

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: XIII-118 LINEN	POLICY #: 1116
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PURPOSE: To describe the Ambulatory Surgical Center (ASC) process for storage and handling of linen, designed to ensure adequate supply of clean linen and to prevent transmission of infection to patients or employees.

POLICY: The procedures below must be adhered to during storage and handling of linen.

PROCEDURE:

I. LAUNDRY SERVICE

- A. Laundry Service for the ASC is provided by a contracted commercial laundry service.
- B. The commercial laundry site, where laundry services are performed, complies with regulatory agency guidelines or mandates. The Service's procedures are to be reviewed by the High Desert Health System Linen Department (Linen Department) Supervisor at least annually. The DHS Infection Prevention Nurse conducts an annual site visit of the contract laundry facility.

II. CLEAN LINEN HANDLING, TRANSPORT & STORAGE

- A. Clean linen is to be transported and stored in a manner to prevent soiling or contamination.
- B. Clean linen can only be transported and stored in carts that are used exclusively for this purpose or in linen carts that have been decontaminated after being used for soiled linen.
- C. Clean linen is not to come in contact with dirty linen.
- D. Clean linen is delivered from the commercial laundry site to the Linen Department in clean plastic carts lined with a single use impervious bag, which completely envelopes the clean linen.
- E. Clean linen is placed by Linen personnel in covered metal carts with shelves labeled "Clean Linen" and taken to the ASC.

III. SOILED LINEN HANDLING, STORAGE & TRANSPORT PROCEDURE

- A. Standard Precautions are to be used by all staff handling soiled linen.
- B. Empty carts are delivered daily, by Linen/Environmental Services personnel, to the ASC for the collection of soiled linen.

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- C. Soiled linen should be handled with minimal agitation to prevent gross microbial contamination of the air and of persons handling the linen.
- D. Soiled linen is placed in blue plastic bags, which are securely tied and placed in carts in the dirty utility room.
- E. Environmental Services staff transport the filled soiled linen carts to the back dock area, daily, for pick up by the commercial laundry service.
- F. The emptied carts are steam cleaned at the commercial laundry site before clean linen is placed in them to be returned to the ASC.

IV. CUBICAL CURTAINS

- A. Frequency of Cubical Curtain Change
 - 1. At least every two months
 - 2. As needed when visibly soiled or contaminated
- B. Linen Department will send clean cubical curtains every two months to the ASC.
- C. Environmental Services personnel will remove soiled curtains, place in a plastic clear bag with an enclosed form (indicating curtain location and number) and return them to the Linen Department.
- D. Environmental Services personnel will hang clean curtains.
- E. When cubicle curtains need to be changed as needed, Environmental Services personnel will request Linen Personnel to order the quantity of curtains needed. The Linen Department will send the appropriate number and size of curtains to Environmental Services Department within two hours.
- F. Linen Department maintains a record of the soiled curtains received and the clean curtains sent to the ASC.

REFERENCES:

California Code of Regulations

CDC Guidelines for Environmental Infection Prevention in Health Care Facilities: Recommendations of CDC and the Healthcare Infection Control Practice Advisory Committee (HICPAC). MMWR 2003; 52 (No. RR-10).

Hospital and Laundry Accreditation Council (HLAC)- Accreditation Standards for Processing Reusable Textile- Manual of Standards available at www.hlacnet.org.

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