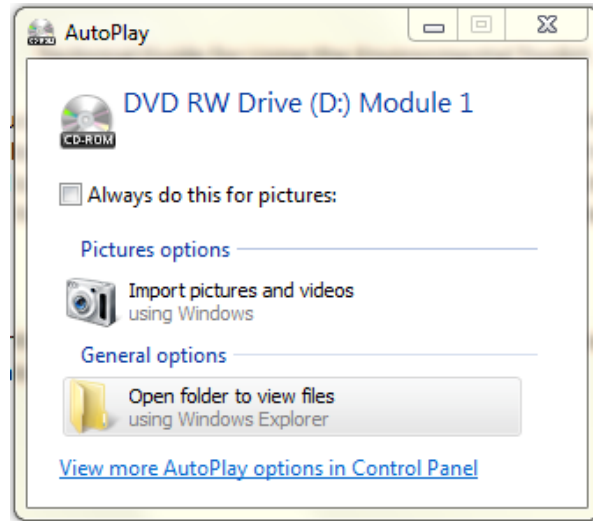
O.H.H.A.

SLIDE 1 OF 35 PAUSED 00:01 / 00:34

8. In Module 1 the additional attachments include the PIDAC Best Practices for Environmental Cleaning, PIDAC Best Practices for Hand Hygiene, and PIDAC Routine Practices and Additional Precautions documents. These are great resources.

Module Two:

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on “Open folder to view files.”

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
▲ Files Currently on the Disc (9)			
Module 2	16/08/2010 9:52 AM	File folder	
Gloves Doffing.pdf	16/08/2010 8:47 AM	Adobe Acrobat D...	2,360 KB
Gown Doffing.pdf	16/08/2010 8:49 AM	Adobe Acrobat D...	292 KB
Gown Donning.pdf	16/08/2010 8:48 AM	Adobe Acrobat D...	263 KB
Mask Donning.pdf	16/08/2010 8:50 AM	Adobe Acrobat D...	201 KB
Module 2.ppt	10/08/2010 9:38 AM	Microsoft PowerP...	1,224 KB
Respirator Doffing.pdf	16/08/2010 8:54 AM	Adobe Acrobat D...	187 KB
Respirator Donning.pdf	16/08/2010 8:53 AM	Adobe Acrobat D...	188 KB
Sequence Putting On Removing PPE.pdf	16/08/2010 9:36 AM	Adobe Acrobat D...	357 KB

4. If you want to do the presentation yourself; double click on the Module2.ppt file shown here. This will open the slides in PowerPoint and you can use the script in the toolkit for Module 2 to deliver the information.

5. This folder includes a number of documents and resources that may be useful to you:

- Gloves Doffing – how to take off gloves
- Gown Doffing – how to take off a gown
- Gown Donning – how to put on a gown
- Mask Donning – how to put on a mask
- Respirator Doffing – how to take off a N95 respirator
- Respirator Donning – how to put on a N95 respirator
- Sequence Putting on Removing PPE – the order for putting on and taking off gloves, gown, and mask

Double click on the name of the document you want to view.

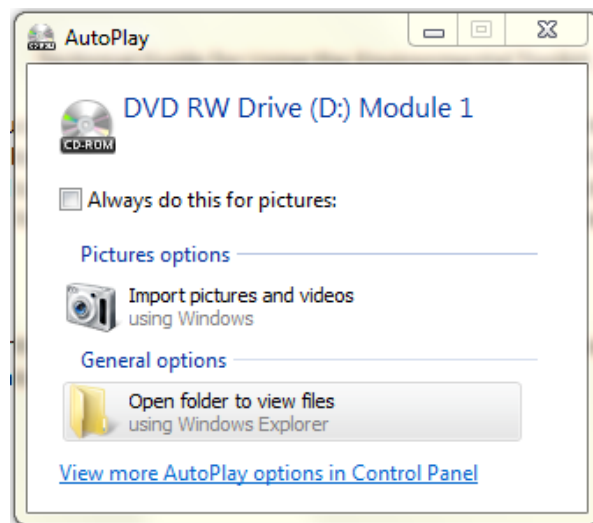
6. If you want to watch the articulated version of the presentation (slides and voice), double click on the folder shown here called “Module 2.” When you do this a new folder will open that looks like this:

Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	16/08/2010 9:52 AM	File folder	
player	16/08/2010 9:52 AM	File folder	
autorun.inf	16/08/2010 9:52 AM	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	16/08/2010 9:52 AM	Configuration sett...	1 KB
player.html	16/08/2010 9:52 AM	HTML Document	11 KB

7. The only item you need to worry about is “Launch_Presentation.exe.” Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar. The screen will look very similar to the picture shown for Module 1, on page 2 of this document. Again, additional tools and resources can be found by clicking on “attachments” in the upper right hand corner (as shown on page 2 for Module 1).

Module Three:

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on “Open folder to view files.”

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
Files Currently on the Disc (2)			
Module 3	10/08/2010 10:06 ...	File folder	
module 3.ppt	10/08/2010 9:38 AM	Microsoft PowerP...	1,007 KB

4. If you want to do the presentation yourself; double click on the Module3.ppt file shown here. This will open the slides in PowerPoint and you can use the script in the toolkit for Module 3 to deliver the information.

5. If you want to watch the articulated version of the presentation (slides and voice), double click on the folder shown here called “Module 3.” When you do this a new folder will open that looks like this:

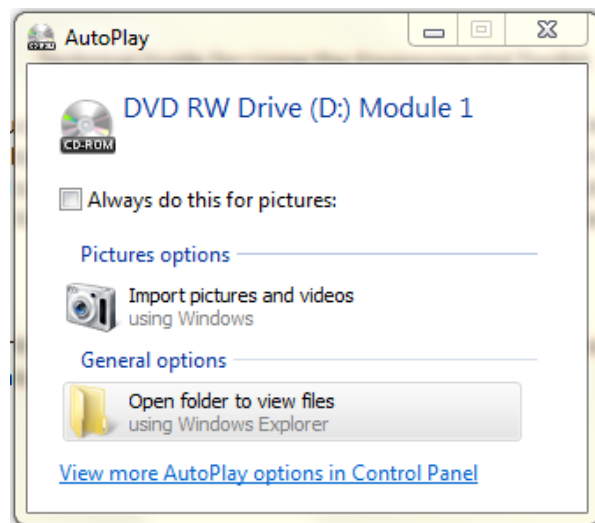
Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	10/08/2010 10:06 ...	File folder	
player	10/08/2010 10:06 ...	File folder	
autorun.inf	10/08/2010 10:06 ...	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	10/08/2010 10:06 ...	Configuration sett...	1 KB
player.html	10/08/2010 10:06 ...	HTML Document	11 KB

6. The only item you need to worry about is “Launch_Presentation.exe.” Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar. The screen will look very similar to the picture shown for Module 1, on page 2 of this document. Again, additional tools and resources can be found by clicking on “attachments” in the upper right hand corner (as shown on page 2 for Module 1).

Module Four:

Module Four is the largest module. To make the information more manageable it has been broken down into three parts so you could view or educate one part at a time.

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on “Open folder to view files.”

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
Files Currently on the Disc (16)			
Module 4A	16/08/2010 12:16 ...	File folder	
Module 4B	19/08/2010 10:23 ...	File folder	
Module 4C	17/08/2010 4:11 PM	File folder	
Cleaning Frequency.pdf	10/08/2010 10:14 ...	Adobe Acrobat D...	42 KB
Gloves Doffing.pdf	16/08/2010 8:47 AM	Adobe Acrobat D...	2,360 KB
Gown Doffing.pdf	16/08/2010 8:49 AM	Adobe Acrobat D...	292 KB
Gown Donning.pdf	16/08/2010 8:48 AM	Adobe Acrobat D...	263 KB
Mask Donning.pdf	16/08/2010 8:50 AM	Adobe Acrobat D...	201 KB
Min Clean Disinf Level Non Critical Eq.pdf	10/08/2010 10:14 ...	Adobe Acrobat D...	51 KB
module 4 a.ppt	12/08/2010 11:29 ...	Microsoft PowerP...	3,223 KB
Module 4 b.ppt	19/08/2010 10:25 ...	Microsoft PowerP...	689 KB
module 4 c.ppt	12/08/2010 11:29 ...	Microsoft PowerP...	1,973 KB
Respirator Doffing.pdf	16/08/2010 8:54 AM	Adobe Acrobat D...	187 KB
Respirator Donning.pdf	16/08/2010 8:53 AM	Adobe Acrobat D...	188 KB
Risk Stratification Matrix.pdf	10/08/2010 10:14 ...	Adobe Acrobat D...	37 KB
Sequence Putting On Removing PPE.pdf	16/08/2010 9:36 AM	Adobe Acrobat D...	357 KB

Remember there are three parts to this that you will review separately.

4. If you want to do the presentations yourself; first double click on the module4 a.ppt file shown here. This will open the slides in PowerPoint and you can use the script in the toolkit for Module 4a to deliver the information. You would follow the same steps to do the presentation for Module 4 b.ppt, and module 4 c.ppt using the scripts from the toolkit.

5. This folder includes a number of documents and resources that may be useful to you:

- Cleaning Frequency – a matrix to help you determine how often areas and items need to be cleaned
- Gloves Doffing – how to take off gloves
- Gown Doffing – how to take off a gown
- Gown Donning – how to put on a gown
- Mask Donning – how to put on a mask
- Min Clean Disinf Level Non Critical Eq – “Recommended Minimum Cleaning & Disinfection Level and Frequency for Non-critical Client/Patient/Resident Care Equipment & Environmental Items”
- Respirator Doffing – how to take off a N95 respirator
- Respirator Donning – how to put on a N95 respirator
- Sequence Putting on Removing PPE – the order for putting on and taking off gloves, gown, and mask

Double click on the name of the document you want to view.

6. If you want to watch the articulated version of the presentations (slides and voice), first double click on the folder shown here called “Module 4A.” When you do this a new folder will open that looks like this:

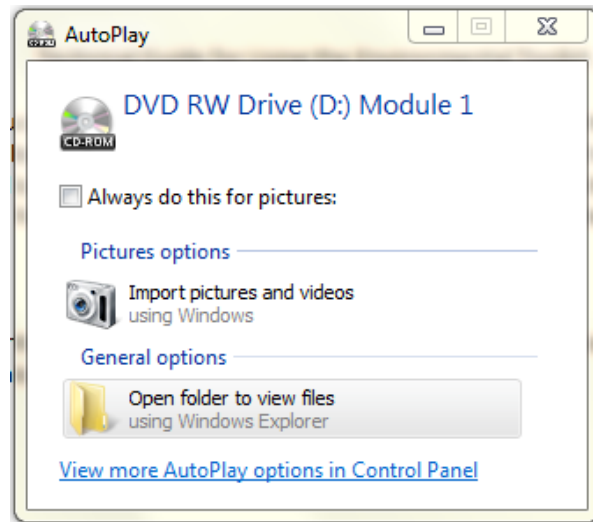
Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	16/08/2010 12:16 ...	File folder	
player	16/08/2010 12:16 ...	File folder	
autorun.inf	16/08/2010 12:16 ...	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	16/08/2010 12:16 ...	Configuration sett...	1 KB
player.html	16/08/2010 12:16 ...	HTML Document	11 KB

7. The only item you need to worry about is “Launch_Presentation.exe.” Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar.

The screen will look very similar to the picture shown for Module 1, on page 2 of this document. Again, additional tools and resources can be found by clicking on “attachments” in the upper right hand corner (as shown on page 2 for Module 1). Repeat the same steps to then view Module 4B and Module 4C.

Module Five:

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on “Open folder to view files.”

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
▲ Files Currently on the Disc (9)			
Module 5	16/08/2010 10:27 ...	File folder	
Gloves Doffing.pdf	16/08/2010 8:47 AM	Adobe Acrobat D...	2,360 KB
Gown Doffing.pdf	16/08/2010 8:49 AM	Adobe Acrobat D...	292 KB
Gown Donning.pdf	16/08/2010 8:48 AM	Adobe Acrobat D...	263 KB
Mask Donning.pdf	16/08/2010 8:50 AM	Adobe Acrobat D...	201 KB
Module 5.ppt	16/08/2010 9:14 AM	Microsoft PowerP...	2,973 KB
Respirator Doffing.pdf	16/08/2010 8:54 AM	Adobe Acrobat D...	187 KB
Respirator Donning.pdf	16/08/2010 8:53 AM	Adobe Acrobat D...	188 KB
Sequence Putting On Removing PPE.pdf	16/08/2010 9:36 AM	Adobe Acrobat D...	357 KB

4. If you want to do the presentation yourself; double click on the Module5.ppt file shown here. This will open the slides in PowerPoint and you can use the script in the toolkit for Module 5 to deliver the information.

5. This folder includes a number of documents and resources that may be useful to you:

- Gloves Doffing – how to take off gloves
- Gown Doffing – how to take off a gown
- Gown Donning – how to put on a gown
- Mask Donning – how to put on a mask
- Respirator Doffing – how to take off a N95 respirator
- Respirator Donning – how to put on a N95 respirator
- Sequence Putting on Removing PPE – the order for putting on and taking off gloves, gown, mask.

Double click on the name of the document you want to view.

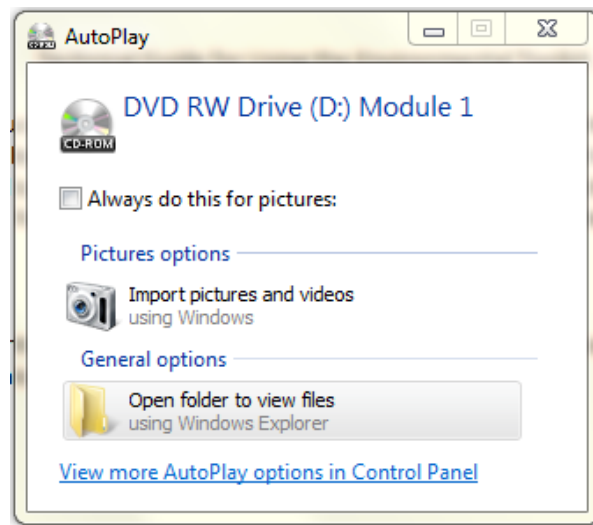
6. If you want to watch the articulated version of the presentation (slides and voice), double click on the folder shown here called “Module 5.” When you do this a new folder will open that looks like this:

Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	16/08/2010 10:27 ...	File folder	
player	16/08/2010 10:27 ...	File folder	
autorun.inf	16/08/2010 10:27 ...	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	16/08/2010 10:27 ...	Configuration sett...	1 KB
player.html	16/08/2010 10:27 ...	HTML Document	11 KB

7. The only item you need to worry about is “Launch_Presentation.exe.” Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar. The screen will look very similar to the picture shown for Module 1, on page 2 of this document. Again, additional tools and resources can be found by clicking on “attachments” in the upper right hand corner (as shown on page 2 for Module 1).

Module Six:

1. Insert the CD-ROM into your CD drive on your computer. You will see a message pop up on your screen that looks like this:



2. Click on “Open folder to view files.”

3. When you do this the folder will open and show you the contents, it will look like this:

Name	Date modified	Type	Size
Files Currently on the Disc (2)			
Module 6	10/08/2010 10:25 ...	File folder	
Module 6.ppt	10/08/2010 9:38 AM	Microsoft PowerP...	341 KB

4. If you want to do the presentation yourself; double click on the Module6.ppt file shown here. This will open the slides in PowerPoint and you can use the script in the toolkit for Module 6 to deliver the information.

5. If you want to watch the articulated version of the presentation (slides and voice), double click on the folder shown here called “Module 6.” When you do this a new folder will open that looks like this:

Name	Date modified	Type	Size
Files Currently on the Disc (6)			
data	10/08/2010 10:06 ...	File folder	
player	10/08/2010 10:06 ...	File folder	
autorun.inf	10/08/2010 10:06 ...	Setup Information	1 KB
Launch_Presentation.exe	03/03/2009 10:33 ...	Application	562 KB
loader.ini	10/08/2010 10:06 ...	Configuration sett...	1 KB
player.html	10/08/2010 10:06 ...	HTML Document	11 KB

6. The only item you need to worry about is “Launch_Presentation.exe.” Double click on this and the presentation will open and start to play automatically. If it does not play automatically, click on the play button on the bottom toolbar. The screen will look very similar to the picture shown for Module 1, on page 2 of this document. Again, additional tools and resources can be found by clicking on “attachments” in the upper right hand corner (as shown on page 2 for Module 1).

Additional Tools DVD:

The final tab in the Environmental Toolkit binder includes a DVD demonstrating different cleaning procedures. You can watch this DVD either on your computer (if you have a combined DVD and CD-ROM drive), or on a normal DVD player like you may have at home. Essentially, play this DVD the same way you would any movie.

1. Insert the DVD to your device (either computer or DVD player connected to a TV).
2. The DVD will start on its own, or you may have to push the “play” button depending on your machine.
3. There will be some introductory music, but then you will see the “title menu.”
4. Listed on the title menu are the topics for the videos:
 - Discharge/Vacancy Bed Changing and Cleaning
 - Bathroom Cleaning – Regular Resident Bathroom
 - Daily Room Cleaning – Regular Room (no precautions)
 - Room Cleaning – Contact Precautions Room
 - Cleaning a Blood/Body Fluid Spill
 - Discharge/Vacancy Room Cleaning – Regular Resident Room or Bed Space
 - Discharge/Vacancy Room Cleaning – Contact Precautions Room

Good luck and happy learning/teaching!