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|  SOILED LAUNDRY AND LINEN PICKUP | NO.  |
| **Protective Equipment Instructions**:Tasks relating to this procedure have been classified as Category II. Tasks are not likely to involve exposure to blood or body fluids. No protective equipment should be necessary to perform this task. Should it become necessary to handle blood or body fluids, or articles contaminated with blood or body fluids while performing this procedure, appropriate protective equipment must be worn (i.e. gloves, gowns, etc.). If necessary, contact your supervisor for further instructions. Should you be exposed to blood or body fluids, report the incident to your supervisor.**Purpose**:1. To maintain a clean and safe environment for the resident, staff and visitors.
2. To keep the facility free from the accumulation of soiled laundry and linen.
3. To maintain an adequate supply of clean laundry and linen on hand.

**Key Procedural Points**1. Soiled laundry and linen must be stored in a well ventilated area. Do not leave standing in hallways.
2. Soiled laundry and linen must be taken to the washroom daily. Do not allow to accumulate in rooms or storage areas.
3. Lids or covers must be kept on hampers.
4. Resident’s personal clothing must be properly labeled with their name.
5. Check resident’s clothing before placing into laundry carts.
6. Keep laundry storage area clean and unobstructed.
7. Do not store clean linen with soiled laundry. These storage areas must be kept separate.
8. Follow established safety regulations.

**Steps in the Procedure:**1. Nursing service personnel (aides/orderlies) must pick up soiled laundry and linens daily.
2. Soiled laundry and linens must be placed in laundry hampers. Hampers must be kept covered.
3. Resident clothing must be placed into a plastic bag and put into a soiled-laundry hamper designated for resident clothing.
4. Soiled laundry containers must be taken to the soiled laundry storage area.
5. Laundry personnel will pick up soiled laundry and linen from the storage area (including resident clothing) and take it to the laundry room for sorting and washing.
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| **Resident’s Personal Laundry Pickup:**Resident’s personal laundry picked up by the family must be completed as follows:1. Soiled laundry must be placed in a container located on the resident’s wing.
2. The container must be provided by the resident or family, and must be approved by the director or nursing services.
3. The resident’s name must be placed on the container, and it shall be the responsibility of the family to maintain the container in a clean and sanitary manner.
4. Soiled clothing must be removed at least twice weekly, or more often if deemed necessary by the director of nurses to prevent accumulation of soiled clothing, and placed in a plastic bag (sealed) for removal.
5. Containers must be lined with a plastic trash liner. Liners shall be furnished by the family.
6. An adequate supply of clean clothing shall be provided (on-hand) for the resident.
7. Should the resident’s laundry accumulate beyond acceptable levels (i.e. excessive amounts, creating odors and unsanitary conditions, etc.) the facility shall have the right to launder the resident’s clothing and bill the resident for such services.
8. The facility shall reserve the right to launder resident’s clothing should isolation, quarantines, or other health-related situations make it necessary for the safety and well-being of the facility. (Charges shall be made to the resident for laundry services.)
9. Variances from these procedures must be approved the administrator.
10. The washing of resident clothing in their room is not permitted.
11. Hanging garments to dry in bathrooms is not permitted.
12. Articles that will require dry cleaning are the responsibility of the family.
13. Bedspreads, covers, etc. may be permitted, however they must be washable.
14. Mending, repairing, or replacing of resident clothing is the responsibility of the family. (The facility will mend, repair, or replace clothing of those residents who do not have family.)
15. The facility will replace personal clothing items lost through our negligence. (Lost items replaced by this facility must have been listed on the resident’s Personal Effects Inventory Record.)
16. Clothing must have the resident’s name on each article.
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|  SOILED LAUNDRY AND LINEN PICKUP | NO.  |
| **Handling Soiled Laundry and Linen:****Gloves**Gloves must be used when handling soiled laundry and linen. Protective sleeves may be used when handling soiled clothing with blood, body fluids, feces, or other infective material is likely. Do not use protective sleeves for regular soiled laundry and linen.**Gowns**Gowns or aprons must be worn if soiling of your clothing with blood, body fluids, feces, or other infective material is likely.**Handwashing**Your hands should be thoroughly washed with soap and warm water:1. Before and after performing the procedure.
2. After your hands come into contact with blood or body fluids.
3. After removing gloves.

**Handling Soiled Laundry and Linen**When handling laundry and linen that is soiled with blood or body fluids, you should:1. Wear gloves.
2. Keep soiled laundry and linen from touching your clothing. Wear a gown or apron as needed.
3. Handle the linen lightly and with minimum agitation to prevent self-contamination as well as contaminating the air.
4. If hot water is used, wash the linen with a detergent at 160° F (71 C) for at least twenty-five (25) minutes.
5. If low-temperature laundry cycles (<=158° F [70° C]) are used, chemicals suitable for low-temperature washing at proper use concentration should be used.

**Blood Spills or Splashes**Should spillage or splashing of blood or body fluids occur while performing this procedure, you should:* 1. Clean it up.
	2. Wear gloves.
	3. Clean up the blood or body spill first. Use disposable towels, if practical.
	4. After wiping up the blood or body fluid, decontaminate the spill or splash area with disinfectant.
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