

TITLE

DISCHARGE/TRANSFER CLEANING (ISOLATION)

DOCUMENT

ES-PROT-CLN-005

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CATEGORY

Environmental Cleaning

NEXT REVIEW

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If you have questions or comments regarding the information in this protocol, please contact Linen & Environmental Services at LES_Standards@albertahealthservices.ca.

OBJECTIVES

- To outline the steps for cleaning and disinfecting an **isolation room** upon discharge / transfer.

APPLICABILITY

Compliance with this protocol is required by all Alberta Health Services (AHS) Environmental Services (ES) employees, students, volunteers, and any other persons acting on behalf of AHS Environmental Services (including contracted service providers as applicable).

PROTOCOL**1. Cleaning Tools & Equipment Needed**

- 1.1. Cleaning cart, hand pail, cleaning cloths, wet mop, bucket and wringer (or Microfiber System), toilet swab, toilet caddy, cleaning/disinfecting product(s), step-ladder, dispenser refills, dispenser keys, tool(s) for damp dusting, wet floor signs, scraper/putty knife, garbage bags, linen bags (for soiled linen), curtains (cubicle/shower), isolation gown, mask, gloves, and safety goggles/glasses.
 - a) Refer to Material Safety Data Sheet (MSDS) for safe handling of cleaning and disinfectant products.
 - b) Staff must follow AHS Workplace Health & Safety (WHS) Ladder Safety practices.

2. Safety Practices

- 2.1. Place floor sign where it is readily seen at all entrances and exits.
- 2.2. Always follow safe work practices, including proper ergonomic practices, (i.e. proper procedures for reaching, bending, etc.), as per staff training.
- 2.3. Cleaning carts are to be stored appropriately in secured designated rooms when not needed or in use. Cleaning carts are not to be used to hold or store food and/or beverages.
- 2.4. Infection Prevention & Control (IPC) Hand Hygiene and Personal Protective Equipment (PPE) resources are available through the AHS External Website: <http://www.albertahealthservices.ca/6410.asp>.
 - a) They type of PPE required will vary based on the level of precautions required (i.e., contact, droplet, airborne, etc.).
- 2.5. Change gloves and other PPE if they are visibly soiled, are damaged, or if moving from a 'dirty task' to a 'clean task' to prevent cross contamination.
- 2.6. Care must be taken when handling sharps container as these are puncture-resistant, not puncture-proof. This may present a risk of sharps injury.
- 2.7. Verify with Nursing that appropriate Additional Precaution signage is posted next to patient room. Verbal instructions from nursing is not sufficient.

3. Cleaning Steps and Key Points

- 3.1. Change cleaning cloths when cloth is visibly soiled or is no longer wet enough to allow for the appropriate contact time.
- 3.2. Using cleaning principles, all cleaning activities should go from clean to dirty areas. When moving from a dirty task to a clean task staff must perform hand hygiene and change PPE before cleaning the next surface/area.
- 3.3. Cleaning steps may vary slightly for different types of equipment. Always follow the manufacturer's instructions for cleaning and disinfecting specialized equipment. Please contact your supervisor if you have any questions or require assistance.
- 3.4. Frequency of cleaning must be done as per the Environmental Services Cleaning Frequency Expectation Table (ES-STD-CLN-002-Att A). If there is a difference between the cleaning frequencies listed in this document, and the Cleaning Frequency Expectation Table, the frequencies listed in the Expectation Table should be followed.

	STEPS	KEY POINTS
PREPARATION OF CLEANING / DISINFECTANT SOLUTIONS		
1.	Collect all supplies and equipment needed to clean room.	
2.	Perform hand hygiene. Put on (Don) PPE (i.e. gloves and goggles) to prepare cleaning / disinfectant products as per MSDS for the product(s).	Follow proper hand hygiene protocols. See 'Putting on (Donning) Personal Protective Equipment (PPE)' poster.
3.	Prepare approved cleaning/disinfecting product(s) for hand pail and mop bucket, diluting as required.	Cleaning cloths must not be double dipped into any cleaning/disinfecting solution(s).
4.	Remove (Doff) PPE. Perform hand hygiene.	Follow proper hand hygiene protocols. See 'Taking Off (Doffing) Personal Protective Equipment (PPE)' Poster.
CLEANING STEPS		
5.	Place wet floor sign at room entrances/exits.	Place cleaning cart outside doorway to prevent going back and forth to cart. Bring step-ladder into the room by the door.
6.	Review Additional (Isolation) Precaution signage on patient room door to determine the appropriate PPE and to confirm precautions prior to entering the room.	Signage must be on door. Do not proceed until signage is posted.
7.	Perform hand hygiene. Put on (Don) appropriate PPE as per risk assessment.	Follow proper hand hygiene protocols. See 'Putting on (Donning) Personal Protective Equipment (PPE)' poster.

	STEPS	KEY POINTS
8.	<p>Check to make sure that the follow items have been removed by nursing/unit staff:</p> <ul style="list-style-type: none"> • Meal trays • Suction containers (used) • Body fluids (urinals etc.) • Bed stripped of linen (by nursing - site specific) <p>If items are still in the room, notify the Nursing Desk.</p>	<p>Suction container holders and medical supplies must be removed by nursing/unit staff before beginning cleaning the room.</p> <p>Removal of all utensils and meal trays should be done by nursing/unit staff prior to the request for a discharge/transfer clean.</p> <p>Other items to be removed by nursing/unit staff are: wash basins, soap dish, glass, urinal, etc.</p>
9.	<p>Check for patient belongings left behind in room (tables, locker / shelving, cabinets etc.).</p>	<p>If personal items are found, place them into a bag and notify the Nursing Desk once room cleaning is complete.</p> <p>Indicating room and bed number where the items were found.</p>
10.	<p>Discard all disposable waste items (e.g., paper towels, toilet paper, gloves, Kleenex, etc.) as appropriate.</p> <p>Discard any magazines or books.</p>	<p>If items can be cleaned and disinfected, and are un-opened, clean and disinfect the exterior and leave the product in the room.</p> <p>Refer to the "<i>IPC Best Practice Guideline: Guidelines for Management of Patient Supplies on Discharge or Transfer</i>".</p> <p>Magazines and books must not re-circulate.</p>
11.	<p>Empty waste containers by removing the bag.</p> <p>Take down curtains (cubicle, window, shower).</p> <p>Gather any exposed / excess linen stock in the room and place into the soiled linen bag / hamper.</p> <p>Check sharps container. If $\frac{3}{4}$ filled, remove it. (site specific)</p>	<p>Place waste bag(s) and soiled linen bag(s) by the cart, by the door.</p> <p>Follow WHS ladder safety practices.</p> <p>Ensure the sharps container is sealed shut prior to disposal.</p>

	STEPS	KEY POINTS
12.	<p>Unlock bed wheels and pull the bed away from the wall.</p> <p>Raise the bed to a suitable height for cleaning and lower the bed rails.</p> <p>Strip the bed of linen. Place linen into soiled linen bag. Any excess linen in room must also be placed into soiled linen bag(s).</p>	<p>Stripping of beds may be site specific.</p> <p>Follow training for bed stripping/making.</p> <p>Place the soiled linen bags at the door inside the room. Do not overfill bag (no more than ½ full).</p>
13.	<p>Remove gloves.</p> <p>Perform hand hygiene.</p> <p>Apply new gloves.</p>	<p>Do not perform hand hygiene while wearing gloves.</p> <p>Disposable gloves may not be re-used.</p>
14.	<p>Perform high dusting (damp dust only) on surfaces that are out of reach.</p>	<p>Wear eye protection during high dusting (damp dusting).</p>
15.	<p>Clean and disinfect around the perimeter of the room:</p> <ul style="list-style-type: none"> • wall fixtures (i.e. wall brackets) • windows and ledges • horizontal surfaces • wipe cubicle curtain rods and tops of closets • door, frame, kick plate, hinges 	<p>Always clean and disinfect around the room moving from cleanest to dirtiest (entrance to washroom).</p> <p>Wall brackets – to hold glove boxes, sharps container etc.</p> <p>Remember to clean inside, outside and underside of furnishings. (i.e. tables, lockers, etc.)</p>
16.	<p>Clean and disinfect high touch surfaces:</p> <ul style="list-style-type: none"> • walls – used for mobility support • light fixtures • light switches • furniture • hand rails • door handles • window curtain rods/cords (if applicable) • etc. 	<p>Including interior glass windows, doors, and partitions.</p>

	STEPS	KEY POINTS
17.	Clean and disinfect hand hygiene sinks/fixtures, plumbing pipes, dispensers, and mirrors.	Clean internal surfaces of the dispensers.
18.	Clean and disinfect headwall and fixtures (i.e. blood pressure cuffs etc). Clean and disinfect: <ul style="list-style-type: none"> • over-bed table • bedside table • call bell & cord • light cord • headboard • footboard • bed rails • side-chair • foot stools • suction containers • IV pole(s) 	All legs or wheels on furnishings are to be wiped. Do not clean/disinfect technical equipment, including computers. Note: Other items (i.e. wheelchairs, commodes etc.) in the room must be cleaned and disinfected before removal from the room.
19.	Clean and disinfect bed, pillows and under bed frame. Allow to air dry.	Report any damage of mattress or pillow to Unit staff and your Supervisor. <i>Refer to Bed Cleaning (Discharge-Transfer) ES-PROT-CLN-042 protocol.</i> Pillows are cleaned in the room and are not to go to laundry. Do not remove cardiac bed locks.
20.	Clean and disinfect wipe waste container(s) inside and out if soiled.	
21.	Remove gloves. Perform hand hygiene. Apply new gloves.	Do not perform hand hygiene while wearing gloves. Disposable gloves may not be re-used.
22.	Clean and disinfect the washroom.	Follow the <i>Patient Washroom Cleaning Protocol (ES-PROT-CLN-034)</i> .

	STEPS	KEY POINTS
23.	Remove gloves. Perform hand hygiene. Apply new gloves.	Do not perform hand hygiene while wearing gloves. Disposable gloves may not be re-used.
24.	In patient bed area: <ul style="list-style-type: none"> Damp mop (wash) floors. Washroom area: <ul style="list-style-type: none"> Damp mop washroom floor. 	Damp mop floor using concept of far corner to door. Pay particular attention to corners, edges, and baseboards (scraper may be needed). Remove and place mop head(s) into a soiled linen bag after use.
25.	Clean and disinfect handles and outside of cleaning equipment.	Equipment that was taken into the room must be thoroughly cleaned to prevent cross contamination.
26.	Take the Additional (Isolation) signage off the door and clean and disinfect it.	Site specific.
27.	Remove (Doff) PPE. Perform hand hygiene.	Follow proper hand hygiene protocols. See 'Taking Off (Doffing) Personal Protective Equipment (PPE)' Poster.
28.	Polish any streaks on windows, mirrors etc. with clean cloth.	
29.	Remake bed with clean linens. Replace furniture in standard location.	<i>Refer to Bed Making (ES-PROT-CLN-043) protocol.</i> Arrange in a neat and orderly fashion.
30.	Replenish dispenser supplies and paper supplies. Re-line waste containers. Re-hang curtains.	Only provide one extra bag in container (hang over the rim). Site specific requirement.
31.	Let the Nursing Desk know that room has been completed or follow electronic bed system.	
32.	Take waste and soiled linen bags to soiled utility room for disposal.	

	STEPS	KEY POINTS
33.	Remove wet floor sign when floor is dry.	
34.	Take all equipment to janitor closet / housekeeping room. Empty pails and clean and disinfect before proceeding to next isolation room Clean and re-stock cart.	Pails must be cleaned and disinfected before proceeding to the next room. Microfiber (flat head) mop system does not require changing of pail.
35.	Proceed to next assignment.	

DEFINITIONS For a full list of standard cleaning terms, please refer to the 'Environmental Services Cleaning Standard' (ES-STD-CLN-005).

REFERENCES

- AHS Governance Documents
 - [Hand Hygiene \(# PS-02\)](#)
 - [Workplace Health & Safety \(#1121\)](#)
 - WHS Ladder Safety (on Insite)
 - IPC Best Practice Guideline: Guidelines for Management of Patient Supplies on Discharge or Transfer (on IPC webpage)
- ES Governance Documents
 - Environmental Services Cleaning Standard (ES-STD-CLN-005)
 - Cleaning Frequency Standard (ES-STD-CLN-002)
 - Cleaning Frequency Expectations Table (ES-STD-CLN-002-Att A)
 - Personal Protective Equipment Standard (ES-STD-WHS-001)

REVISIONS

December 2015