

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CLEANING - 7-STEP CLEANING PROCEDURE

POLICY NO. 478A

PURPOSE

To maintain a clean and safe environment for patients, staff and visitors.

POLICY

Harbor-UCLA Medical Center has contracted with an environmental services (EVS) corporation to ensure that all areas of the hospital, including patient rooms, clinics, offices, and public areas are clean.

PROCEDURE

Environmental services personnel will maintain the cleanliness of the hospital using their *7-Step Cleaning Procedure and the use of appropriate cleaning products*. The procedure shall begin by the environmental workforce member (E-WFM) obtaining all the necessary cleaning supplies, equipment, and personal protective equipment (PPE), at the beginning of each shift. The E-WFM will ensure that the housekeeping closet is maintained, cleaned and locked after the removal of the cleaning cart. After this, the E-WFM will do the following:

1. Ensure that all cleaning supplies are stocked, secured, and locked in the E-WFM cleaning cart – (Sodexo Shine Cart Setup Procedures, policy on file). Report to assigned work areas within 10 minutes of the start time. As appropriate, check with Nursing Station for any immediate needs.
2. Walk through the assigned area checking for spills, debris, and unsafe items/situations to clean or remove immediately. Area should be ready for patients, guests, and employees use ensuring a professional first impression.
3. Ensure that the trash bin remains close in proximity when in use or close to a wall - **Corridors shall not be blocked**. Containers greater than 32 gallons must have a fitting cover. When the cleaning cart and/or trash bin are not in use, they must be stored in the housekeeping closet.
4. Empty trash cans before beginning the *7-Step Cleaning Procedure*.
5. Begin the use of the *7-Step Cleaning Procedure* in the patient rooms, clinics, offices, and all public areas when appropriate, not hindering area operations.

EFFECTIVE DATE: 6/11

SUPERSEDES:

REVISED: 9/11, 2/12, 3/13, 7/13, 4/15, 4/18, 7/20, 1/21


REVIEWED: 7/13, 4/15, 4/18, 9/18, 7/20, 1/21

REVIEWED COMMITTEE: Environmental Readiness Committee

APPROVED BY:


 Anish Mahajan, MD
 Acting Chief Executive Officer


 Anish Mahajan, MD
 Chief Medical Officer


 Nancy Blake, PhD, RN, NEA-BC, FAAN
 Chief Nursing Officer

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Cleaning Products – See attached list of hospital-approved cleaning products (Attachment A)

The Harbor-UCLA cleaning procedure is to use the disinfectant/cleaner Clorox Healthcare™ Bleach Germicidal Cleaners (formerly known as Dispatch®) and must remain wet for 5 minutes to kill c.difficile spores or Clorox Healthcare™ Bleach Germicidal Wipes and must remain wet for 3 minutes to kill c.difficile spores.

For mopping, one microfiber flat mop is used for each area mopped – e.g., one mop per patient area. Soiled mops are not to be reused in another area nor re-dipped in solution and must be placed in soiled containment when dry or soiled. Flat mops are used immediately after the removal of any bodily fluid secretions or excretions such as blood or urine, etc. Heavily soiled rooms may also require more frequent mopping.

For wiping equipment or furniture, replace the cleaning cloths after each use. The cleaning solutions must be replaced on every shift.

7-Step Cleaning Procedure

EVS and Clinical Management must ensure that all personnel use personal protective equipment gear if needed for any of the *7-Step Cleaning Procedure*. Use basic guidelines of cleaning high to low and most-soiled to least-soiled.

Step 1: Trash & Soiled Linen Removal

Trash and soiled linen removal is defined as safely containing, removing, and transporting trash or linen to the appropriate staging area, disposing area or respective chute. All trash is to be pulled from area before starting the 7-Step Cleaning Procedure. Begin by ensuring that the appropriate cart and trash bin is in close proximity before removing the liner with trash from all the wastebaskets in the patient's room and that proper PPE is available and donned.

- Don appropriate PPE including outer gown, gloves, and other items deemed appropriate.
- Wipe inside and outside of wastebaskets with hospital-approved solution. Allow to dry.
- Place one clean, fresh, appropriately-sized liner in the clean wastebasket.
- Remove soiled linen from the bathroom and place the soiled linen in the hamper bag with previously collected items. Do not over stuff hamper bag causing safety hazard.
- Safely load all hamper bags into soiled linen carts and safely transport to the nearest linen chute.
- Replace linen where required. E-WFM is required to replace linen only on discharged patient beds; clinical staff replaces linen on occupied beds.

Step 2: High Dust in Patient Area and Rest Room

High-Dusting is defined as dusting items located above shoulder height with hospital-approved cleaning tools, cloths, and techniques. When patients or guests are not present, begin at the doorway and work in a standard circular direction around the room/area.

- Don appropriate PPE including safety goggles or glasses, gloves, and other items deemed appropriate.
- Dust ceilings, vents, high ledges, upper walls, corners, curtain rails, televisions, and other hard-to-reach areas.
- Install clean dusting or cleaning cloth on high dusting tool.
- Change cloth on high dusting tool as needed when over-saturated with dust and/or dirt.

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- When finished, secure high-dusting tool on to the cart and discard over-saturated cloth.

Step 3: Damp Wiping

Damp wiping is defined as cleaning a frequently-touched surface using hospital-approved cleaning cloth, solution, PPE, and techniques. Begin at the doorway and proceed in a clockwise circular direction around the room/area, wiping down hand reachable windowsills, blinds, lamps, ledges, and window frames, with the hospital-approved cleaning solution and cleaning cloth.

- Don appropriate PPE including gloves, and other items deemed appropriate.
- Damp wipe all furniture and fixtures in the patient units, offices and public areas.
- Damp wipe all frames, boards, and pictures and dry thoroughly.
- Damp wipe and spot clean walls and doors.
- Using hospital-approved glass cleaner, clean and polish all glass and mirrors.

Occupied beds are not cleaned by the E-WFMs, only the environment not attached to the patient. Defer cleaning the overhead light fixture, call button, and light until after discharge. Never unplug any patient electrical cords.

Step 4: Clean Bathroom Fixtures

Cleaning bathroom fixtures is defined as cleaning items inside a bathroom using hospital-approved solution, cloths, tools, and techniques.

- Don appropriate PPE including safety goggles or glasses, gloves, and other items deemed appropriate.
- High Dusting is completed in Step 1. Use hospital-approved solution to clean all metal and porcelain surfaces of the sink.
- Begin by cleaning the sink proceeding to the toilet.
- Clean under the outer rim of the sink, removing any soap build-up.
- Rinse all surfaces with running warm water.
- Dry and polish all surfaces with a dry, cleaning cloth.
- Dust any exposed pipes under the sink.
- Wash wall area around the sink with hospital-approved solution, rinse and dry with a dry, cleaning cloth.
- Flush the toilet before cleaning.
- Coat inside of the bowl with hospital-approved solution.
- Clean the outside of the commode with hospital-approved solution, including seat, hinges, pipes, and base.
- Scrub inside of the toilet with a long-handled brush, including under the rim.
- Flush commode to rinse bowl. Restock toiletries, paper, and personal cleaning products (soap, sanitizer, etc.).

Step 5: Dust Mopping

Dust mopping is defined as using dry approved tools, cloths, and techniques, minimizing the suspension dispersion of the material. Begin the procedure at the furthest point from the entrance and safely work backwards using the “S-stroke”, under the bed, behind bedside tables, move the furniture, if necessary or possible, behind door(s), and ensuring corners and edges are free from debris and dust.

- Don appropriate PPE including safety goggles or glasses, gloves, and other items deemed appropriate.

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- Must dust mop the room floor and the bathroom by using hospital-approved dusting tool and cloth.

Step 6: Damp Mopping

Damp mopping is defined as cleaning the floor using hospital-approved tools, cloths, solution, and techniques. Begin the procedure at the furthest point from the entrance and safely work backwards using the “S-stroke”, under the bed, behind bedside tables, move the furniture, if necessary or possible, behind door(s), and touching all corners and edges.

- Don appropriate PPE including safety goggles or glasses, gloves, and other items deemed appropriate.
- Properly place wet floor signage.
- Must prepare and use a clean damp microfiber, flat mop.
- Must damp mop the room and bathroom floors with the hospital approved solution located in the mop bucket.
- When finished, ensure that the “wet floor” sign(s) are properly placed in the room at the door to minimize safety hazard.
- Damp mops are replaced every room or as needed.

Step 7: Inspection

Inspection is defined as the process to ensure that the area is free of debris and dust, disinfected, has clean linen/curtains, trash and linen containers are emptied, consumable products are replenished, and no EVS equipment or supplies remain. The E-WFM or supervisor must:

- Visually inspect the area by monitoring of Steps 1 through 6.
- Immediately correct any missed critical details.
- Ensure that the cubicle curtains and draperies do not have stains or soil marks.
- Schedule for the changing of curtains and draperies, dependent on the ward or ICU policy.

Terminal Cleaning:

Terminal Cleaning is defined as the thorough, extensive cleaning and disinfection of a patient room/area after the patient is discharged/transferred out from that room. This is to include changing bedside or privacy curtains in the room whenever visibly soiled and after a patient is discharged or transferred from isolation.

Upon notification from nursing staff, the E-WFM will perform terminal cleaning of patient room/area following the 7-Step procedure as outlined above and utilizing hospital-approved Clorox Healthcare™ Bleach Germicidal Cleaners (formerly known as Dispatch®) in either liquid or wipes form.

On occasions when sewage, blood products or laboratory waste leaks occur, part of performing terminal cleaning of the affected area(s) must include the use of liquid Dispatch.

EQUIPMENT

E-WFM personnel are only responsible to clean the equipment as stated in the contract (See Attachment B).

All assigned unattached equipment will be:

- Wiped clean

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- Dust-free
 - Sanitized with the hospital approved solutions

A 3-part tag designating equipment has been cleaned will be affixed to each equipment cleaned by E-WFM. Alternatively, cleaned equipment can also be covered with a clear bag used to identify that the equipment is clean and ready to be used. All equipment maintained by other vendors or trained personnel (not E-WFM) must be cleaned, dusted, sanitized, bagged, and stored by the vendor or trained personnel as per contract or warrantee.

All clean equipment must be placed in a clean storage area and stored neither with dirty equipment nor in soiled/dirty utility rooms.

See **Attachment B** to identify responsible department and/or personnel for equipment cleaning.

EQUIPMENT CLEANING FREQUENCY

Equipment and devices will be cleaned daily, between patients, after use, post discharge and as needed (See **Attachment B**).

Environmental Services Cleaning Chemical List

CHEMICAL NAME	USE
Brutab 6S Disinfectant and Sanitizer	Daily Disinfectant
CI EID High Performance UC Neutral Floor Cleaner	Floor Cleaner
Clinging Lime-A-Way Descaler	Descaler Cleanser
Clorox Healthcare Bleach Germicidal Wipes	Disinfectant
Ecolab Maxx Matte Durable Floor Finish	Floor Wax
Ecolab Phazer - Low Maintenance	OR Room Floor Finish
Ecolab Stripper - Linoleum Stripper & Intensive Stone Cleaner	OR Room Floor Stripping Chemical
EID 5/GL Facilipro Bright Blast Stripper	Floor Wax Remover
EID Acid Bathroom Cleaner	Bathroom Cleaner
EID Gel Pro Mildew Stain Remover	Mildew and stain remover
EID Glass Cleaner	Glass Cleaner
EID Maxx Dual Action Floor Cleaner Bright Speed	Floor Restorer
EID Phazer Medium Frequency Floor Finish	Floor Finish
Lemon-Eze Grime Cleanser	Cleanser
Lift Off Baseboard Stripper	Floor Wax Remover
Maxx Durable Floor Finish (Part A & B)	Floor Finish
Maxx Floor Finish Remover	Floor Wax Remover
Medallion Metal Polish	Stainless Steel Polisher
OxivirTB Wipes - Diversey	Daily Disinfectant
Pinnacle	Tile and Grout Cleaner
Revitalize Carpet and Upholstery Extraction Cleaner	Carpet Extraction Solution
Stainless Steel Cleaner	Stainless Steel Cleanser
Stratus Phazer Floor Finish	Floor Finish

Hospital-wide Cleaning Chemical List

CHEMICAL NAME	USE
CaviCide	Surface Decontaminant
PDI Super Sani-Cloth	Germicidal Disposable Wipe
PDI Sani-Cloth Bleach	Germicidal Disposable Wipe containing Bleach
Coverage Spray HB	Surface Disinfectant/Decontaminant Cleaner
Case Solution Penta prep	Multi-Enzymatic Pre-Soak foam for surgical instruments
Enzol	Multi-Enzymatic Pre-Soak liquid for surgical instruments

Revised: July 2020

Harbor UCLA Medical Center Infection Prevention and Control Department
 Department Survey of Equipment Cleaning: Frequency and Responsibility

Attachment B

EQUIPMENT/DEVICES	ANESTHESIA SERVICES		RESPIRATORY SERVICES		DOCTORS		RADIOLOGY		CENTRAL PROCESSING		ENVIRONMENTAL SERVICES		NURSING		VENDOR	
	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.
BearHugger									POST DC	X						
Bed/Gurneys/OR tables											BET PT/ POST DC	X				
Bedside Commode											POST DC	X	POST USE/ VISIBLY SOILED	X		
Cardiac Monitor (EKG)							DAILY/ AFTER USE	X			POST DC	X	ATTACHED/ BET PT/ VISIBLY SOILED	X		
Cardiopulmonary bypass													POST DC	X	FRENIUS BET PTS	X
Cataract / Vitrectomy Machines											Post DC	X				
CPM's									POST DC	X						
Crash Cart									AS NEEDED	X						
Curtains/Rods (ICU, ED, PACU, Pre-op Areas)											MONTHLY, POST DC AFTER ISOLATION/	X				
Curtains/Rods (In-patient, Out-patient areas and Urgent Care Clinic)											QUARTERLY, POST DC AFTER ISOLATION/	X				
Defibrillators													PRN	X		
Electrocautery machines											POST DC/ BET CASES	X				
Exam Lamp											DAILY	X				
Exam Table / Chair											POST DC	X	BET PT/CLINIC AREAS	X		
Harmonic Scalpel machines									X							
Headlights													Post DC	X		
Humidifiers											DAILY/BET CASES	X				
Hypohyperthermia Unit	POST DC	X							POST DC	X						

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	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.
ICP Machine									POST DC	X						
Infant Incubator/Warmer											POST DC	X				
Infusion Devices									POST DC	X						
Intubation Tray									POST DC	X						
IV Pole											POST DC	X				
IV Pump/PCA									POST DC	X						
Level 1/Hotline											DAILY/ BOTTOM	X	POST USE/ VISIBLY SOILED		X	
Lucas Compression Device													POST DC			X
Medication Refrigerator*											DAILY (Outside Refrigerator)	X				
<u>Microscopes</u>													DAILY/ AFTER EACH USE			X
Monitor Cables							DAILY/ AFTER USE	X					ATTACHED/ VISIBLY SOILED			
Nurse Call/Cord/Speaker											POST DC	X			X	
O2 Tanks											DAILY	X				
Patient Phones											POST DC/ BET CASES	X				
<u>POCT (point of care) including POCT Case</u>											Post DC	X	AS NEEDED			X
Portable Monitors													DAILY / AFTER USE		X	
													MONITORS/POST USE/ VISABLE SOILED		X	

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	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.	FREQ.	RESP.
PPE Carts*											DAILY (Outside Cart)	X	AS NEEDED			
Pulse Oximeter											DAILY	X				
Pyxis											DAILY	X	SCREEN / VISIBLY SOILED		X	
Pyxis											DAILY (Outside Machine)	X				
SCDS									POST DC	X						
Supply Cart Shelving Units*											AS NEEDED*	X				
Telephone/Desktop Items											DAILY	X	AS NEEDED			
Television											DAILY	X			X	
Thermometers											DAILY	X	BET PT			
Transport Monitor											DAILY	X	BET PT		X	
Ultrasound Machines					DAILY/ AFTER USE	X	DAILY/ AFTER USE	X								
Ventilators			DAILY	X												
Vital Sign Machine											DAILY/ BOTTOM	X	SCREEN/VISIBLY SOILED		X	
Wheelchairs											AS NEEDED	X			ESCORT STAFF BET PTS	X
Wound Vac									POST DC	X						
WOW's			DAILY/ AFTER USE	X	DAILY/ AFTER USE	X	DAILY/ AFTER USE	X			DAILY/ BOTTOM	X	MONITORS/POST USE/ VISIBLY SOILED		X	
X-ray Machines			POST DC/ BET CASES	X			POST DC/ BET CASES	X								

* = EVS and Nursing to collaborate on a schedule to clean inside refrigerator, carts and bins.