NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUBJECT: CONTROL OF ENVIRONMENTAL CONTAMINANTS (CLEANING SCHEDULE)

NUMBER: NN-IC-14 Page 1 of 4

ORIGINAL DATE: 07/28/93

REVIEW/REVISE DATE: 08/25/95, 11/05/98, 10/18/01, 11/04/04, 01/03/08, 12/22/10, 12/5/13

APPROVAL: Cody L. Phinney Agency Director

I. PURPOSE

To establish a uniform method for environmental control and a cleaning schedule covering all areas of the facility.

II. POLICY

NNAMHS shall minimize microbial dissemination through routine cleaning of the environment and shall establish a method to monitor compliance of same by the Infection Control Committee.

III. REFERENCES

NNAMHS Policy NN-IC-06 Hand Hygiene

NNAMHS Policy NN-IC-15 Hazardous Waste Handling and Disposal

Center for Disease Control Guidelines for Isolation Precautions in Hospitals, July 1983.

Center for Disease Control Guidelines for Infection Control in Hospital Personnel, July 1983.

Center for Disease Control Guidelines for Prevention and Control of Nosocomial Infections, 1981.

Center for Disease Control: Outline for Surveillance and Control of Nosocomial Infections. Atlanta.

U.S. Department of Health, Education and Welfare, Public Health Service, Center of Disease Control, 1974.

Laundry Position Operational Procedures—Job Element # 1

IV. DEFINITIONS

Contaminated laundry: Laundry which has been used or soiled by blood or other potentially infectious materials or may contain sharps.

V. PROCEDURE

- A. Cleaning will be done per the schedule outlined below.
- B. Only cleaning products approved by the Infection Control Committee will be utilized.
- C. Each department is responsible for establishing their own compliance monitor(s). These monitors will be submitted to the Infection Control Committee for approval.
- D. Each employee is responsible for ensuring their worksite is maintained and in clean and sanitary condition.
 - 1. Worksite supervisors or designee are to complete an environmental walk-through one time monthly to assure compliance with cleanliness standards.
- E. All staff members will report environmental control problems to the Housekeeping supervisor/ or designee as needed.
- F. The Infection Control Committee chairperson/ designee will report to the Leadership Committee monthly on environmental control problems and actions taken.
- G. If compliance with the cleaning schedule is not occurring, this must be reported to the Infection Control Committee as soon as it is noted.
- H. Work surfaces which become contaminated will be decontaminated and cleaned after contact with blood or other potentially infections materials using the approved disinfectant.

Consumer Care Area Schedule Defined

A. Carpeting and floors

- 1. Carpeting will be vacuumed daily or as conditions require. Carpets will be spotshampooed as needed or as conditions require. Carpets will be shampooed or extracted yearly as conditions require.
- Hard floors, including bathrooms, will be scrubbed and/or mopped daily with a cleaning product approved by the Infection Control Committee. Hard floors will be polished (high speed buffing) as conditions require. Hard floors will be

overhauled (i.e. stripping wax, sealing, applying new non-skid wax, buffing) as conditions require.

B. Bathrooms

- 1. Bathrooms in consumer care areas will be cleaned and disinfected daily.
- 2. Shower areas will be cleaned and disinfected daily.

C. Furniture

- 1. Vinyl and fabric furniture will be wiped down daily.
- 2. Hard surfaces (i.e. tables, countertops, hard chairs) will be wiped down daily.

D. Walls and Windows

- All wall areas will be spot washed as necessary and complete wall washing will be done annually.
- 2. Interior and exterior windows will be washed annually.

E. Waste Containers

- 1. Waste containers shall be emptied daily and cleaned as conditions require.
- 2. Garbage/waste container bags will NOT be re-used.
- 3. Garbage/waste bags shall be tied and disposed of in the appropriate trash containment areas.
- 4. Garbage/waste bags will not be used in hospital consumer restrooms, shower rooms, or anywhere consumers are present without supervision.

F. Consumer Beds

- When a consumer is discharged, Housekeeping staff will be responsible for cleaning and disinfecting the mattress and bed frame prior to re-use by another consumer.
 The bed stand and clothing wardrobe shall also be cleaned and disinfected.
- 2. When a consumer is discharged, the Nursing staff will note on the Bed Assignment Board EMPTY.
- Nursing staff will strip the dirty linen off the bed and place in the designated soiled linen area.
- 4. After Housekeeping staff cleans the bed and the personal area of the discharged consumer, they will erase EMPTY and mark CLEAN on the Bed Assignment Board.
- 5. Nursing staff will be responsible for cleaning the bed, bed stand and wardrobe when a bed is emptied and must be used for another consumer during hours that Housekeeping staff is not on duty.
- 6. Nursing staff will make the bed with clean linen.
- G. Medication Rooms—Intermediate and Acute Units

- 1. Floors will be scrubbed and mopped by Housekeeping staff weekly, or as needed.
- 2. Medication cabinets, counter tops and sinks are to be cleaned daily by nursing staff, or as needed.

H. Medication Rooms—Building # 5

- 1. Floors will be scrubbed and mopped by Housekeeping staff weekly, or as needed.
- 2. Medication cabinets, counter tops and sinks are to be cleaned daily by nursing staff, as needed.
- I. Dining and Food Service Areas—Building 25
 - 1. The following areas are to be cleaned daily:
 - a. Hand sinks and compartmental sinks.
 - b. Floors will be swept and mopped after breakfast and lunch and at other times as needed.
 - c. Garbage cans are emptied after breakfast and lunch by Housekeeping staff.
 Nursing staff are to empty the garbage after the evening meal.
 - d. Water fountain.
 - e. Nursing staff are to wipe down the tables after the evening meal.
 - 2. The following areas are to be completed weekly:
 - a. Walls, windowsills and windows.
 - 3. All other cleaning functions are performed by the contracted provider for food services.

J. Laundry

- 1. Soiled laundry is placed in the designated soiled laundry area by nursing staff.
- 2. Soiled laundry is collected on the RSU and hospital units from the designated soiled laundry room by Housekeeping staff.
- 3. The laundry is transported in a covered laundry cart to the washing area for processing. Thermal blankets, queen sheets, pillowslips, mattress pads, bath towels, bath mats, wash clothes, detail kitchen towels, consumer gowns and robes, and wet mops are sent to a contracted vendor for processing. Hospital supplied T-shirts, underwear, socks, bras, and pajamas are laundered by NNAMHS staff.
- 4. Standard universal precautions are used when handling or processing soiled laundry. Laundry is placed in leakage-proof bags for transporting and storage. If extremely soiled, the bag is sealed and placed in a red hazardous waste bag for processing.

5. Laundry carts are considered soiled after transporting soiled laundry and are disinfected prior to use for clean laundry.