

Standard Operating Procedure (SOP)

Hand Hygiene Program

Purpose

To provide effective guidelines for an approved hand hygiene program at lodging establishments

Rationale

A handwashing sink, located to allow use by employees handling clean and soiled linen, shall be provided. Facilities prior to October 1st, 2017, that do not have handwashing lavatories in soiled linen areas as required shall not be required to install additional lavatories if an approved hand hygiene program is used.

Training Requirements

An approved hand hygiene program must include the following:

- Employees shall understand the importance of handwashing after handling soiled linens and prior to handling clean linens. Effective handwashing will prevent contamination of linens and hands.
- Each employee that handles linens shall be effectively trained with the expectation of proper hand washing procedures, when to wash, and where to wash.
- Handwashing and handling of linen training shall occur during new hire training and should be part of re-training when necessary. Once employees are trained, they should sign the Training Log.

Hand Hygiene Program

The following procedures are vital in ensuring employees understand what is expected by the lodging establishment.

Handwashing Procedure – *Procedure must include proper handwashing methods*

- Rinse under clean, running warm water
- Apply an amount of cleaning compound recommended by the cleaning compound manufacturer Rub together vigorously for at least 10 to 15 seconds while:
 - Paying particular attention to removing soil from underneath the fingernails during the cleaning procedure
 - Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, fingertips, and areas between the fingers
- Thoroughly rinse under clean, running warm water
- Immediately follow the cleaning procedure with thorough drying using a method as specified under

- To avoid re-contaminating their hands or surrogate prosthetic devices, employees may use disposable paper towels or similar clean barriers when touching surfaces such as manually operated faucet handles on a handwashing sink.

When to Wash – Should at least include the following

Laundry staff must wash their hands:

- before handling clean laundry (wet or dry)
- after handling used, infected or fouled laundry
- when entering or leaving the laundry prior to handling clean linens
- after removing gloves (if used) while handling soiled linens
- any other time that contamination of the hands may have occurred

Where to Wash – Some options may include

If a handwashing sink is not located in the laundry room, or area where employees handle clean and soiled linens, an approved hand hygiene program must be used.

Options for an approved hand hygiene program includes:

A. Use of service sink

- a. Service sinks may be used as an alternative to installing a handwashing sink *if*
 - i. Service sink must be supplied with soap and paper towels or an approved hand drying device
 - ii. Service sink is washed, rinsed, and sanitized between uses when contamination occurs (ex. After dumping mop water)
 - iii. Service sink is not blocked or inaccessible
 - iv. Service sink is not used as a handwashing sink and service sink at the same time
 - v. Sink has hot and cold water and is plumbed to sewage system

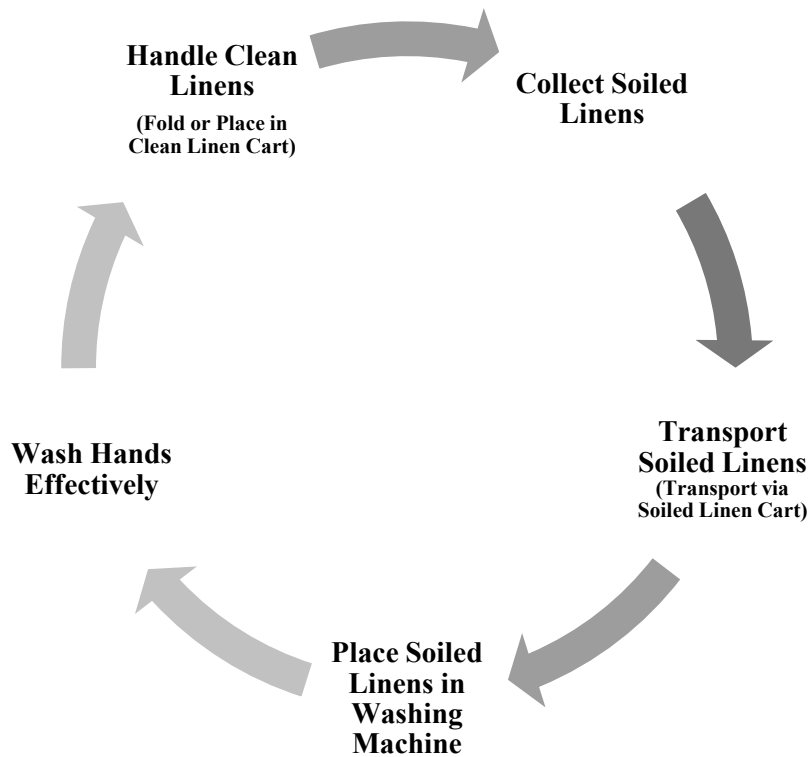
B. Handwashing sink within 25 feet or through a door

- a. Handwashing sinks may be located within 25 feet or through a door if proper precautions are in place to prevent recontamination of hands such as a barrier when touching doors. The 25 feet must be measured by a clear path from laundry area to handwashing sink.
- b. Employees must be properly trained on the location of the approved handwashing sink station
- c. Handwashing sink must be supplied with soap and paper towels or an approved hand drying device
- d. Sink has hot and cold water and is plumbed to sewage system

C. Other approved methods

- a. Other methods may be used and will be at the discretion of the regulatory authority. Submit a written procedure to Regulatory Authority for approval.

Example of Linen Flow Chart



Example of Service Sink Flow Chart



Example of Training Log

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