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|  LAUNDRY SORTING / FOLDING | NO.  |
| **Protective Equipment Instructions**:Tasks relating to this procedure have been classified as Category III. Tasks do not involve exposure to blood or body fluids. No protective equipment is necessary. However, 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**:To prepare laundry, linen and resident clothing for distribution to appropriate storage areas and resident rooms.**Key Procedural Points:**1. Keep sorting and folding area clean.
2. Do not place clean laundry into hamper used for soiled clothing. Use hampers designated for clean laundry.
3. Report defective equipment or needed repairs to your supervisor.
4. Report needed equipment and supplies to your supervisor.
5. Follow established safety precautions.

**Steps in the Procedure:**1. Fold sheets, towels, bedspreads, etc. Store in designated area for distribution.
2. Count items as instructed.
3. Hang garments on hangers as required.
4. Fold and sort resident clothing. Place in designated area for distribution.
5. Keep sorted clothing separate from soiled clothing.
6. Check resident clothing for needed repairs. Make needed repairs or report to your supervisor as may be required.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |