2.9 Environmental Services

Purpose

To provide guidelines for those in Environmental Services to foster appropriate infection control.

Audience

All employees of Environmental Services

Personnel

- Handwashing shall be performed before and after each patient contact and at other times as indicated (see policy: Handwashing for All Hospital Employees).
- Personnel shall comply with Employee Health Center guidelines for their area.
- Personnel shall attend annual training in universal precautions and infection control principles.
- Eating and drinking shall be confined to designated areas.
- All personnel shall adhere to the departmental dress code of each department.
- Personnel entering a patient's room shall take care to keep their attire free from patient contact and soilage with the patient's blood, body fluids or excretions.
- All personnel shall follow the instructions posted on the door of a patient in isolation. All guidelines shall be followed. The patient's chart, records, and papers which will be removed from the room shall not be placed on surfaces in the room (see policy: Isolation).
- Suspected or known exposure to or acquisition of an infectious or communicable disease shall be reported to the Department of Healthcare Epidemiology or the Employee Health Center immediately.
- A clean uniform shall be worn daily.
- All cuts and lacerations shall be covered with a waterproof dressing.
- The Universal Precautions Policy will be followed for any and all contact with blood or other body fluids.

Environmental Cleaning

- Thorough scrubbing/disinfecting shall be done for all environmental surfaces that are being cleaned in-patient care areas.
- An EPA-registered tuberculocidal (hospital-grade) disinfectant shall be used.

- An EPA-registered tuberculocidal (hospital-grade) disinfectant will be used to clean spills of blood or body fluids.
- Antiseptic agents that are intended for use on the skin shall not be used for surface cleaning.
- Disinfectant fogging shall not be done. Airing a room shall not be done except in the case of tuberculosis.
- In patient care areas, cleaning of non-carpeted floors and other horizontal surfaces (e.g., bedside tables), shall be done daily.
- Vacuum cleaners shall be central or portable units designed to filter discharged air and not resuspend dust from the floor.
- Storage carts, housekeeping carts, and storage rooms shall be cleaned daily. Buckets shall be emptied and dried prior to storage.
- All waste receptacles shall be lined with impervious plastic liners and shall be sealed prior to disposal.
- Paper towel dispensers, soap dispensers and toilet paper dispensers shall be kept filled.
- Sharps containers are removed from patient rooms by nursing and placed in the dirty utility room. Environmental Services then disposes of the sharps container.
- Disinfectant-detergent solutions shall be prepared prior to each use.
- After the patient has been discharged from an isolation room Environmental Services personnel shall use the same precautions to protect themselves that they would use if the patient was still in the room; however, masks are not needed unless it is necessary to enter the room of a patient on Airborne Precautions less than one hour after the patient was discharged.
- All horizontal surfaces of furniture and mattress covers shall be cleaned with a disinfectant-detergent solution.
- All patient care floors shall be wet-vacuumed or mopped with a disinfectant-detergent solution.
- There shall be no routine washing of walls, blinds and curtains; however, these shall be washed if visibly soiled. Cubicle curtains shall be changed if visibly soiled.
- The Department of Healthcare Epidemiology shall be consulted regarding cleaning the room of a patient who has suspected Smallpox, Lassa fever, Ebola fever, or other hemorrhagic fevers.

- Cleaning schedules and procedures for all patient rooms, bathrooms, corridors, nursing stations, outpatient campus-based clinics and other areas shall be maintained in the Department of Environmental Services.

- Germicidal cleaning solutions used by Environmental Services shall be reviewed and approved by the Department of Healthcare Epidemiology.

Electrical Safety

- Excessive moisture on electrical components can cause equipment damage. Disinfectants and cleaners sprayed directly onto equipment may cause them to short circuit. This can also happen with excessively wet cleaning cloths. Manufacturers frequently recommend against certain types of cleaning such as steam cleaning, pressure washing, ultrasound, ethylene gas, radiation, and immersion.

- Please refer to the manufactures guidelines for the appropriate type of disinfectant and the best method of cleaning each piece of medical equipment. Or contact Environmental Services at (x25326) or Clinical Equipment Services at (x76143) if you need additional guidance on equipment cleaning technique.

Appendix A
Environmental Services
Checklist for Daily Cleaning of Patient Rooms

Medical/Surgical areas (Non-ICU)

Surface to be cleaned	Check off as Completed (please check box as complete or NA if non applicable)
1. Bedrails, bed frame	○
2. Bedside tables	○
3. Over bed tables	○
4. TV Controller	○
5. Call button	○
6. Telephone	○
7. Lavatory surfaces	
a. Safety – pull up bars	○
b. Faucets	○
c. Commodes	○
d. Shower	○
8. Fan(s)	○
9. Sharps containers	○
10. Waste receptacles	○
11. Headboard	○
12. Footboard	○
13. Door/door knobs	○
14. Light Switches	○
15. Soiled areas of walls and windows	○
16. Television	○
17. Exterior surfaces of drawers & closets	○
18. Over-bed light	○
19. Laundry hamper	○
20. Floors	○
21. Shelves	○

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Appendix B
Environmental Services
Checklist for Daily Cleaning of Patient Rooms

ICUs

Surface to be cleaned	Check off as Completed (please check box as complete or NA if non applicable)
1. Waste receptacles	○
2. Soiled areas on walls and windows	○
3. Bedside table	○
4. Over bed table	○
5. Bedrails, bed frame	○
6. Headboard	○
7. Footboard	○
8. Over bed light	○
9. Laundry Hamper	○
10. Doors/door handles	○
11. Lavatory	
a. Commode	○
b. Safety bars	○
c. Faucets	○
d. Shower	○
12. Fan(s)	○
13. Sharps Containers	○
14. Shelves	○
15. Telephone outside the room	○
16. Light Switches	○
17. Television	○
18. Floors	○
19. Exterior surfaces of drawers & closets	○
20. TV Controller	○
21. Code Call Button	○

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Appendix C

Environmental Services

Cleaning Checklist

Terminal Cleaning – All Rooms

Surface to be cleaned	Check off as Completed (please check box as complete or NA if non applicable)
1. Chairs	○
2. Areas of soilage on walls & windows	○
3. Light switches	○
4. Over bed table including framework	○
5. Television	○
6. Wall-mounted oxygen & suction control units	○
7. Headboard of bed	○
8. Footboard of bed	○
9. Mattress	○
10. Bedrails	○
11. Bed frame	○
12. Casters on bed and over bed table	○
13. Telephone	○
14. Bedside Table	○
15. External surfaces of drawers and closets	○
16. Over bed light	○
17. Bathroom	
a. Pull up bars	○
b. Commode	○
c. Shower	○
d. Faucets	○
18. Floors	○
20. Laundry hamper	○
21. Doors/door handles	○
22. Waste receptacles	○
23. Thermostat	○
24. Sharps Container	○
25. Shelves	○
26. TV Controller	○
27. Code Call button	○

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Appendix D
Environmental Services
Cleaning Checklist

Emergency Department

Surface to be cleaned	Check off as Completed (please check box as complete or NA if non applicable)
1. Bedrails, bed frame	○
2. Examination tables	○
3. Desk	○
4. Sink	○
5. Sharps Container	○
6. Waste receptacles	○
7. Door	○
8. Floor	○
9. Soiled areas of walls	○

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____