



## HOMES AND SENIORS SERVICES

### **POLICY & PROCEDURE NUMBER: 2.9**

**DEPARTMENT:** *Infection Control*

**SUBJECT:** *Linen/Laundry Storage & Handling*

**APPROVAL DATE:** April 2004

**REVISION DATE:** March 2016

**REVISION DATE:** March 2017

**REVIEW DATE:** November 2018

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### **PURPOSE:**

Routine Practices are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection.

### **PROCEDURE:**

#### **CLEAN LINEN**

1. Clean linen should be handled as minimally as possible. Wash hands prior to touching clean linen.
2. Ensure clean linens are held away from the body and uniform.
3. Clean linen should be transported to the resident home areas on designated clean linen carts.
4. Closets/shelves where clean linen is stored must be cleaned on a regular schedule by housekeeping staff. Doors for linen closets/rooms must be kept closed and locked.
5. Clean linen is stored in the linen room/closet or clean covered cart when transported in the hallways.
6. Always store, sort and handle clean linen in a separate area to soiled linen.

#### **SOILED LINEN**

1. Soiled linen should be handled as minimally as possible. Wash your hands before and after handling soiled linen. If linen is suspected or known to be contaminated with blood or body fluids wear gloves in addition to washing your hands.
2. Ensure soiled linens are held away from the body and uniform.
3. Never place soiled linen on the floor, as this facilitates the spread of organisms.



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4. Collect soiled items by folding inwards and away from your body to reduce transmission. Never shake soiled linens in the air, as this may cause the spread of organisms.
  5. Carefully check all linen and personal clothing for personal items before placing in identified hamper.
  6. Rinse heavily soiled items in designated soiled utility sinks and place in leak proof bags.
  7. All soiled disposable incontinence materials to be discarded in covered garbage containers. DO NOT wrap in soiled linen.
  8. Place soiled linens directly into the appropriate linen hamper. Soiled linen bags should only be filled to 2/3 capacity to ensure they are sealed. Do not overload bags.
  9. Double bagging of soiled linen/clothing is only necessary when the bag is visibly contaminated with blood or body fluids.
  10. At the end of each nursing shift or more often if necessary, close soiled linen bag, remove from hamper and transport to laundry in designated soiled linen carts. Place new linen bags in hampers.
  11. Soiled linens must be stored in designated areas and on carts for pick up by linen service. Soiled resident clothing must enter the laundry through the designated entrance and be deposited in the appropriate bin.
  12. Laundry staff should be alerted and reminded to process contaminated laundry separately if directed by Public Health.
  13. All staff sorting and loading soiled clothing in the laundry must wear gown and gloves.
  14. Wash hands thoroughly after removing gloves.
  15. Ensure water temperatures and chemicals are appropriate for the processing cycle.
  16. Always store, sort and handle clean linen in a separate area to soiled linen.