

# Cleaning and Storage of Loaner Equipment in Home Care Settings

Central Zone Infection Prevention and Control (IPC)

## Guideline

### Purpose

If client care equipment belongs to Alberta Health Services (AHS) and Home Care chooses to recirculate this equipment, then cleaning and disinfecting MUST occur before recirculating AHS owned loaner equipment.

When equipment is loaned, the client/client advocate are to be provided with clear plastic bags and “Dirty” tags/labels (see page 4) along with written instructions on what to do when returning equipment.

This process will ensure ongoing safety of staff and clients following best practices when cleaning/disinfecting loaner equipment.

### Process for returned loaner equipment

Identify the “flow of equipment” through the facility from arrival through cleaning/disinfection, and storage.

Disposable urinals, slipper pans, bedpans, basins, and any other manufacturer indicated “single-use” items MUST be discarded after client use, in the client residence.

Staff to ensure that single-use items are not reprocessed and reused.

Staff to maintain a cleaning schedule for all re-usable items as per manufacturer’s instructions.

Manage equipment that requires maintenance as per site process.

### Arrival of equipment to the Home Care office

- Clients are to bag equipment before transport, this will minimize the risk of organism transmission within the vehicle to the occupants.
- If alternate (third party) transportation option is used to return equipment (i.e., Handivan, taxi) ensure the transporter is aware that soiled equipment is to be bagged. If the equipment is too big to be bagged (e.g., wheelchair) the client or home care personnel must clean the equipment using a ready-to-use (RTU) cleaner/ disinfectant or wipes prior to transport back to the home care office.
- Ensure staff, who are receiving the returned equipment have access to gloves, plastic bags, and tags/labels to identify returned items as “Dirty” at the point of drop off in the event the returned items are not bagged and labeled.
- Wipe laminated labels between use. If stickers/paper label is used, remove and discard.
- Identify dedicated storage area for soiled/dirty equipment. Post signage indicating “soiled area”. Location preference is a room with a door, which should remain closed with restricted access to clinical and support staff only.
- Place equipment labeled “dirty” in the soiled area for cleaning.

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- Soiled area is **not** a storage space for any clean equipment.
- Contain soiled equipment in an area away from public access and clean as soon as possible.

### Cleaning/Disinfection

- Identify an area for cleaning/disinfection of dirty equipment. Consider the process for cleaning/disinfection that is most appropriate for your site: RTU wipes, hand pail/sink and cleaning cloth with properly diluted cleaning/disinfectant product. Contact IPC if help is required to identify an appropriate flow based on your site setup.
- A dedicated hand hygiene sink (consider splash zone) should be available. If a hand hygiene sink is not readily available wall-mounted alcohol-based hand rub (ABHR) must be accessible.
- Personal protective equipment (PPE) shall be readily available in a protected manner. Perform a point of care risk assessment (PCRA) to determine appropriate PPE such as gowns, goggles, face shields, and gloves to be worn when cleaning equipment.
- Linen hamper for soiled cleaning cloths and a garbage container shall be available.
- Clean/disinfect equipment using AHS-approved cleaner/disinfectant and ensure appropriate contact time of the disinfectant to provide "kill factor" of potential organisms.
- Ensure staff, assigned to the role of cleaning loaner equipment, have access to manufacturer's instructions on cleaning/disinfection.
- Establish a documentation process that identifies equipment has been cleaned (date) and by whom (initials).
- Clean equipment with an AHS-approved sporicidal disinfectant if client had a confirmed *Clostridioides difficile* infection (CDI).
- Follow the equipment cleaning process (see resource links below).
- Once equipment has been cleaned attach a tag/label marked "clean" (see page 5) and move equipment to the clean storage area.

### Clean storage area

- Refer to the [Storage of Clean and Sterile Supplies in Clinical Areas \(albertahealthservices.ca\)](https://albertahealthservices.ca/storage-of-clean-and-sterile-supplies-in-clinical-areas) for complete details.
- Refer to [CSA Cleaning Frequency Table for Sterile Storage Areas \(albertahealthservices.ca\)](https://albertahealthservices.ca/csa-cleaning-frequency-table-for-sterile-storage-areas) for complete details.

### Example procedure for cleaning and disinfecting of loaner wheelchairs, commodes, bath assist seats, walkers, bedrails, etc.

Perform a point of care risk assessment (PCRA) to determine appropriate personal protective equipment (PPE) such as gowns, goggles, face shields, and gloves to be worn when cleaning equipment. At a minimum always wear gloves.

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Refer to manufacturer's instructions before cleaning.

- Use RTU wipes or a hand pail/sink and cleaning cloth with properly diluted cleaning/disinfectant product. Ensure the item is sufficiently wet with the cleaner/disinfectant to ensure the "wet contact time" is met to achieve disinfection, as recommended by the manufacturer.
- If using diluted product, soak cleaning cloths in the solution and wring to remove excess liquid. Have enough cleaning cloths to complete the necessary cleaning.; no double dipping of cloths. Place the soiled cloths in the soiled linen hamper.
- Rub RTU wipe/cleaning cloth over surface of object being cleaned, making required number of passes to clean entire surface. Use a two-step cleaning and disinfection process. One surface of the cleaning cloth to clean (use mechanical power - elbow grease) and then a fresh surface of the cleaning cloth or new cloth to disinfect. Place the item in a dedicated clean area to air dry. Do not actively dry the item with a towel or other device.
- Clean equipment starting at the cleanest part moving towards the dirtiest.
- For wheelchairs and commodes, wipe all surfaces starting from the top and working down to the wheels.
- Tag as "Clean" and move the equipment to the dedicated clean storage area.

### Resources

1. <https://insite.albertahealthservices.ca/main/assets/tms/nfiles/tms-nfiles-commodes.pdf>
2. <https://insite.albertahealthservices.ca/main/assets/tms/nfiles/tms-nfiles-wheelchairs.pdf>
3. [AHS Environmental Services. 2019. Cleaning Principles Practice document. ES-CLN-01. | Insite \(albertahealthservices.ca\)](#)
4. [Principles for Environmental Cleaning and Disinfection](#)
5. [Key Points for Ready-to-use Disinfectant Wipes \(albertahealthservices.ca\)](#)
6. <https://insite.albertahealthservices.ca/main/assets/tls/cecen/tls-cecen-equipment-management-continuing-care.pdf>
7. <https://insite.albertahealthservices.ca/main/assets/tls/cecen/tls-cecen-equipment-maintenance-tracking-for-managers.xlsx>
8. [Client Care Items and Equipment](#)
9. [Equipment or Supplies in the Client Home](#)
10. [Management of loaned, reusable critical and semi-critical medical devices policy ps-91 \(ahsnet.ca\)](#)
11. [IPAC Canada Practice Recommendations Cleaning and Disinfection of Non-critical Multi-Use Equipment and Devices in Community Settings](#)

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