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|  LAUNDRY SORTING AND PRE-SOAKING | 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 identify laundry by types and color for proper washing.
2. To identify laundry that will require pre-soaking before normal washing procedures.

**Key Procedural Points**1. Keep sorting functions separate from clean laundry and linen functions to prevent cross-contamination.
2. Pre-soak heavily soiled or stained laundry and linen before washing.
3. Use approved detergents, bleaches, disinfectants, etc.
4. Report defective equipment or needed repairs to your supervisor.
5. Report supply and equipment needs to your supervisor.
6. Repair torn laundry and linen after washing. (Replace as instructed by the laundry supervisor.)
7. Follow established safety regulations.
8. Keep work area clean and free from accumulation of soiled laundry and linen.

**Steps in the Procedure:**1. Sort soiled laundry and linen into groups according to type and color.
2. Sort resident clothing as necessary.
3. Place heavily soiled laundry and linen (including stained articles) into the pre-soak group.
4. Prepare sorted articles for pre-soaking.
5. Use authorized detergents for pre-soaking. (Follow directions on label.)
6. Prepare remaining soiled laundry and linen for washing.
7. Prepare residents’ personal clothing for washing. Keep separate from regular laundry and linen.
8. Separate worn and torn laundry and linen for repair or replacement after they are laundered.
9. Clean sorting area. Keep clean and unobstructed. Follow established cleaning procedures.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |