



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: LAUNDRY AND LINEN SERVICE**

**Policy No.: B611**  
**Supersedes: April 5, 2019**  
**Revision Date: July 26, 2022**  
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### **PURPOSE:**

To establish guidelines pertaining to hospital linen.

### **POLICY:**

The Hospital shall provide and maintain an adequate supply of clean linen for patient care and ensure that it is utilized appropriately. The deliberate destruction of Hospital linens, or their conversion for personal use, is prohibited by law and may subject the individual to criminal prosecution and/or disciplinary action, up to and including suspension or discharge. The Laundry Service at Rancho Los Amigos National Rehabilitation Center is responsible for the handling, storage, distribution and transportation of linen supplies for the provision of patient care and/or other legitimate hospital functions authorized by Administration. Handling of clean and dirty linen shall be in strict accordance with all Title 22 and JCAHO Standards.

### **GUIDELINES:**

#### **A. Clean Linen**

- Hands will be washed prior to the handling of clean linen.
- Persons processing clean linen shall be dressed in clean garments.
- Clean linen shall be stored in separate rooms which are clean and are for the sole purpose of clean linen storage, which includes disposable linens.
- Clean linen shall be delivered to the medical center's designated areas with appropriate covers.
- Linen carts used for storage or transportation of clean linen shall be maintained in a clean and non-contaminated area. Linen on storage carts shall be covered at all times.
- Clean linen that has touched the floor will be considered soiled/contaminated and placed in the soiled linen area.

#### **B. Soiled Linen**

- Soiled linen shall be handled, stored and processed in a safe manner that will prevent the spread of infection and will assure separation from clean linen.

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EFFECTIVE DATE: March 1, 1984

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 

- Soiled linen shall be bagged or covered for transport and placed in containers clearly labeled as “soiled”.
- Employees having responsibility for immediate handling of soiled linen shall use appropriate protective covering and thoroughly wash their hands prior to leaving soiled linen area.
- Routine sorting of soiled linen will be done. If, for some reason, sorting of soiled linen is deemed necessary, personnel will be required to wear appropriate protective covering and instructed in methods of protection from contamination. These personnel shall not have responsibility for immediate handling of clean linen until protective attire is removed and hands are thoroughly washed.

**Note:** Staff should not supply linen to patients to take home upon patient discharge.

**REFERENCE:** California Code of Regulations, Article 8, Section 70825

SR: 5/23/16, 4/5/19, 7/26/22