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|  <p><b>Corrections and<br/>Community Supervision</b></p> <p><b>DIRECTIVE</b></p>                                       | <p>TITLE</p> <p><b>Housekeeping: Health Care Areas</b></p> |   | <p>NO.<br/>3096</p>        |
|   |  |   | <p>DATE<br/>08/23/2023</p> |
| <p>SUPERSEDES</p> <p>DIR #3096 Dtd. 10/26/22</p>  | <p>DISTRIBUTION</p> <p>A B</p>                             | <p>PAGES</p> <p>PAGE 1 OF 6</p>                             | <p>DATE LAST REVISED</p>   |
| <p>REFERENCES (Include but are not limited to)</p> <p>ACA Expected Practice 5-ACI-5D-05; Directives #2121 and #4068; General Housekeeping Manual; Infection Control Manual; HSPM Items #1.18, #7.08</p> |  | <p>APPROVING AUTHORITY</p> <p><i>Carol A. Moore, MD</i></p> |                            |

- I. POLICY:** So as to minimize and contain the spread of infectious and communicable diseases, it is critically important that the procedures and precautions set forth in this directive be followed for the cleaning of health care areas, isolation rooms, Regional Medical Unit (RMU)/Infirmarary rooms, and procedures/surgical/exam room areas.

For other than Health Care areas, see the [“General Housekeeping Manual.”](#)

**II. DECONTAMINATION, PROCEDURAL NOTES**

- A. Any surface (e.g., an area, piece of equipment, environmental surface, or work surface) must be decontaminated if it has sustained a spill of blood or other bodily fluids, or when directed by facility Health Services staff.
- B. If blood or bodily fluids are present, decontamination is accomplished using Corcraft Germicidal Cleaner 128 Plus. Repeat the decontamination procedure using Corcraft Germicidal Cleaner 128 Plus on the same area for disinfection purposes. Allow decontaminated surfaces to air dry naturally (no fans).
- C. Clean-up of blood or other bodily fluids should be performed by trained persons (staff or incarcerated individuals) using Corcraft Germicidal Cleaner 128 Plus. Areas of contamination with microorganisms that are not able to be destroyed by Germicidal 128 Plus (e.g., Clostridium Difficile, Norovirus, check label for Virucidal, Bactericidal, Fungicidal and Mildew static effectiveness) shall be cleaned with a bleach solution of one part bleach and nine parts water. This direction will be provided to the facility by Communicable Infectious Disease Unit staff. Nursing staff will notify the individual in charge of supervising the Health Unit Porter when use of bleach is required.
- D. Cleaning personnel shall use appropriate Personal Protective Equipment (PPE) during all decontamination procedures and when handling all trash and soiled laundry, at the direction and with the assistance of Health Services Staff (see Directive #2121, “Personal Protective Equipment”). The Regional Infection Control Nurse should be consulted for questions and guidance on use of PPE.
- E. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas during decontamination.
- F. Contaminated areas, equipment, and surfaces shall be decontaminated immediately or as soon as possible.
- G. All bins, pails, cans, and receptacles intended for reuse will be inspected and decontaminated on a regular basis and whenever visibly contaminated.

- H. Protective coverings for equipment and environmental surfaces shall be replaced as soon as possible when they become overtly contaminated.
- I. Contaminated broken glass shall not be picked up directly with the hands. It shall be cleaned up by use of a brush and dustpan and be placed in a rigid container for disposal.
- J. Personnel shall wash hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment.

### III. REQUIRED EQUIPMENT AND SUPPLIES

- One clean mop bucket on a rolling cart
- One clean mop wringer trigger spray bottle
- One cotton head mop with handle
- One putty knife – approved and issued by Security
- Long handled deck brush
- Lint-free cloths
- Dustpan and pick-up broom
- Supply of toilet tissue and garbage liners
- Corcraft Germicidal Cleaner 128 Plus solution
- Bleach solution – one part bleach and nine parts water
- Deck brush wall washing unit
- Rolling cart for supplies
- “Wet Floor” signs
- Impervious laundry bag
- Protective clothing (PPE): gown, cap, gloves, mask, shoe covers, chemical splash goggles, and impervious apron
- Toilet bowl brush
- Hydrogen Peroxide

### IV. REQUIRED TRAINING

The DVD, “RMU Infirmary Cleaning and Blood/Body Fluid Spill Cleanup,” is a training video available from the Albany Training Academy. Record of viewing this training along with demonstration or procedures shown in the training, is to be maintained at the facility.

### V. DAILY CLEANING OF ISOLATION ROOMS

- A. Trash Collection: Universal precautions will be observed by all personnel.
  - 1. The Health Unit Porter, under supervision of staff, shall collect trash inside the isolation room and place it in a plastic bag. Red bags should only be used for waste that is saturated with free-flowing blood or blood components. This waste (infectious waste) should be double red bagged if leakage is probable and disposed of as infectious waste (see Health Services Policy Manual [HSPM] #7.08, “Collection, Storage, and Disposal of Regulated Medical Waste”).
  - 2. The Health Unit Porter shall transfer all red plastic infectious bags directly to the facility designated area for infectious waste disposal.
- B. Soiled Linen Collection
  - 1. The Health Unit Porter, under supervision of staff, shall place all soiled linen into an impervious bag, handling as little as possible, with a minimum of agitation. The bag will be placed in an enclosed laundry cart.
  - 2. Vinyl gloves, a gown that covers the arms, and other protective clothing as necessary, must be worn. An impervious apron must also be worn over the gown when handling wet soiled laundry.

3. If a bulk linen cart is used to transport the bags of contaminated linen to the laundry, it must be marked appropriately (e.g., Medical, RMU, Infirmary). The bags should be placed in the cart so as not to contaminate the outside area. The soiled linen should be transported to the laundry without delay. The cart must be decontaminated (with an appropriate decontamination agent as determined by Health Services) after being emptied of soiled linen.

C. Clean the Room

NOTE: This entire procedure should be followed for each individual isolation room.

1. Take required equipment and supplies to the isolation room, leaving the housekeeping cart outside of the isolation room, accessible through the doorway, but not blocking the doorway.
2. As required, put on a gown, cap, chemical splash goggles, booties, and gloves. If necessary, put on an N-95 Respirator (in accordance with Directive #4068, "Respiratory Protection Program," and HSPM #1.18, "Tuberculosis") at the direction of, and with the assistance of, the Health Services staff. Change PPE as necessary.
3. Carry plastic bags, lint-free cloths, trigger spray bottle, Corcraft Germicidal Cleaner 128 Plus, and bleach solution (if directed) into the room.
4. Wash the inside and outside of waste containers with Corcraft Germicidal Cleaner 128 Plus following the manufacturer's dilution directions.
5. Using a cloth moistened with Corcraft Germicidal Cleaner 128 Plus, damp dust all exposed surfaces of the room furniture. Damp dust all sills, heat/air units, ledges, mirrors, wash basins, and fixtures.
6. Using Corcraft Germicidal Cleaner 128 Plus spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using a cloth moistened with Corcraft Germicidal Cleaner 128 Plus, wipe the outside of toilets and urinals, including fixtures and pipes.
7. Clean the mirror in the restroom with Corcraft Glass Cleaner and wipe with a lint-free cloth.
8. Using a mop bucket and mop, clean floors using Corcraft Germicidal Cleaner 128 Plus and let air dry naturally (no fans).
9. Refill supplies (e.g., soap, towels, toilet tissue) and reline the containers with appropriate liners.
10. Place lint-free cloths used in cleaning in a laundry bag for laundering.
11. Under supervision of staff, place disposable PPE in a garbage receptacle. Gowns should be placed in a laundry hamper. Chemical splash goggles should be cleaned with Corcraft Germicidal Cleaner 128 Plus, let air dry for 10 minutes, and then rinse with water.
12. After removal of protective clothing, wash hands thoroughly with soap and water, using friction.

**VI. DAILY CLEANING FOR INFIRMARY, RMU, EXAM ROOMS, OR SURGICAL SUITES**

A. Trash and Linen Collection: Follow the trash and linen collection procedures set forth in subsections V-A and B.

B. Cleaning and Disinfection

1. Health Services staff shall ensure that terminal disinfection is performed after the patient has vacated the Infirmary or RMU room. Rooms and furnishings are to be thoroughly disinfected before a new patient is admitted.
2. Patients remaining in Infirmary or RMU rooms for extended periods of time must have terminal disinfection procedures performed monthly, or more frequently, as determined by Health Services staff.

C. Clean the Room

NOTE: This entire procedure should be followed for each individual isolation room.

1. Take required equipment and supplies to the Infirmary/RMU room, leaving the housekeeping cart outside of the room, accessible through the doorway but not blocking the doorway.
2. As required, put on a gown, cap, mask, chemical splash goggles, booties, and gloves at the direction of, and with the assistance of, the Health Services staff. Change PPE as necessary.
3. Carry garbage liners, lint-free cloths, Corcraft Germicidal Cleaner 128 Plus, and bleach solution (if directed) into the rooms.
4. Wash the inside and outside of waste containers with Corcraft Germicidal Cleaner 128 Plus.
5. Using Corcraft Germicidal Cleaner 128 Plus, spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using a cloth moistened with Corcraft Germicidal Cleaner 128 Plus, wipe the outside of toilets and urinals, including fixtures and pipes.
6. Clean the mirror in the restroom with Corcraft Glass Cleaner and wipe with a lint-free cloth.
7. Mop floors using Corcraft Germicidal Cleaner 128 Plus and let air dry naturally (no fans).
8. Refill supplies (e.g., soap, towels, toilet tissue) and reline the containers with appropriate liners.
9. Place lint-free cloths used in cleaning in a laundry bag for laundering.
10. Under the supervision of Health Services staff, place disposable PPE in the trash collection bag or place protective clothing in the soiled laundry collection bag.
11. After removal of protective clothing, wash hands thoroughly with soap and water, using friction.

**VII. TERMINAL CLEANING FOR INFIRMARY, ISOLATION, RMU, EXAM ROOMS, OR SURGICAL SUITES**

A. Trash and Linen: Follow the trash and linen collection procedures set forth in subsections V-A and B. Include with the linen all cubicle curtains and window drapes.

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**B. Cleaning and Disinfection**

1. Health Services staff shall direct terminal disinfection after isolation has been discontinued and appropriate time has lapsed for adequate air exchanges. Rooms and furnishings are to be thoroughly disinfected before a new patient is admitted. Patients who remain in isolation for extended periods of time must have terminal disinfection procedures performed monthly, or more frequently, as determined by Health Services staff.
2. The Health Unit Porter shall:

NOTE: Nursing staff will notify the individual in charge of supervising the Health Unit Porter when use of bleach is required. Bleach solution will replace use of Corcraft Germicidal Cleaner 128 Plus.

  - a. Take required equipment and supplies to the Infirmary/RMU Room, leaving the housekeeping cart outside of the room, accessible through the doorway, but not blocking the doorway.
  - b. As required, put on a gown, cap, chemical splash goggles, booties, and gloves. If necessary, put on an N-95 Respirator (in accordance with Directive #4068, and HSPM #1.18) at the direction of, and with the assistance of, the Health Services staff. Change PPE as necessary.
  - c. Carry garbage liners, lint-free cloths, Corcraft Germicidal Cleaner 128 Plus, and bleach solution (if directed) into the rooms.
  - d. Move all equipment from sides of room.
  - e. Dust the room, including ceiling and walls.
  - f. Clean ceilings, then wipe down walls with deck brush and lint-free cloth using Corcraft Germicidal Cleaner 128 Plus.
  - g. Using Corcraft Germicidal Cleaner 128 Plus, spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using a cloth moistened with Corcraft Germicidal Cleaner 128 Plus, wipe the outside of toilets and urinals, including fixtures and pipes.
  - h. Clean the mirror in the restroom with Corcraft Glass Cleaner and wipe with a lint-free cloth.
  - i. Place all disposable items in a plastic trash bag.
  - j. Clean and disinfect all reusable items which have been removed by Health Services staff according to established procedures.
  - k. Wipe bedside stand and the bed table with Corcraft Germicidal Cleaner 128 Plus.
  - l. Clean bed/mattress with Corcraft Germicidal Cleaner 128 Plus using the following general instructions for bed/mattress cleaning:
    - (1) Clean plastic mattress covers on all sides.
    - (2) Pull lower half of mattress into an upright position.
    - (3) Clean underside of mattress and top of springs.
    - (4) Raise springs and clean underside of bed (pipes and crossbars).

- (5) Raise head of bed, clean underside of mattress and springs.
- (6) Raise springs and clean pipes and crossbars as above.
- (7) Be certain all surfaces of the bed are cleaned: side rails, head and foot boards, etc.
- m. Observation Mattress Cleaning Procedure (in addition to the instructions above):
  - (1) Step 1
    - (a) In a spray bottle, mix a 50/50 ratio of Corcraft Hydrogen Peroxide Cleaner and water.
    - (b) Apply to entire area and let stand for 10-15 minutes.
    - (c) Spray solution on a cleaning cloth and wipe entire area off.
  - (2) Step 2
    - (a) In a spray bottle, mix a 10/1 ratio of Corcraft Hydrogen Peroxide Cleaner and water.
    - (b) Apply to entire area and let stand for 10-15 minutes.
    - (c) Spray solution on a cleaning cloth and wipe entire area off.
  - (3) Step 3
    - (a) Wipe entire area with a clean cloth and water.
    - (b) Let mattress dry.
    - (c) Repeat process as needed.
  - (4) Step 4
    - (a) Apply Corcraft Germicidal Cleaner 128 Plus to a cleaning cloth, wipe the entire mattress.
    - (b) Let air dry. (A scrub brush may be used to remove aggressive stains when using the Corcraft Hydrogen Peroxide Cleaner.)
- n. If mattress and pillows made of fabric are soiled and stained with blood and/or bodily fluids, discard them if directed by Health Services staff.
- o. Clean floors using Corcraft Germicidal Cleaner 128 Plus and let air dry naturally (no fans).
- p. Clean equipment and return to storage.
- q. Remove protective clothing and used cleaning cloths, following specifications set forth in subsections V-C-10 through 12.
- r. After removal of protective clothing, wash hands thoroughly, using friction.
- s. After inspection by appropriate facility staff, complete the make up of the room including:
  - (1) Reline garbage container with appropriate liners.
  - (2) Refill supplies (e.g., soap, towels, toilet tissue).
  - (3) Hang new curtains/drapes and prepare the bed for use.