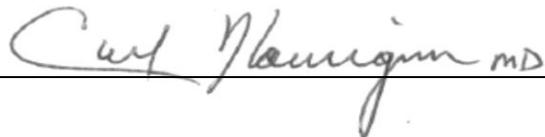


 <p>NEW YORK STATE Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 3096
	Housekeeping: Health Care Areas		DATE 09/06/2016
SUPERSEDES DIR# 3096 Dtd. 08/18/2015	DISTRIBUTION A B	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) General Housekeeping Manual Infection Control Manual, HSPM Item #7.18 and #7.08	APPROVING AUTHORITY 		

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)/infirmatory rooms, and procedures/surgical/exam room areas.

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

II. **DECONTAMINATION, PROCEDURAL NOTES**

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| <ol style="list-style-type: none"> 1. An area, piece of equipment, environmental surface, or work surface must be decontaminated if it has sustained a spill of blood or other body fluids or when directed by facility Health Services staff. 2. If blood or body fluids are present, decontamination is accomplished using Corcraft Germicidal Cleaner 128. Repeat the decontamination procedure using Corcraft Germicidal Cleaner 128 on the same area for disinfection purposes. Allow decontaminated surfaces to air dry naturally (no fans). 3. Clean-up of blood or other body fluids should be performed by trained persons (staff or inmates) using Corcraft Germicidal Cleaner 128. Areas of contamination with microorganisms that are not able to be destroyed by Germicidal 128 (e.g., Clostridium Difficile, norovirus) shall be cleaned with a bleach solution of 1 part bleach and 9 parts water. This direction will be provided to the | <ol style="list-style-type: none"> facility by Communicable Infectious Disease Unit Staff. Nursing staff will notify the individual in charge of the civilian Housekeeping Supervisor and the Health Unit Inmate Porter when use of bleach is required. 4. Cleaning personnel shall use appropriate Personal Protective Equipment (PPE) during all decontamination procedures and when handling all trash and soiled laundry (ref. Directive #2121, “Personal Protective Equipment”). 5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in decontamination work areas. 6. Contaminated areas, equipment, and surfaces shall be decontaminated immediately or as soon as possible. 7. All bins, pails, cans, and receptacles intended for reuse will be inspected and decontaminated on a regular basis and whenever visibly contaminated. |
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8. Protective coverings for equipment and environmental surfaces shall be replaced as soon as possible when they become overtly contaminated.
9. 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.
10. Personnel shall wash hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment.

III. REQUIRED EQUIPMENT AND SUPPLIES

- 1 clean mop bucket on a rolling cart
- 1 clean mop wringer
- trigger spray bottle
- 1 cotton head mop with handle
- 1 putty knife – approved and issued by Security
- long handled deck brush
- lint-free cloths
- dust pan and pick-up broom
- supply of toilet tissue and garbage liners
- Corcraft Germicidal Cleaner 128 solution
- bleach solution – 1part bleach and 9 parts water
- deck brush wall washing unit
- rolling cart for supplies
- “Wet Floor” signs
- impervious laundry bag
- protective clothing (Personal Protective Equipment): gown, cap, gloves, mask, shoe covers, chemical splash goggles, and impervious apron
- toilet bowl brush

IV. REQUIRED TRAINING

The DVD “RMU Infirmery 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 Inmate Porter under supervision of staff shall collect trash inside 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) #7.8, “Collection, Storage, and Disposal of Regulated Medical Waste”).
 2. The Health Unit Inmate 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 Inmate 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 "Hospital" cart. 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.

C. Clean the Room(s)

1. Take required equipment and supplies to isolation rooms, leaving housekeeping cart outside of isolation room, accessible through doorway, but not blocking doorway.
2. As required, put on gown, cap, splash goggles, booties, and gloves, and N-95 Respirator (in accordance with Directive #4323, "Airborne Pathogen Exposure Control," and HSPM #1.18, "Tuberculosis") at the direction of, and with the assistance of, the Health Services staff.
3. Carry plastic bags, lint-free cloths, trigger spray bottle, and Corcraft Germicidal Cleaner 128 into room.
4. Wash inside and outside of waste containers with Corcraft Germicidal Cleaner 128 following manufacturer's dilution directions.
5. Using cloth moistened with Corcraft Germicidal Cleaner 128, damp dust all exposed surfaces of room furniture. Damp dust all sills, heat/air units, ledges, mirrors, wash basins, and fixtures.
6. Using Corcraft Germicidal Cleaner 128 spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using cloth moistened with Corcraft Germicidal Cleaner 128, wipe 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 mop bucket and mop, clean floors using Corcraft Germicidal Cleaner 128 and let air dry naturally (no fans).
9. Refill supplies (e.g., soap, towels, toilet tissue) and reline 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, 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.

NOTE: If a bulk linen cart is used to transport the bags of contaminated linen to the laundry, it must be marked "Hospital" cart. 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.

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

A. Trash and Linen Collection

1. Follow the trash and linen collection procedures set forth in Sections 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(s)

1. Take required equipment and supplies to Infirmary/RMU Room, leaving housekeeping cart outside of room, accessible through doorway, but not blocking doorway.
2. As required, put on gown, cap, mask, chemical splash goggles, booties, and gloves at the direction of, and with the assistance of, the Health Services staff.
3. Carry garbage liners, lint-free cloths, and Corcraft Germicidal Cleaner 128 into the rooms.
4. Wash inside and outside of waste containers with Corcraft Germicidal Cleaner 128.
5. Using Corcraft Germicidal Cleaner 128, spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using cloth moistened with Corcraft Germicidal Cleaner 128, wipe 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 and let air dry naturally (no fans).
8. Refill supplies (soap, towels, toilet tissue) and reline 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

1. Follow the trash and linen collection procedures set forth in Sections V-A and B.
2. Include with the linen all cubicle curtains and window drapes.

B. Cleaning and Disinfection

1. Health Services staff shall direct terminal disinfection after isolation has been discontinued. 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. Using Corcraft Germicidal Cleaner 128, spray inside all toilets and urinals, spray under the toilet seat, and swab with a toilet bowl brush. Using cloth moistened with Corcraft Germicidal Cleaner 128, wipe outside of toilets and urinals, including fixtures and pipes.
3. Clean the mirror in the restroom with Corcraft Glass Cleaner and wipe with a lint-free cloth.
4. The Health Unit Inmate Porter shall:
 - a. Move all equipment from sides of room.
 - b. Dust the room, including ceiling and walls.
 - c. Wipe down walls, clean ceilings with deck brush and lint-free cloth using Corcraft Germicidal Cleaner 128.
 - (1) Place all disposable items in plastic trash bag.
 - (2) Clean and disinfect all reusable items which have been removed by Health Services staff according to established procedures.
 - (3) Wipe bedside stand and the bed table with Corcraft Germicidal Cleaner 128.
 - (4) General instructions for bed/mattress cleaning with Corcraft Germicidal Cleaner 128:
 - (a) Clean plastic mattress covers on all sides;
 - (b) Pull lower half of mattress into an upright position;
 - (c) Clean underside of mattress and top of springs;
 - (d) Raise springs and clean underside of bed (pipes and crossbars);
 - (e) Raise head of bed, clean underside of mattress and springs;
 - (f) Raise springs and clean pipes and crossbars as above; and
 - (g) Be certain all surfaces of bed are cleaned: side rails, head and foot boards, etc.

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