



2016 e newsletter # 4 - May

Your Cleaning Policy

In each of the 10 e newsletters for 2016, I am previewing a policy template - how do yours compare? Each of the 14 policy templates includes: procedures, resources, contacts, references and further notes and is available for purchase.

1. PREAMBLE

Evidence shows the environment is responsible for about 10% of infection and therefore cleaning reduces this.

2. POLICY

- 2.1 The Practice Manager is responsible for overall staff and contractor cleaning.
- 2.2 All staff are made aware that they will perform some cleaning e.g. after dressings, spot cleaning, body fluid spills
- 2.3 A list of cleaning duties is provided to all staff and cleaner on commencement of employment. Both receive training in correct technique, product use and equipment maintenance by xxxxx.
- 2.4 All staff including the cleaner are provided with gloves and other protective equipment relevant to the task
- 2.5 Suitable equipment and cleaning products are provided by the practice for the cleaner and listed in the cleaner's agreement or the cleaner provides these subject to approval by the practice.
- 2.6 Cleaning products for spot cleaning by staff are confined to plain detergent wipes.
- 2.7 The cleaner is trained in safety by the Practice Nurse. Cleaner performance is reviewed quarterly.
- 2.8 The cleaner at this practice attends x days per week for x hours per day. Only by prior agreement does a different cleaner attend (name forwarded to practice prior to arrival)
- 2.9 The cleaner is protected against HepB. The cleaner does not manage body fluid spills including in the toilet, nor handle clinical waste bags/sharps bins. He/she photographs and notifies the manager if blood/suspect blood or sharps or contaminated toilets are sighted.
- 2.10 The range of suitable cleaning products used by the cleaner is narrow and limited to xxxxx (general surface and floor cleaner), xxxxxxxx (toilet deodorizer) while a microfibre cloth is used instead of a window cleaning product.
- 2.11 Linen is not used and staff use disposable sheeting and vinyl pillowcases as needed or linen is changed at prescribed intervals and laundered commercially according to requirements.
- 2.12 Toys and magazines for sharing are not provided but a small supply is kept and given away as needed, including to GP rooms. Inexpensive colouring pencil sets are offered. Signage and a phone message explain the role of toys in transmission of infection or toys and magazines are provided for shared use but removed during a community outbreak eg measles; toys are placed in a dedicated area to reduce tripping. Signage and a phone message asks sniffly/rash/coughing/gastro patients or those with a fever not to use toys or magazines. Toys are washed weekly and magazines are replaced regularly .

To then give your policy life, follow with protocols for various techniques etc