

**INFECTIOUS DISEASE/PANDEMIC EMERGENCY
POLICY AND PROCEDURE MANUAL**

**SUBJECT: DAILY ROOM CLEANING DURING INFECTIOUS
DISEASE/PANDEMIC EMERGENCY**

POLICY: Housekeeping will clean rooms on a daily basis during pandemic emergency.

PURPOSE: To prevent the spread of infection, and to provide disinfection of those rooms where residents with infectious disease reside, as well as provide appropriate disinfection of resident rooms during a pandemic emergency. Housekeeping will follow all CDC and DOH Guidelines by using an EPA approved disinfectant.

The Facility will continue to follow all environmental cleaning guidelines to present the facility in a neat and clean manner at all times

Definition: DAILY Cleaning

Daily cleaning is cleaning/disinfection of frequently touched surfaces including floors and re-useable equipment within the whole healthcare facility or within an individual unit ie: cohorted designated area. This may be required in the following circumstance:

- Following an outbreak or increased incidence of infectious disease during pandemic emergency

EQUIPMENT:

1. Wet micro fiber mop/handle/frame
2. Massline cloth/handle/frame
3. Bucket for micro fiber mops
4. Stainless pail for disinfectant
5. Net bag for soiled mops
6. Plastic liner
7. Reusable cloth
8. Disposable pre-moistened disinfectant wipes
9. Treated disposable dust cloth and tool
10. Spray bottle/trigger
11. Disposable gloves
12. PPE Equipment (gown/gloves/mask/eye shield as needed)
13. Wet Floor signs
14. Housekeeping cart

SUPPLIES:

1. EPA approved germicidal detergent
2. Non-abrasive cleanser
3. Glass cleaner
4. Degreaser

PREPARATION

1. Obtain the proper equipment and materials for the task.
2. Proceed to assigned work area.

NOTE: All chemicals that are not being used must be located in an inaccessible area to residents, either in room by your side or locked in housekeeping cart.

3. Dispense a solution of EPA germicidal detergent in small bucket.

NOTE: Eye protection goggles and rubber gloves must be worn when dispensing chemicals, and rubber gloves must be worn when using germicide detergent.

5. Before entering room put on Appropriate PPE.

Remove Visibly Soiled Deposits from Surface. Then thoroughly wash, let disinfectant solution remain damp on surface for minimum of 10 minutes.

*ALL CLEANING TO BE DONE WITH EPA GERMICIDAL SOLUTION

Cubicle Curtains- If soiled

Remove from hooks, place in double bag to be laundered. Call housekeeping office to have it replaced with a clean one.

Reinstall in the clean cubicle.

Vinyl Cubicle Curtains-

Refer to Policy & Procedure for cleaning Vinyl Cubicle Curtains.

Note – Knock on door before entering, asking if it’s okay to enter. Advise the resident that you are there to clean, Do not violate the privacy of the resident; speak with Nursing if there are concerns

PROCEDURE: Complete resident room first, and then proceed to clean the bathroom.



RESIDENT ROOM

1. Lights/Ledges/Window Sills.
2. Light switches/plates
3. TV electronic devices/furniture
4. Over bed table
5. Bedside Table
6. Fan Coil Unit- spot Clean
7. Walls/Doors/closet –Spot Clean.
8. Closet door handles clean
9. Chairs-Spot clean/ clean arm rests
10. Drapes-Check for Soiling/Tears/Missing Hooks
11. Cubicle curtain inspect for soiling/ missing hooks {see above if soiled}
12. Trash Can- Empty/ spot wash
13. Telephones/Door Knobs/Remote Controls/call bells
14. Hamper/ step on pail Tops
15. Medical Equipment / I.V Poles

BATHROOM

1. Corners & Edges –Dust
2. Light switches /plates
3. Grab Bar - Clean
4. Sink -Clean Inside & Outside.
5. Faucets/Pipes/Stainless Surfaces - Clean
6. Mirror/Shelves - Clean
7. Walls/Door - Spot Clean
8. Door Handles / pull cords- Clean
9. Paper Towels/Toilet Tissue/Soap - Supplies Filled and* dispensers cleaned.
10. Trash Can - Empty & Spot Wash
11. Toilet/Seat/Safety frame

DUST MOP

1. Place disposable treated dust cloth on floor dust tool as follows:
 - a. Fold dust cloth in half.
 - b. Place tool on folded cloth and bring over sides of tool and tuck into holes on corners of tool foot.

2. Starting in far corner of room, remove debris and dust as follows:
 - a. Visually section room working one area at a time.
 - b. Move any moveable furniture
 - c. Proper use of swivel allows easy access under beds, etc.
 - d. Work tool close against baseboard and in corners.
 - e. Work tool close around casters and legs of immovable furniture.
 - f. Cover entire floor, working debris and dust toward door. Pick up immediately then complete bathroom.

WET MOP

1. Start wet mopping in far corner of resident room floor using germicide solution.
2. Do not wet mop the entrance way of the room leading into the bathroom.
3. Move any moveable furniture.
4. Proper use of swivel allows easy access under beds, etc.
5. Work tool close against baseboard and in corners.
6. Work tool close around casters and legs of immovable furniture other than entrance to bathroom.
7. Wet mop bathroom floor and work your way out of room.

FINISHING

1. Empty step-on pail for PPE and soiled linen.

While still in resident room:

- Remove PPE.
- Hand hygiene is performed after removing soiled linen and discarding all PPE before leaving room.
- Place wet floor sign outside room.
- Empty bucket in housekeeping closet sink.

NOTE: Eye protection, goggles and rubber gloves must be worn during emptying of solution.

KEY POINTS cleaning procedure:

- Don Personal Protective Equipment (PPE), i.e. disposable apron and gloves, before entering the room.
- Prepare cleaning/disinfecting solutions in a container (dilution as per manufacturer's instruction). Do not mix chemicals and only use a cleaning product provided by your employer.
- Disinfectant solutions should be used as per manufacturer's instructions, particularly the contact time.
- Use disposable cloths/paper roll for cleaning, these should be disposed into the step-on PPE pail before leaving the area/room.
- Ensure that PPE is changed when moving from one room/area to another and dispose of PPE into PPE pail.
- Always decontaminate your hands after removing soiled linen from step-on pail and disposing of PPE.
- Avoid leaving and re-entering the area until the room is fully completed.