**Hospital Cleaning and Inventory Management**

***(Updated March 18, 2020, Effective Immediately)***

**Purpose:**

In light of current events, [HOSPITAL] would like to review and update our SOPs in regards to hospital cleanliness, upkeep, and inventory management. This notification serves to ensure:

* Our staff understands the importance of increased attention to detail in regards to facility sanitization.
* Our staff understands the proper way to clean and disinfect the facility.
* Our staff understands the importance of utilizing Personal Protective Equipment (PPE) at all times while working.
* Our staff understands the importance of Inventory Management.

**Sanitization Standards:**

Routine cleaning of frequently touched surfaces (such as: exam tables, drawers, cabinets, handles, doorknobs, light switches, desks, toilets, and sinks) is now mandatory to ensure we minimize the risk of contamination.

All surfaces are to be cleaned with household cleaners and EPA-registered disinfectants that are appropriate for the surface. Staff are to pay close attention to instructions posted on the cleaning materials to ensure safe and effective usage (such as wearing gloves and make sure there is good ventilation during use).

**Cleaning versus Disinfecting:**

Per the Centers for Disease Control and Prevention, “cleaning” and “disinfecting” are defined as:

* Cleaning - refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs but by removing them, it lowers their numbers and the risk of spreading infection.
* Disinfecting - refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

[HOSPITAL] is now mandating that there be a concerted effort to CLEAN and then DISINFECT ***all surfaces within the facility.***

How to Properly Clean and Disinfect

*Surfaces*

* Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer’s instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  + Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      * 5 tablespoons (1/3rd cup) bleach per gallon of water or
      * 4 teaspoons bleach per quart of water
    - Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
* For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  + Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or
  + Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

*Clothing, towels, linens and other items that go in the laundry*

* Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
  + If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  + If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  + Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people’s items.
  + Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

(source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>)

**Personal Protective Equipment (PPE):**

[HOSPITAL] is now mandating that all staff strictly follow established protocols in regards to utilizing appropriate PPE at all times.

This includes:

* [LIST PPE PROTOCOLS]
* Wearing new gloves after every interaction with a patient
* Wearing surgical masks while doing [SOP]

**Inventory Management:**

[HOSPITAL]’s commitment to client and staff safety is unwavering. However, in effort to conserve cleaning supplies, we ask that all staff be conscientious of the amount of materials they are using for each cleaning event. We ask that all staff only use the minimal amount of materials necessary to SAFELY clean and disinfect the facility.

Being mindful of our resource usage will help ensure that [HOSPITAL] is able to maintain the minimally acceptable standards of sanitization moving forward. However, safety and sanitization will always take priority over resource usage.

**Conclusion:**

It is imperative that all staff employed by [HOSPITAL] understand that the above guidelines serve to outline the MINIMALLY ACCEPTABLE STANDARDS OF SANITIZATION. While being mindful of resource usage, [HOSPITAL] highly encourages all staff to clean in excess of what is outlined within this update.

**\*If any staff member of [HOSPITAL] does not understand the updated policy on Cleaning, Sanitization, PPE, and Inventory Management, or how to achieve these minimally acceptable standards, they are to immediately inform their line manager who will administer training.**

By signing below, you are indicating that as an employee of [HOSPITAL], you understand the new guidelines regarding the topics contained above as well as how to achieve these standards.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_