



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: PEST CONTROL MANAGEMENT PROGRAM

Policy No.: A315

Supersedes: February 2, 2016

Revision Date: April 7, 2021

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PURPOSE:

To state Rancho Los Amigos National Rehabilitation Center's policy and procedures regarding general maintenance requirements for the effective control of pests, including general cleanliness procedures, patient and employee food management, inspection of patient items on admission to the hospital, preventative spraying, and fumigation.

POLICY:

All areas of the hospital shall be kept in a condition of cleanliness, which minimizes infestation, by pests.

PROCEDURES:

General cleanliness procedures

1. All employees are responsible for keeping outside doors closed, disposing of trash properly, and storing or disposing of food items, which are potential sources of infestation.
2. All managers and supervisors are responsible for ensuring that pest control policies and procedures are followed within their units and/or areas.
3. All patient care areas will be cleaned on a regular schedule as established by Environmental Services.

Management of food prepared by Dietary

1. Food trays shall be picked up no later than one and one-half hours after trays have been delivered to a patient care area.
2. Trays not able to be delivered to patients within this time frame will be re-delivered from satellite kitchens for patients not able to eat at regular tray delivery times. Nursing will communicate with the Dietary hosts regarding the need for a patient tray to be delivered at a time other than the regularly scheduled delivery time.
3. Food trays not picked up by 7 p.m. (7:20 p.m. in JPI) are to be placed by nursing staff in a plastic bag. The plastic bag is to be sealed, tied, and placed in the Activity Dining Rooms in JPI, or placed outside the satellite kitchens in the 100 and 900 buildings.

EFFECTIVE DATE: January 1997

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

4. No perishable food items (including fruit) are to be left at a patient's bedside. Non-perishable items, including wrapped and sealed cookies or crackers or sealed packets of condiments such as sugar, salt, or pepper, may be left at a patient's bedside if the seal is intact.
5. Any sealed food items, which have been opened, will be discarded.
6. No perishable nourishments are to be left at a patient's bedside for more than one hour. After that time, the nourishment will be discarded.
7. Nursing will be responsible for periodic inspections of patient bedside storage areas to ensure compliance with food storage policies.

Management of patient food brought in from outside the hospital

1. Families and visitors are to be encouraged to bring in a quantity of food for one patient meal only.
2. Food brought in from the outside - either prepared at home or purchased from a commercial establishment - which is not consumed within one hour will be placed in a sealed bag or container, labeled with the patient's name and date, and placed in the patient refrigerator. Food stored in the refrigerator will be discarded after three days.

Management of employee food

1. Foods that attract houseflies, fruit flies, roaches, ants, or other insects are to be stored in containers with tight lids, and refrigerated if necessary.
2. No open perishable items, including fruit, are to be left in offices, work areas, or staff lockers.
3. Staff is responsible for cleaning and storing food after all events not catered by Dietary Services. Staff is responsible for facilitating cleanup when events are catered by Dietary Services.
4. Staff food is not to be stored in patient refrigerators under any circumstances. Unauthorized food left in patient refrigerators will be discarded by the Hospital staff.
5. Employees are authorized to eat in the following areas only:
 - a. Medical Center Cafeteria and Snack Bar locations
 - b. Designated staff lounges/break rooms.
 - c. Conference Rooms during organized functions in which food is being served as part of the activities (discarded food and utensils are to be placed in plastic bags, sealed/tied immediately after the event).
 - d. Patient Activity/Dining room areas during organized functions (see conference rooms above)
 - e. Personal office space - food remnants and packaging are not to be left in the office area for longer than 4 hours.

6. At no time are employees to eat:
 - a. in areas designated specifically for patient treatment or counseling
 - b. in patient rooms on the patient care units
 - c. at areas designated for reception of patients or visitors

Inspection of patient items on admission

1. Patient clothing and items brought in with a patient on admission to the hospital are expected to be clean.
2. When a patient is admitted, nursing staff should visibly inspect clothing and other items for signs of potential infestation. If clothing needs to be washed, it should be sent home with the patient's family.
3. Any patient owned items other than clothing which appear to be soiled and/or potential sources of infestation should be cleaned by Nursing Custodians. Any item(s), which are infested, should be bagged and sent to Environmental Services for appropriate cleaning.

Preventative pest spraying

1. All areas of the hospital are spot treated each quarter according to an agreed upon yearly schedule. The yearly schedule is provided by the Pest Exterminator to Nurse Managers. Preventative spraying is a form of low-level pest control, which requires approximately two to six hours of treatment and cleaning, depending on the type of infestation involved.
2. On the date scheduled for preventative spraying, the Nurse Manager and/or designee makes arrangements for the spraying to occur. This involves moving patients temporarily from their rooms to other areas within the unit.
3. It is essential to quickly re-schedule preventative spraying, which cannot occur as scheduled. The Nurse Manager and/or designee from the impacted unit must communicate with the Pest Exterminator within one week of the canceled spraying date and must reschedule spraying no later than one month from the original date established.

Fumigation procedures

1. Should a high-level infestation develop, involving three or more patient rooms within a unit, evacuation and fumigation of the entire unit may be required.
2. The Pest Exterminator determines the extent of the infestation and fumigation methods to be used.
3. The Pest Exterminator plans the level of fumigation required and communicates with the Nurse Manager or designee on whether patients may be moved within the area or whether evacuation of the unit is required.
4. A swing unit may be used for situations requiring extensive fumigation. Whenever patients need to be moved outside their assigned unit, coordination of the patient move will occur under the direction of the Area Administrator and Clinical Nursing Director, with the assistance of Environmental Services.

5. The Pest Exterminator will be given access to all areas, including staff lockers, to accomplish effective fumigation.
6. After fumigation, Environmental Services staff will thoroughly clean the area.
7. Following fumigation, patients are moved back to the vacated unit.

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