



## HOMES AND SENIORS SERVICES

### POLICY & PROCEDURE NUMBER: 2.13

**DEPARTMENT:** *Infection Control*

**SUBJECT:** *Equipment Cleaning, Disinfection, Sterilization Protocol*

**APPROVAL DATE:** April 2004

**REVISION DATE:** November 2022

**REVIEW DATE:** Nov.2018; Dec 2019; Dec. 2020

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#### **PURPOSE:**

All equipment used for resident care will be appropriately cleaned, disinfected and/or sterilized to minimize the risk of transmission of infection by reducing micro-organism contamination on inanimate objects.

Damage to medical equipment/devices from foreign material (e.g. blood, body fluids) or inappropriate handling will be minimized.

All equipment/devices, regardless of source, must meet best practices whether the equipment/device is purchased, loaned, Physician-owned, is for research or has been obtained by any other method.

#### **DEFINITIONS:**

**Cleaning** – The physical removal of foreign material (dust/soil and visible debris, organic material such as blood) usually accomplished with water, detergents and mechanical action. Cleaning physically removes rather than kills micro-organisms.

**Bioburden:** The number and types of viable micro-organisms that contaminate the equipment/device.

**Decontamination** – Removes disease producing micro-organisms, in order to render the object safe for handling.

**Detergent** – A synthetic cleaning agent that can emulsify oil and suspend soil. It contains surfactants; may also contain enzymatic cleaner and/or whitening agents.

**Disinfectant** - A process/product that is used in medical equipment/devices resulting in the disinfection of that equipment/device

**Disinfection** – Destroys/inactivates most disease producing micro-organisms. Disinfection does not destroy bacterial spores.

**Enzymatic Cleaner** – Is a solution that aids in the removal of proteinaceous material on medical equipment/devices when plain water and/or detergent solutions are considered inadequate.

**High-Level Disinfection:** The level of disinfection required when processing semi-critical equipment/devices. High-level disinfection processes destroy vegetative bacteria, mycobacteria, fungi and enveloped (lipid) and nonenveloped (non-lipid) viruses, but not necessarily bacterial spores (eg. 6-7% Hydrogen peroxide (30 minutes) for nail care equipment used multiple times on a **multiple** residents).



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**Low-Level Disinfection:** Level of disinfection required when processing noncritical equipment/devices or some environmental surfaces. Low-level disinfectants kill most vegetative bacteria and some fungi as well as enveloped (lipid) viruses. Low-level disinfectants do not kill mycobacteria or bacterial spores (eg. 3% Hydrogen peroxide (30 minutes) for nail care equipment used multiple times on a **single** resident)

**Medical Equipment/Devices** – Any instrument, apparatus, appliance, material or other article intended to be used for human beings for the purpose of diagnosis, prevention, monitoring, treatment, or alleviation of disease, injury or handicap; investigation, or modification of an anatomical or physiological process.

**Reprocessing** – The steps performed to prepare used medical equipment/devices for use (e.g. cleaning, disinfection, sterilization).

**Reusable** – A designation given by the product manufacturer that allows it, through the selection of materials and or components, to be reused.

**Single Use/Disposable** – Products designated by the manufacturer for single-use only. Single-use medical equipment/devices must NOT be reprocessed.

**Sterilant** - A chemical used on medical equipment/devices which results in sterilization of the equipment/device.

**Sterilization** – The level of reprocessing required when processing critical equipment/devices. It destroys all forms of microbial life form, including, bacteria, viruses, spores and fungi. Equipment/devices must be cleaned thoroughly before effective sterilization can take place.

### PROCEDURE

- Procedures should be established for assigning responsibility and accountability for routine cleaning of all health care equipment – see Discipline Specific Job Routines
- A cleaning schedule should be established and documented. Environmental Considerations for Equipment/Devices Reprocessing
- There must be a centralized area for reprocessing dirty/soiled medical equipment/devices.
- There must be a dedicated area in the home for the cleaning and storage of necessary equipment and supplies.
- There must be a clear physical separation between soiled and clean areas.
- There must be easy access to hand hygiene facilities.
- There must be easy access to emergency supplies.
- The reprocessing area is regularly and adequately cleaned.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses shall not take place in decontamination areas.



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#### Selection of Product/Process for Reprocessing

Products used for any/all equipment/device reprocessing must be approved by the Infection Control Committee/Environmental Manager.

The reprocessing method and products required for each medical equipment/device will depend on the intended use of the equipment/device and the potential risk for infection in the use of the equipment/device.



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**SPAULDING’S CLASSIFICATION OF MEDICAL EQUIPMENT/DEVICES  
AND REQUIRED LEVEL OF CLEANING/DISINFECTION**

Classification	Definitions	Level of Processing/ Reprocessing
Critical Equipment/ Device	Equipment/ device enters sterile body cavity, contacts sterile tissue, enters vascular system	Cleaning followed by Sterilization
Semi – Critical Equipment/ Device	Equipment /device contacts non-intact skin or mucous membranes but does not penetrate.	Cleaning followed by High Level of Disinfectant - HLD (as a minimum). Sterilization is preferred.
Non – Critical Equipment/ Device	Equipment/ device that touches only intact skin and not mucous membranes; does not directly touch resident	Cleaning followed by Low Level Disinfection - LLD
Reference: Provincial Infectious Disease Advisory Committee (PIDAC), March 2006 ~ <i>Best Practices for Cleaning, Disinfection and Sterilization</i>		

Manufactures Recommendations for Product Use

Refer to Appendix B – Cleaning and Disinfection Decision Chart

**CLEANING OF HOME SPECIFIC EQUIPMENT/DEVICES  
ALL ITEMS DISINFECTED DAILY AFTER USE**

<b>ALL ITEMS</b>	<ul style="list-style-type: none"> <li>• All items to be disinfected must first be cleaned using a detergent or recommended cleaner</li> <li>• Wash all equipment in soap and water and rinse thoroughly.</li> <li>• Disinfection and/or sterilization are only effective when cleaning is done first to remove the dirt which contains microorganisms.</li> </ul>
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<p><b>TUBS, SHOWERS, CHAIRS AND ANY OTHER EQUIPMENT USED COMMUNALLY IN THE</b></p>	<ul style="list-style-type: none"> <li>• Thoroughly clean the inside of the tub or all surfaces of the shower chair/bath equipment with fresh water and soap using a scrub brush</li> <li>• Rinse the cleaned tub or all surfaces of the shower chair/bath equipment well.</li> <li>• Liberally spray disinfectant on the inside of the tub and all surfaces of the shower chair/bath equipment (e.g. Arjo disinfectant, Virox)</li> <li>• Follow manufacturer’s disinfectant use guidelines to determine number of contact minutes to ensure that all micro-organisms are killed.</li> <li>• Rinse the tub and all surfaces of the shower chair/bath equipment with clean water.</li> <li>• Bath slings are for single use only and should be laundered after use for each Resident bath</li> </ul>
<p><b>BEDPANS AND URINE COLLECTION HATS</b></p>	<p>Bed Pan/Urinal/Measuring Container/Urine Collection for Single Patient Use:</p> <ul style="list-style-type: none"> <li>- Any single patient items must be labelled with name.</li> <li>- Must be cleaned after each use by removing soil/debris and fluids before cleaning</li> </ul> <p>Bedpan/Urinal/Measuring Container/Urine Collection Between Patients:</p> <ul style="list-style-type: none"> <li>- Must be cleaned between patients by removing soil/debris and fluids before cleaning, followed by low level disinfectant</li> </ul> <p>Process for cleaning:</p> <ul style="list-style-type: none"> <li>• Bedpans and urine collection hats should be reserved for use by a single Resident and labelled appropriately.</li> <li>• In the hopper, using soap, water and a scrubber (this scrubber should be either a single use item [SUI]), empty all organic matter (fecal matter, vomitus, etc.) from the bedpan, Kbasin/ basin/urinal.</li> <li>• Thoroughly clean the inside of the bedpans and urine collection hats with fresh water and soap using a scrub brush (SUI) (e.g. Arjo, Virox)</li> <li>• Place the bedpan in the sterilizer on disinfectant cycle</li> </ul>



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	<ul style="list-style-type: none"> <li>• Submerge and soak the equipment/scrub brush (SUI) in disinfectant for the manufacturer’s specific contact time to ensure that all micro-organisms are killed.</li> <li>• Rinse thoroughly in clean water and dry.</li> <li>• Return items to the Resident’s room or the clean utility room; return the scrub brush to the dirty utility room.</li> <li>• Thoroughly clean the tub/sink where items were disinfected as per the tub cleaning procedure.</li> </ul>
<p><b>NAIL CLIPPERS/ SCISSORS/ FORCEPS</b></p>	<p>Nail care equipment that is used on multiple residents must be <b>high level disinfected</b> (eg. <math>\geq 6\%</math> Hydrogen peroxide) as it is considered a semi-critical device.</p> <p>Nail care equipment that is single use would require <b>low level disinfection</b> as this is considered a noncritical device.</p> <p><i>Each Home IPAC lead/MRC shall provide clear direction whether nail care equipment is to be single resident use OR multiple resident use and ensure that the applicable requirements are followed.</i></p> <p>Note that medical equipment/devices <i>must be cleaned thoroughly before effective disinfection</i> can take place. The devices must also be disinfected after each patient use with the proper level of disinfectant to prevent the spread of infection.</p> <p><b>Nail Clippers/Device – used on multiple residents process:</b></p> <p><b>Important to review the following <u>prior</u>:</b></p> <ul style="list-style-type: none"> <li>- Review the Material Safety Data Sheet/Safety Data Sheet prior to beginning the process.</li> <li>- Review preparation, and use instructions.</li> <li>- Education completed; and appropriate knowledge, skill and judgment used.</li> </ul>



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	<p><b>Gather Supplies Required:</b></p> <ul style="list-style-type: none"><li>- PPE (gowns, <b>nitrile gloves</b>, masks, eye protection)</li><li>- Approved high level disinfectant (HDL) – Preempt CS20;</li></ul> <p><b>Setting up the workstation:</b> <i>Ensure area is cleaned and disinfected prior to beginning disinfection process (eg. Virox wipes used to clean counter surfaces)</i></p> <ul style="list-style-type: none"><li>- disinfection process must move from dirty to clean.</li><li>- Hand washing sink must be in close proximity</li><li>- Eye wash station must be in close proximity</li></ul> <p><b>Step 1:</b> Gather dirty nail devices from tub room at end of day.</p> <p><b>The cleaning process should include:</b></p> <ul style="list-style-type: none"><li>▪ sorting and soaking;</li><li>▪ physical removal of soil/debris (e.g. Scrub brush)</li><li>▪ rinsing, and drying</li><li>▪ physical inspection (note any areas of discolouration, or changes to the surface or any damages – ensure to discard and place a new set in rotation and <b>document on log sheet</b>)</li></ul> <p><b>Step 2:</b></p> <ul style="list-style-type: none"><li>- Fill soaker with Preempt CS20 into soaking tray – DO NOT dilute.</li><li>- Place nail devices in solution, and allow to soak for <b>20 mins.</b></li><li>- During processing time, clean both containers labelled “Disinfected” and “Soiled” with soap and water and allow to dry</li></ul> <p><b>Step 3:</b></p> <ul style="list-style-type: none"><li>- Carefully remove all nail devices from solution and rinse with water</li></ul>
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	<ul style="list-style-type: none"><li>- Because the active ingredient in PREempt™ breaks down into water and oxygen, it can be safely poured down a sink without any environmental impact.</li><li>- Dry all nail devices manually with a clean cloth or disposable towel</li><li>- Place all clean nail devices in container marked “Disinfected”</li><li>- Wash hands thoroughly after handling disinfectants</li><li>- Place both containers labelled “Disinfected” and “Soiled” back into tub rooms</li></ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"><li>- Each RHA/tub room shall have nail devices available to accommodate the number of baths per day. Document number of nail devices gathered from soiled bin. If a nail device is damaged, remove from rotation and make note of this in the log sheet.</li><li>- If any lapse in disinfection process is noted; contact the IPAC lead as soon as possible. If the lapse is a query, it’s important to still inform IPAC lead to ensure proper follow up is completed to decrease any risk of infection to residents or staff.</li><li>- Routine auditing of process to review compliance and effectiveness.</li><li>- See log form attached.</li></ul> <p><b>Nail care devices used on Single Resident-but used multiple times on that single resident/Scissors:</b></p> <ul style="list-style-type: none"><li>• Thoroughly cleanse with soap and water</li><li>• Submerge and soak the equipment/devices in low-level disinfectant (eg. 3% hydrogen peroxide)for the manufacturer’s specific contact time to ensure that all micro-organisms are killed.</li><li>• Rinse thoroughly in clean water and dry.</li></ul>
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	<ul style="list-style-type: none"> <li>Return items to the Resident’s room or appropriate storage place.</li> </ul>
<b>BLOOD PRESSURE CUFFS/STETHOSCOPE</b>	<ul style="list-style-type: none"> <li>Thoroughly cleanse with soap and water if visibly soiled with blood/body fluids.</li> <li>Wipe the cuff / stethoscope with a disinfectant cloth wipe</li> <li>Follow manufacturer’s disinfectant use guidelines to determine number of contact minutes to ensure that all micro-organisms are killed (e.g. Arjo, Virox)</li> <li>Allow to air dry</li> </ul>
<b>RECREATION EQUIPMENT</b>	<ul style="list-style-type: none"> <li>Items that are soiled will be cleaned and then disinfected by wiping with medical grade disinfectant wipe (i.e. Accel, Virox) and allow to air dry. If the item is suitable for laundering in a washing machine, this will be done before the next use.</li> </ul> <p><u>Cleaning of Specific Items</u></p> <ul style="list-style-type: none"> <li>Nylon Exercise Bands: launder quarterly by placing in a mesh bag and putting through the washing machine. Hang to dry.</li> <li>Carpet Bowling: Bowling balls are to be put through the dishwasher once per quarter or more often if needed.</li> <li>Shuffleboard: Pins and rocks are to be wiped down with medical grade disinfectant (i.e. Accel, Intervention, Virox) quarterly. Shuffleboard is to be cleaned with damp cloth as needed. Vacuum up used wax and replace wax once per quarter or as needed.</li> <li>Bingo Equipment: Bingo chips are to be placed in a net bag and put through the dishwasher once per quarter. Air dry or lay out on towelling to dry. Bingo cards and felt dabbers are to be wiped off quarterly with Virox.</li> <li>Other Equipment: Non-porous equipment such as balls, games etc. are to be sprayed with Virox disinfectant, air dried every six months.</li> </ul>
<b>DIETARY</b>	<ul style="list-style-type: none"> <li>For cleaning and disinfection of dietary equipment – <b>refer to Dietary Policy and Procedure Manual</b></li> </ul>



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#### Use of Disinfectants

All chemical disinfectants will be mixed according to the manufacture's recommendations before use. The disinfectant will be applied to the items for the specific contact time to ensure the chemical eradicates the micro-organisms.

#### Processing Single-Use/Disposable Objects

Single-use/disposable equipment/devices must NOT be cleaned/disinfected and reused.

#### Education and Training

County of Elgin Homes will develop a schedule for the frequency of education and training as well as competency for all personnel involved in the reprocessing of medical equipment/devices.

- Any individual involved in the cleaning, disinfection and/or sterilization of medical equipment/devices must be properly trained and practices audited on a regular basis in collaboration with the Joint Health and Safety Committee and/or department supervisor to verify that standards are met.
- Staff training will include information on cleaning, disinfection and/or sterilization, occupational health and safety issues, and infection control and prevention.
- Staff orientation and continuing education should be provided and documented by Manager of Resident Care/designate.

#### Documentation

Homes will develop a cleaning and disinfection schedule for all pieces of equipment.

#### Occupational Health and Safety

- Occupational Health and Safety policies/protocols will be in place in the home
- Chemicals are stored and handled appropriately and the SDS documentation is available as required by the Workplace Hazards Material Information System (WHMIS).
- Appropriate personal protective equipment (PPE) must be worn as necessary for all reprocessing activities.
- Procedures will be in place for immediate response to worker's exposure to blood and body fluids, and sharp injuries.

### **OUTCOME**

All equipment/devices used on Residents will be appropriately cleaned, disinfected and/or sterilized to prevent/minimize transmission of micro-organisms.



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All department staff will refer to the attached fact sheet: Key Elements of Environmental Cleaning in Healthcare Settings developed by PHO through a summary of the most important elements of environmental cleaning of the Best Practices for Environmental Cleaning for Prevention and Control of Infections document as referenced below.

Reference: Spaulding Classification of Medical Equipment Disinfection as per page 3

Reference:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018.

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Coronavirus Disease 2019 (COVID-19)

## Key Elements of Environmental Cleaning in Healthcare Settings

This fact sheet provides a summary of the most important elements of environmental cleaning for environmental services workers. For more information, please see [Best Practices for Environmental Cleaning for Prevention and Control of Infections](#).

### Safe work practices

- No food or drink should be kept on cleaning carts or in housekeeping closets.
- Perform hand hygiene regularly with alcohol-based hand rub or wash hands with soap and water if hands are visibly soiled. Do not substitute gloves for hand hygiene.
- Wear appropriate personal protective equipment (PPE) as indicated by product instructions, type of additional precautions and/or organizational policy and procedures.

### Disinfectants

- Clean surfaces before you disinfect them and use only hospital disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Do not use household products in healthcare settings.
- Read and refer to the manufacturer's instructions, the product's Safety Data Sheet and your organizational policies for how to safely use disinfectants. If using more than one product, make sure they are safe to use together (e.g., it is dangerous to mix a quaternary ammonium product and bleach).
- Products are available that perform cleaning and disinfection in one step, and these should be chosen where possible.
- Do not use spray or trigger bottles for cleaning products or disinfectants.
- Know the contact time for the disinfectant being used. The surface should remain wet for the required contact time (e.g., for a 3 minute contact time, the surface stays wet for 3 minutes). Let air dry and do not wipe off.



### High touch surfaces

- Clean and disinfect high touch or frequently touched surfaces at least twice daily. Examples of these surfaces include doorknobs, call bells, bedrails, light switches, toilet handles, hand rails, and keypads.



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**Workflow**

- When cleaning surfaces and equipment, start at one end or side and clean in one direction: from clean to dirty. Do not go back and forth between clean and dirty sections to avoid contaminating the cloth or wipe.
- Clean patient/resident bathrooms last after completing room cleaning.



**No “double-dipping”**

- When cleaning with a cloth and a disinfectant solution, soak the cloth in the solution and then clean the surface/equipment from a clean to dirty direction.
- Discard the cloth into a separate container for disposal or laundering and use a fresh cloth to continue.
- Do not repeatedly immerse or dip (“double-dip”) a used cloth back into the clean solution as it will contaminate the solution.



**Waste**

- Know the different types of waste (biomedical, sharps and general) and the organizational policies for safe handling and disposal.
- Biomedical waste, including sharps, requires special handling and disposal, while general waste such as used PPE from isolation rooms and that from offices, kitchens, washrooms and public areas does not.



**Laundry**

- Bag or otherwise contain soiled laundry at the point-of-care.
- Routine practices for handling and laundering are sufficient, regardless of the source of the linen or if it is soiled with blood, body fluids, secretions or excretions.
- Special handling of linen for patients/residents on Additional Precautions is not routinely required.



**Learn about the virus**

To learn more and access up-to-date information on COVID-19, visit the Ontario Ministry of Health’s website at [ontario.ca/coronavirus](https://ontario.ca/coronavirus).

For more information please contact: \_\_\_\_\_

The information in this document is current as of October 30, 2020



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### High-Level Disinfection Log

This form is used to record process parameters for High-Level Disinfection in community health care settings and will assist with tracking of medical devices used on clients in the event of a recall or follow-up investigation. It is not intended for documentation of endoscope reprocessing.

For more information, see the [Best Practices for Cleaning, Disinfection and Sterilization of Medical Equipment/Devices](#) or email [ipac@oahpp.ca](mailto:ipac@oahpp.ca).

HLD Name: \_\_\_\_\_ Lot #: \_\_\_\_\_ DIN: \_\_\_\_\_ Date Decanted: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Test Strips:** Strip lot number: \_\_\_\_\_ Date test strip bottle first opened: \_\_\_\_\_

Do not use after: \_\_\_\_\_ (6 months after opening)

Date	Time	Test Results	Device	Contact Time	Initials
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
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		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			
		<input type="checkbox"/> pass <input type="checkbox"/> fail*			

\* Requires system failures procedure documentation and follow up.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Initials: \_\_\_\_\_

**References:**

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for cleaning, disinfection and sterilization in all health care settings. 3<sup>rd</sup> ed. Toronto, ON: Queen's Printer for Ontario; 2013. Available from: [http://www.publichealthontario.ca/en/eRepository/PIDAC\\_Cleaning\\_Disinfection\\_and\\_Sterilization\\_2013.pdf](http://www.publichealthontario.ca/en/eRepository/PIDAC_Cleaning_Disinfection_and_Sterilization_2013.pdf)



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**PREempt CS20**  
Powered by AHP®  
**ACCELERATED HYDROGEN PEROXIDE**

### DISINFECTION PROTOCOL

- CLEAN/RINSE/DRY**  
Clean tools using water and detergent. Rinse and dry thoroughly.


- FILL SOAKER**  
Pour PREempt™ CS20 directly into soaking tray. Do not dilute.


- SOAK TOOLS & RE-USE SOLUTION**  
Fully immerse tools in PREempt™ CS20 for **20 minutes**. Re-use solution for up to 14 days.\*

\*The solution must be discarded after 14 days or sooner as dictated by AHP7 Test Strips. Read label for full list of claims and use-directions.


- RINSE, DRY & STORE**  
Rinse tools with water and dry manually using clean cloth or disposable towel. Store in a clean container marked "DISINFECTED".



**BEST PRACTICES**

- Tool disinfection should take place after each and every client service to prevent the spread of germs.
- Only soak your tools for 20 minutes. Do not leave tools soaking overnight.
- Use only high quality stainless steel and hard plastic professional tools to avoid compatibility issues.†
- Let your clients know that the tools you are using have been properly cleaned and disinfected.
- Disinfect only reusable tools and ensure all single-use tools are properly disposed.

**FOR USE WITH**

- Nail Clippers
- Nippers
- Cuticle Pushers
- Comedone Extractors
- Reusable Foot Files
- Reusable Nail Files
- Drill Bits (Excl. carbide)
- Tweezers

† Manufacturers that provide instructions For Use (IFUs) with their tools and implements should be given preference.