

Policy & Procedure Manual

ENVIRONMENTAL CLEANING R-X-5

POLICY

OPTIONS NORTHWEST is committed to health promotion, recognition and control of health hazards in our work environments. Environmental cleaning will follow specific routines and timelines.

The environment plays a role in transmission of infections and cleaning is an essential part of reducing infections. Environmental cleaning is important because it reduces the number and amount of infectious agents that may be present, and may also eliminate routes of transfer of microorganisms from one person/object to another.

PURPOSE:

1. To prevent and control the spread of infectious disease.
2. To achieve a clean environment with regular and conscientious general housekeeping.

PROCEDURE:

A) CLEANING, DISINFECTING AND SANITIZING

1. **Cleaning:** For heavily soiled areas, a preliminary cleaning using the approved cleaning product is required before sanitizing/disinfecting. The presence of organic soil will alter the activity and effectiveness of the sanitizer/disinfectant.
2. **Sanitizing:** Sanitizing is recommended for most cleaning. Only the approved sanitizer specified in each location will be used. Apply this product by thoroughly wetting walls, floors and other hard nonporous surfaces such as tables, chairs countertops, sinks and bed frames. Refer to the product information when using this product on the kitchen sink and on other food contact surfaces, to determine if a thorough rinse is required.

3. **Disinfecting:** Disinfecting will be required whenever there is a spill of blood and/or body fluids, to clean items which are to be used by more than one person i.e. nail brush, Laerdal mask, and to clean equipment which has been used for a person with an infectious disease who has been in isolation. Wear gloves for all disinfecting as indicated below. After completing the procedure remove your gloves and wash your hands.
 - i. **Spills of blood and body fluids:** Wipe up as much of the spill as possible with paper towels. Dispose of the paper towel in a plastic bag. Cover the surface of the spill with paper towel and soak with the approved disinfectant. If it is a floor surface put signage up to indicate the floor is wet. After the required contact time remove the paper towel, dispose of it and allow the area to air dry. If the surface is used for food preparation the area will require a thorough rinse and then allow to air dry.
 - ii. **Items used by more than one person:** Items to be disinfected i.e. nail brush, Laerdal mask will be immersed in the approved disinfectant for the required contact time as specified on the product information. Thoroughly rinse the item and hang or place it on paper towel and allow to air dry.
 - iii. **Equipment to be used by more than one person:** Spray the equipment i.e. blood pressure cuff with the approved disinfectant and allow it to air dry.

B) GENERAL HOUSEKEEPING AND CLEANING

1. Disinfectant wipes may be used for items that cannot be soaked, but it is difficult to attain adequate disinfectant contact time and should be not be used as a routine cleaning disinfectant tool.
2. High-touch Surfaces are those that have frequent contact with hands. Examples include doorknobs, telephones, beds, bedrails, light switches, computer keyboards, monitoring equipment (i.e. blood pressure cuff, thermometer), wall areas around the toilet, lifts/slings, chairs, couch, remote control, hand rails, wheelchair. High-touch surfaces require more frequent cleaning and sanitization/disinfection when soiling/spills occur and are done at least daily. Each location will be responsible to develop a cleaning protocol.

Sample Checklist for Daily Cleaning of High Touch Surfaces

Bedrails, bed frame	√
TV remote control	√
Telephone	√
Bathroom – grab bars	√
Toilet seat	√
Faucet handles	√
Light switches	√
Door handles	√
Lifts	√
Wheelchairs	√
Computer keyboard	√
Fridge, stove and microwave door handles	√
Appliances (i.e. coffee maker, toaster)	√

3. Low-touch Surfaces are those that have minimal contact with hands and require cleaning on a regular (but not necessarily daily) basis, and when soiling or spills occur. Many low-touch surfaces may be cleaned on a periodic routinely scheduled basis rather than a daily basis if they are also cleaned when visibly soiled. The following items should be regularly inspected and cleaned as required:
 - Floors and baseboards are free of stains, visible dust, spills and streaks
 - Walls, ceilings and doors are free of visible dust, gross soil, streaks, spider webs and handprints
 - All horizontal surfaces are free of visible dust or streaks (includes furniture, window ledges, overhead lights, picture frames, etc.)
 - Mirrors and windows are free of dust and streaks
 - Dispensers are free of dust, soiling and residue and replaced/replenished when empty
 - Appliances are free of dust, soiling and stains
4. When sanitizing work from clean-to-dirty and from high-to-low areas to avoid contaminating already cleaned areas and surfaces.
5. Visible dust and dirt should be removed routinely with water and detergent and/or vacuuming from baseboards, vents, fans, air condition units.
6. Damp rather than dry dusting or sweeping should be performed whenever possible.
7. Vacuum cleaners should be used on carpeted areas. The environment should be kept free of clutter to facilitate cleaning.
8. If reusable heavy duty gloves are worn for cleaning, they should be cleaned with soap and water and disinfected between uses.

9. If using a microfiber mop keep it in contact with floor at all times. Do not shake mops.
10. Communicate the following issues to your supervisor:
 - Cracked mattresses and pillows
 - Non-intact surfaces
 - Mold in shower grouting or bathrooms
 - Carpet or upholstery stains
 - Worn or torn finishes
 - Presence of pests
11. Garbage containers should be emptied as necessary. Containers should be made from durable, leak proof and non-absorbent material.

C) BATHROOM CLEANING

1. Showerheads must be disinfected every six months.
2. Bathrooms must be cleaned daily and as necessary. Ensure toilets, sinks, tubs and showers are free of streaks, soil, stains and soap scum. Special attention should be paid to the sink, faucet handles, commode, light switch and door handles. Thorough cleaning is necessary due to the high concentration of body fluids that may be present on surfaces.
3. Soap dispensers should be checked daily for function and replenished as needed.

D) BATHTUB AND SHOWER CLEANING

Bathtubs and shower stalls should be disinfected after each use as directed below:

Regular Bathtubs and Shower Stalls:

1. Clean visible soil by spraying the affected area with the approved cleaner. Wipe it clean using paper towel disposing of the paper towel in the appropriate receptacle or wipe with a cloth used only for this purpose and wash it after use.
2. Once clean spray all surfaces of the bathtub and shower stall with the approved disinfectant, leave it on for the required contact time noted on the product information and rinse thoroughly.

Bathtubs equipped with Lifts:

1. All Aquatec Tub Lifts will be outfitted with non-slip non-porous covers/mats.

2. Clean visible soil by spraying the affected area with the approved cleaner. Wipe it clean using paper towel disposing of the paper towel in the appropriate receptacle or wipe with a cloth used only for this purpose and wash it after use.
3. Lower the bathtub's lift to its lowest height. Fill the tub with water to a level just above the lift or jets to ensure both are submerged. Add the appropriate amount of disinfectant according to the product information while the tub is filling to ensure it mixes appropriately. Spray the tub above the water line with the appropriate disinfectant. Leave the disinfectant in the water and on the tub for the appropriate contact time as indicated on the product information.

NOTE: Several of the homes have jets in their tub that will come on automatically 5-10 minutes after they are shut off. This is a self-cleaning feature. They will shut off on their own. If the tub is equipped with jets turn them on to allow the disinfectant to circle through.

4. Drain and rinse the tub.

Weekly Cleaning of Bathtubs with Aquatec Lifts:

1. To deep clean the lift, two employees are required. Remove non-slip mats from the Lift.
2. The strap, intended for raising the Aquatec lift out of the tub, will be placed around the lift and attached to the Wispa lift. Use the Wispa lift to raise the Aquatec lift out of the tub. Spray all surfaces of the lift with the approved disinfectant and leave it on for the appropriate contact time as indicated on the product information. Clean the lift with a stiff brush paying particular attention to all grooves. Rinse well.

E) CLEANING DISHES

1. Dishes must be washed and dried on the sanitizer cycle of the dishwasher using an approved dishwashing detergent. Do not use straight bleach in the dishwasher as it will ruin the machine.
2. Food processors must be washed after each meal and, in order to ensure sanitization, must be washed in the dishwasher. Place the container on the top rack of the dishwasher in order to extend its life. If processors are used in the morning and there isn't the time required to put them through the dishwasher prior to the next meal a second processor should be available in the home.
3. In the absence of a dishwasher the two sink method will be used to sanitize dishes as indicated below:
 - a) Scrap the dishes
 - b) Wash the dishes with soap and water

- c) Rinse the dishes (remove the dish water and fill the sink with rinse water; a plastic tub can also be used for the purpose of rinsing dishes)
 - d) Sanitize the dishes with the approved sanitizer that is known to be food safe. Ensure the appropriate amount of sanitizer is used and dishes remain in the solution long enough to reach the required contact time in accordance with product information.
 - e) Dishes should be allowed to air dry, not towel dry since damp, soiled towels are a perfect place for bacteria to grow.
4. A laminated sign (see Appendix A) will be posted by each kitchen sink instructing employees in the two sink method for sanitizing dishes.

F) KITCHEN CLEANING

1. Make sure kitchen utensils, containers and work surfaces are thoroughly cleansed, especially those that have been in contact with raw meat and poultry. Keep a specific cutting board just for raw meat and poultry since these foods contain salmonella. This board must be disinfected after use. Do not cut ready to eat foods on this board.
2. Food contact surfaces should be crack-free, non-absorbent, non-toxic, crevice free and cleanable.
3. Each home is to have one sink in the kitchen designated for hand washing during food preparation where liquid soap is provided and the TBDHU hand washing sign is posted. Kitchen sinks are not to be used for hand washing after providing direct personal care.
4. Prior to doing any food preparation in the kitchen sink i.e. cleaning vegetables, rinsing noodles etc. the following procedures are to be followed:
 - a. Wash the sink with soap and water ensuring all particles have been removed and rinse.
 - b. Spray the sink with the approved food safe sanitizer leaving it on for the appropriate contact time.
 - c. Rinse before use.
5. Feeding bags/tubes used for tube feedings are to be rinsed completely of any product after each use and the bag/tube will be placed in a Ziploc bag. Label the bag with the person's name, the date and store it in the refrigerator throughout the day when not in use. Feeding bags will be replaced every 24 hours.

G) LAUNDRY

1. Prior to putting laundry in the washing machine debris is to be removed using paper towel. Dispose of the paper towel in the appropriate receptacle.

2. Personal laundry should be done as a separate cycle.
3. If linen is washed at a high temperature ($\geq 71^{\circ}\text{C}/160^{\circ}\text{F}$), a hot water detergent for a complete wash cycle must be used and if low temperature ($< 71^{\circ}\text{C}/160^{\circ}\text{F}$) water is used for laundry cycles detergents suitable for low temperature washing at the appropriate concentration are used.
4. When drying laundry a temperature in excess of 50°C (122°F) for at least 10 minutes is required to kill scabies mites and eggs.
5. Line drying should not be used unless the load consists of personal laundry for one individual. All other laundry must be dried in the dryer as the heat of the dryer will kill bacteria.

H) FURNACE AND HRV (HEAT RECOVERY VENTILATORS) FILTERS

1. Furnace filters will be replaced monthly and, as required, cleaned according to manufacturer's instructions. Guidelines for cleaning furnace filters will be available at all locations where furnace filters require manual cleaning.
2. HRV filters will be cleaned according to manufacturer's instructions. Guidelines for cleaning HRV filters will be available at all locations where HRV filters require manual cleaning.
3. Inspections shall be completed per the Preventative Maintenance Program Policy HR-XI-20.

RECOMMENDED BY: Director, Community Services

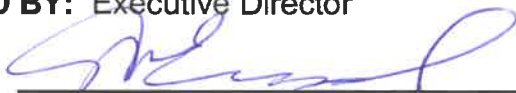
APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration, Community Services

ORIGINAL POLICY DATE: April 2015

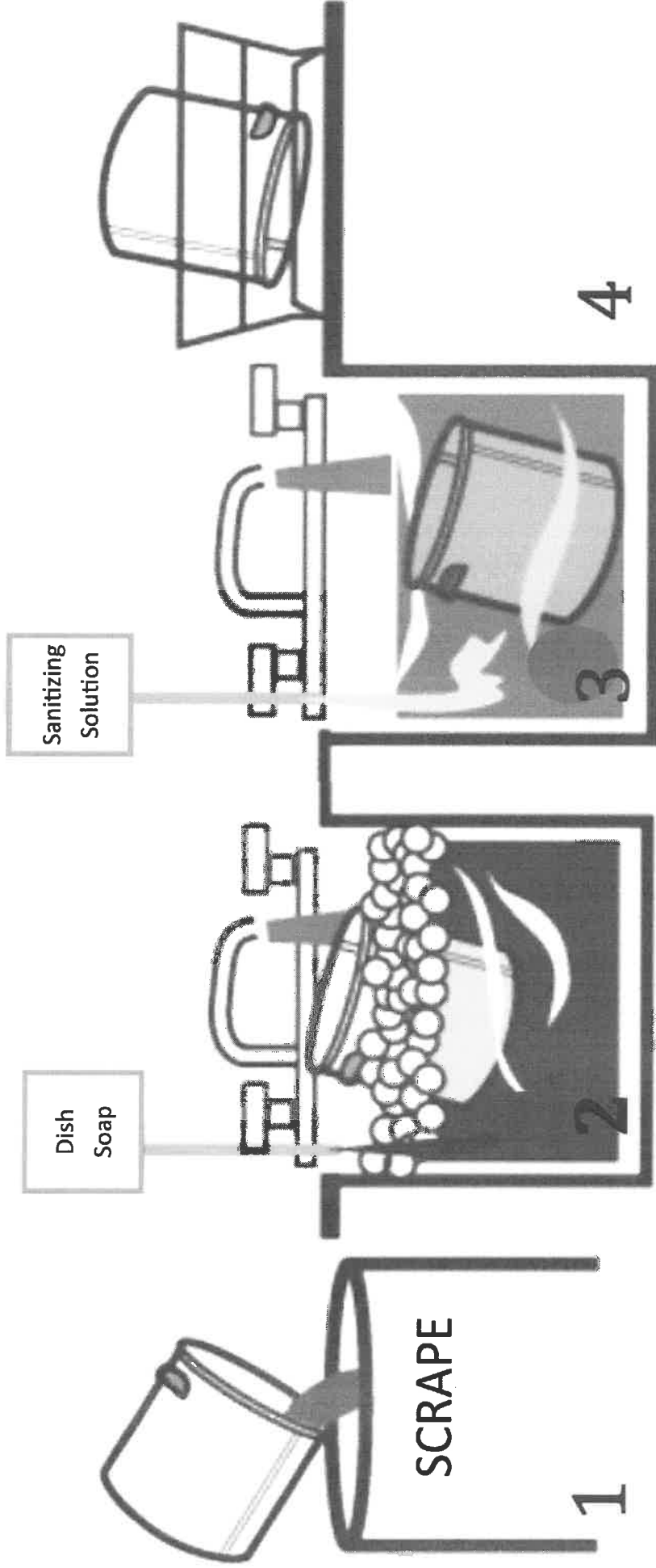
AUTHORIZED BY: Executive Director

SIGNATURE: _____



Approved 2 Sink Dishwashing Method

POLICY: R-X-5
APPENDIX A



SCRAPE

food from
utensils and
pots

WASH

in clean,
hot, soapy
water

RINSE

with clean hot
water after
draining wash
water

SANITIZE

using warm water and
approved sanitizing
solution
Follow directions on
sanitizing solution bottle

AIR DRY

on a corrosion
-resistant
draining rack

