

# POLICY AND PROCEDURES

NUMBER: 705

SUBJECT: Facility Housekeeping

ACA STANDARDS: 4-ALDF-1A-02; 1A-04; 4B-08; 4C-10, 12; 5C-08

DIRECTOR: Herbert Bernsen

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6/09, 3/12, 11/13



## I. POLICY

The St. Louis County Department of Justice Services shall establish plans and schedules to provide for the cleaning and the general housekeeping of the Justice Center.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**Broad Spectrum Disinfectant (Centra Plus 256):** A multi-purpose germicidal detergent that disinfects, cleans and deodorizes on floors, walls, metal surfaces, stainless steel surfaces, glazed porcelain and plastic surfaces. Kills HIV (Aids Virus); Staphylococcus, etc.

**Crew Disinfectant:** Heavy duty washroom cleaner used to remove mineral deposits and soap scum for tiles, tubs, showers, sinks and toilets.

**Hand Sanitizer:** Liquid solution that kills most common disease causing germs within fifteen (15) seconds.

**MRSA:** Methicillin Resistant Staphylococcus Aureus – is a mutated staphylococcus bacterium that has become resistant to first line antibiotics such as Penicillin. “ Staph” is a common type of bacteria that is found on the skin and

in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils, spider bites or “sores” or it can cause abscess type infections. The person may have inflammation without pain and may not report this. Some abscess type infections can cause significant inflammation, swelling and pain and may need to be opened and drained. MRSA is more difficult to treat, but usually responds to incision and drainage and/or antibiotics.

#### **IV. PROCEDURES**

##### **A. General**

1. All Corrections staff shall be responsible for supervising and checking the cleaning performed by the inmates working in their area.

**NOTE:** Chemicals will not be mixed at any time. Water may be used to dilute a chemical, providing it meets specifications

2. All inmates in the housing units shall be responsible for keeping their cells and living areas clean.
3. A Maintenance Officer shall be assigned to supervise the inmate facility maintenance crew. This officer has primary responsibility for scheduling and overseeing all cleaning and housekeeping in the non-housing areas of the facility.
4. The inmate facility maintenance crew is also responsible for stripping floors, buffing, waxing, cleaning windows and glass and other housekeeping within the housing units.
5. To establish accountability and to ensure the continued cleanliness of the facility, a schedule of employees and their designated areas of responsibility follows:
  - a. Transportation Supervisor
    - (1) Transportation/Court Staging
    - (2) Armory
  - b. Intake Security Officer
    - (1) Intake/Open Seating

- (2) Property Room
- (3) Intake sally port
- (4) Vehicle sally port
- (5) Secure corridor
- (6) Law Enforcement Lobby
  
- c.** Institutional Cooks
  - (1) Kitchen
  - (2) Staff Dining
  
- d.** Warehouse Supervisor
  - (1) Warehouse
  - (2) Dock
  - (3) Waste Management
  
- e.** Laundry Officer
  - (1) Laundry
  
- f.** Program Manager
  - (1) Program storage
  
- g.** Corrections Medicine Staff
  - (1) Pharmacy
  
- h.** Unit Control Officer
  - (1) Unit Control area
  - (2) Multi-purpose rooms
  - (3) Unit Support offices

- (4) Break rooms
  - i. Inmate Facility Maintenance Crew Supervisor
    - (1) Elevators
    - (2) Stairs
    - (3) Common areas
  - 6. Corrections staff assigned to control centers in the Indirect housing areas shall be required to:
    - a. Sweep floor daily.
    - b. Empty trash daily.
    - c. General housekeeping daily.
    - d. Mop floors weekly (more often if needed).
    - e. Clean windows weekly (more often if needed).
    - f. Perform other routine duties as needed.
  - 7. Inmate workers are restricted from these areas to avoid the possibility of compromising security problems.
- B. Housing Areas
- 1. All inmates in housing areas shall be required to clean their own cells and any spills, waste or other trash they generate.
    - a. All cells must be cleaned daily by:
      - (1) Sweeping, wet mopping and disinfecting the cell; and the walk area immediately outside the cells on the mezzanine level.
      - (2) Cleaning the sink.
      - (3) Cleaning and disinfecting the toilet.
      - (4) Making the bed.

- (5) Cleaning cell door window.
  - (6) Cleaning any obvious spills or residue from cell walls
- b.** The Housing Officer shall dispense and supervise the use of cleaning materials.
- c.** The Housing Officer shall inspect each cell after it is cleaned.
- d.** The Housing Officer shall select an inmate work crew from a pool of inmates chosen by the unit Caseworker to perform the following daily maintenance:
- (1) Prepare trash for collection
  - (2) Vacuum the carpets
  - (3) Dust and clean all Dayroom furniture
  - (4) Sweep and mop concrete floors
  - (5) Clean tables and chairs after meals
  - (6) Clean and disinfect cells after inmate releases
  - (7) Clean and sweep the Recreation area
  - (8) Mop the Recreation area as needed; at least once weekly
  - (9) Clean and disinfect the showers
  - (10) Clean, sweep and mop the visiting booths
  - (11) Clean, sweep and mop the Exam/Interview rooms
  - (12) Clean, sweep and mop the Nutrition Center
  - (13) Clean and dust the televisions
  - (14) Clean and dust the bookshelves

- (15) Sweep and mop the mezzanine stairs
- (16) Clean, sweep and mop the staff bathroom
- (17) Clean the washing machine and dryer
- (18) Wipe/clean the telephones
- (19) Clean the janitor's closet
- (20) Clean the windows and glass
- (21) Other housekeeping duties as required.

**C. Non-Housing Areas**

- 1.** The officer supervising the inmate facility maintenance crew shall establish a daily and weekly schedule for cleaning the facility.
  - a.** Daily Cleaning shall include, but not be limited to: sweeping, mopping, dusting, disinfecting toilets, window cleaning, trash removal and other duties as needed.
  - b.** Weekly Cleaning shall include, but not be limited to: stripping floors (as needed), buffing, waxing, window and glass cleaning, wall, door and other fixture cleaning and other cleaning as required.
- 2.** The following schedule describes the frequency of cleaning required for non-housing areas:
  - a.** Unit Control Area
    - (1) Daily cleaning by inmate work crew
    - (2) Weekly cleaning by inmate work crew.
  - b.** Laundry
    - (1) Daily cleaning by laundry workers
    - (2) Weekly cleaning by inmate work crew.
  - c.** Warehouse

- (1) Daily cleaning by Warehouse staff
- (2) Weekly cleaning by inmate work crew.
- d.** Vehicle Sally port
  - (1) Daily cleaning by inmate work crew
  - (2) Inclement weather may require more frequent cleaning.
- e.** Loading Dock Area
  - (1) Daily cleaning by Warehouse staff
  - (2) Hosing and more intense cleaning as needed.
- f.** Waste Management
  - (1) Daily cleaning by Warehouse staff
  - (2) Weekly cleaning by inmate work crew
  - (3) Hosing and more frequent cleaning as needed.
- g.** Transportation/Court Staging
  - (1) Daily cleaning by inmate work crew.
- h.** Intake/Open Seating
  - (1) Daily cleaning by inmate work crew.
- i.** Staff Dining
  - (1) Daily cleaning by Food Service staff
  - (2) Weekly cleaning by inmate work crew.
- j.** Pharmacy
  - (1) Daily cleaning by inmate work crew under the

direct supervision of a Corrections Officer and a member of the Corrections Medicine staff.

**k. Housing Units**

- (1) Weekly cleaning by inmate work crew
- (2) Other cleaning as needed.

3. The inmate facility maintenance crew officer shall dispense and supervise the use of cleaning materials.
4. The inmate facility maintenance crew officer shall inspect each area after it is cleaned.

**D. MRSA/Staph Infection Cleaning Procedures for the Staff Work Areas, Housing Units, Common Areas, Cells and Equipment**

**1. Cleaning of Staff Work Areas**

- a. Staff work areas will be cleaned at the beginning of each shift by the reporting officer or staff person. The officer will use sani wipes to clean and disinfect hard surfaces, such as, telephones computer key boards, touch pads, arms of the chair(s) and any other surface around the officer's work station. The work areas will be allowed to remain wet for ten (10) minutes, before wiping them with a clean cloth or paper towel.

**2. Procedures for Inmates with MRSA Infections**

- a. Those inmates with known or suspected MRSA infections will be examined by a member of the Corrections Medicine staff to determine their contagion risk to others. In general the following apply:
  - (1) Those inmates with non-draining "wounds" can be housed in general population
  - (2) Those inmates with minimal drainage, which can be contained in a simple dressing, can be housed in general population

(3) Those inmates with drainage that cannot be contained by a simple dressing will be housed in a single cell, which at this facility is usually in the Infirmary

b. The following cleaning procedures will be completed for inmates infected with MRSA, who are housed in the housing units:

(1) Inmates will be issued polyethylene gloves when cleaning the cell

(2) Inmates will spray the Centra Plus 256 solution on all hard surfaces, such as, sink, desk and toilet. Allow the surface to remain wet for ten (10) minutes and then dry with a rag to wipe down those areas. The dirty rag will be placed in a plastic bag and placed in the container marked "With Towels". Gloves will be placed in a plastic bag and placed in trash cans.

(3) Failure to follow the medical guidelines will result in Administrative Segregation for the duration of the treatment.

### 3. General Information for Housing Units

a. Each housing unit will be supplied with 12 bottles of Centa Plus 256 solution to expedite the cleaning process.

b. The Housing Unit Officer can open the recreation door to allow fresh air into the housing unit. This will be coordinated with the Unit Control Officer to ensure both recreation doors are not opened at the same time.

NOTE: If an inmate complains of the odor of the solution, the officer may allow the inmate to sit in the dayroom for ten (10) minutes and then have the inmate return to his/her cell to wipe down the cell.

c. The Housing Unit Officer will not spray any cells with the Centra Plus 256 solution. Inmates are responsible for spraying his/her own cell.

- d. Inmate workers will not be allowed to go inside other inmates' cells. They will only pass the spray bottle from one cell to another.
4. Weekday Cleaning of the Cells in the Housing Unit
- a. Each cell will be cleaned on Monday, Wednesday and Friday. The time and routine of the morning cleaning will remain the same as the everyday morning cleaning.
  - b. Mop water with Centra Plus 256 solution will be retrieved from the dispenser in the supply closet
  - c. Inmates will be issued a pair of Polyethylene gloves, prior to spraying the cell area with the Centra Plus 256 solution. The gloves will be collected after cleaning and disposed of in a plastic trash bag and placed in the large trash bin next to the elevator
  - d. Clean mop heads will be used to mop the floors each day. The dirty mop heads will be rung out and taken off of the handles at the end of each day and placed in a plastic bag. The mop heads will then be placed in the 30 gallon container marked "White Towels" in the hallway next to the elevators.
  - e. Desk tops, sinks, and toilets in the cells will be sprayed with the Centa Plus 256 solution on these days between the hours of 9:30 pm - 10:15 pm. After ten (10) minutes, the inmates will be given a rag to wipe down the surfaces. The used rags will be collected in a plastic bag and be placed in the trash can marked "White Towels".

NOTE: Inmates will be advised not to spray Centra Plus 256 solution on or around food items.

5. Weekend Cleaning of the Cells and Mattresses in the Housing Unit
- a. Clean linen will be supplied to the floors at approximately 7:00 am. The Laundry Officer will ensure there are 350 rags on the linen cart to clean the rooms and wipe down the mattresses.
  - b. Prior to the linen exchange, all cells will be thoroughly

cleaned and disinfected with the Centra Plus 256 solution on Saturdays between 8:30 am and 10:00 am.

NOTE: The Housing Unit Officer will inform the inmates of the importance of their cooperation in reducing the MRSA/Staph infection problem and instruct the inmates on the proper procedures for cleaning the cell.

- c. The Housing Unit Supervisor will ensure the correct number of rags are distributed to each pod. The remainder of the rags will be stored in a closet in a multi-purpose room.
- d. The inmates will strip the dirty linen from their beds and place it in the laundry cart.
- e. The inmates will be issued a pair of polyethylene gloves.
- f. The inmates will be given the buckets with the cleaning supplies (including Centra Plus 256) and instructed to clean the cells.
- g. The inmates will spray the Centra Plus 256 on all surfaces (i.e., mattresses, bunk(s), sink, toilet and desk).
- h. After waiting ten (10) minutes, the Housing Unit Officer will provide each inmate a rag to wipe down all surfaces that were sprayed.

NOTE: Inmates in a double bunk cell, wipe the top bunk off first and then the bottom bunk.

- i. Inmates will then be given new linen after they return the dirty rags.
- j. All dirty rags will be placed in a large plastic bag, and then placed on the laundry cart. The dirty rags will be kept separate from the dirty linen.
- k. The gloves will be collected, after the cleaning and disposed of in a plastic bag and placed in a trash container in the common area. Inmates will not be allowed to throw the gloves away in the trash can in the cells or flush the gloves down the toilet.

6. Protocol for Cleaning Vacated Cells

- a. After a cell has been vacated, it will be thoroughly cleaned by an inmate worker prior to housing an inmate in the cell.
  - (1) Clean the sink, desk, and toilet with Crew Disinfectant
  - (2) Spray the walls, sink, desk, toilet, door knobs mattress and bunk with the Centra Plus 256 solution. After ten (10) minutes wipe all of the surfaces with a clean rag.
  - (3) Mop the floors, using one (1) ounce of the Centra Plus 256 solution per gallon of water and allow to dry
  - (4) The used rags will be collected in a plastic bag and will be placed in the trash can marked “White Towels” and gloves will be thrown in a trash container in the common area

7. Daily Cleaning of the Common Area

- a. The following items will be cleaned and disinfected in the common areas between the hours of 9:30 pm and 10:15 pm:
  - (1) The Housing Unit Officer will ensure that a sufficient number of inmate workers are available to clean the common areas and are given instructions on the cleaning of the common area
  - (2) All inmate workers will be issued polyethylene gloves prior to cleaning with the Centra Plus 256 solution
  - (3) All table tops in the dayroom will be sprayed with the Centra Plus 256 solution and allowed to dry overnight. The following morning, prior to breakfast, all table tops will be washed with soap and water

NOTE: The table tops in direct supervision housing units will be cleaned with Pine-O-Lene between meals.

- (4) A towel saturated with Centa Plus 256 solution will be used to clean the telephones and door handles. The inmate worker will wipe them off after ten (10) minutes
- (5) All chairs, handrails, visiting booths (counter and window), sink, counter, and gym equipment (basketball, handballs, etc.) will be sprayed and cleaned with the Centra Plus 256 solution. The inmate workers will wipe them off after ten (10) minutes
- (6) The floors of the dayroom will be mopped using the Centra Plus 256 solution from the dispenser in the supply closet
- (7) The officer's restroom will be cleaned and then sprayed with the Centra Plus 256 Solution
- (8) The restrooms at Unit Control and break areas will be cleaned and then sprayed with the Centra Plus 256 solution
- (9) All table tops in the multi-purpose and interview rooms will be sprayed with the Centra Plus 256 solution and will then be wiped down after the ten (10) minute waiting period with a rag
- (10) The used rags will be collected in a plastic bag and be placed in the container marked "White Towels" and gloves will be thrown in a trash container.

b. Cleaning the Showers

- (1) The showers will be cleaned daily, prior to shift changes at 1:30 pm and 9:30 pm
- (2) The showers will be scrubbed down using the Crew Disinfectant
- (3) After thoroughly rinsing the stalls, spray the showers with the Centra Plus 256 solution and allow them to dry.

c. Cleaning the Clippers

- (1) All clippers will be disinfected between each hair cut with the H-42 Clean Clipper
- (2) Fingernail and toenail clippers will be disinfected between each use with the H-42 Clean Clipper
- (3) Inmate workers who serve as barbers will be instructed to place a thin barber sheet around the inmate's neck to prevent bacterial contamination from the barber's cloth. The barber sheet will be thrown in the trash can at the conclusion of the haircut.

8 Cleaning Restraints and the Restraint Chair

- a. All officers will use restraints that are clean and have been disinfected.
- b. The restraints will be wiped down with sani wipes and will be allowed to remain wet for ten(10) minutes before wiping them with a clean cloth or paper towel.
- c. After the restraint chair has been used, the officers who are assigned to the area which has the restraint chair will spray it with the Centra Plus 256 solution and allow it to stay wet for ten (10) minutes. The chair will then be wiped off with a clean rag.
- d. If any restraints (including restraints on the restraint chair) are rust inhibited or inoperable due to the use of the solution, the officer cleaning the restraints or restraint chair will report the inoperable restraints to the transportation supervisor, who will ensure the equipment is properly lubricated.
- e. If an officer uses his/her personal handcuffs to restrain an inmate, the officer will be responsible for properly cleaning the restraints before placing them back into the case.
- f. A transportation Officer and a Movement Officer will be assigned to clean and disinfect the restraints in their unit,

prior to re-issuing the restraints to the staff. When restraints from a housing unit floor are used the Housing Unit Supervisor of that floor will ensure the restraints are cleaned and disinfected, prior to re-issuing those restraints.

- g. When transporting inmates to MDC, etc., the Transportation Officers will remove the restraints from the inmate(s), place the restraints in a bag and tag the bag "MRSA". Upon returning to the Transportation Staging area, the "MRSA" bag containing the restraints will be given to the assigned officer or placed in a designated area in order to be cleaned and disinfected, before using the restraints again.

9. Cleaning Transportation Vehicles

- a. Inmates with active MRSA will be transported in vehicles with leather seating only.
- b. Upon returning from a trip with an inmate with MRSA, the vehicle will be cleaned and disinfected in the Vehicle Sallyport by inmate workers sentenced to less than one (1) year in the custody of the Department of Justice Services.

NOTE: Master Control will not open a Vehicle Sallyport door while an inmate(s) is in there cleaning a vehicle.

- c. The inmate worker will be issued polyethylene gloves prior to cleaning with the Centra Plus 256 solution.
- d. The seat, security partition, windows and door panels will be sprayed with the Centra Plus 256 solution. The inmate worker will wipe them off after ten (10) minutes.
- e. The used rags will be collected in a plastic bag and be placed in a container marked "White Towels" and gloves will be thrown in a trash can in the Vehicle Sallyport.
- f. This procedure will be completed, prior to escorting another passenger.
- g. The assigned vehicle fleet officer will ensure that all vehicles are cleaned and sanitized once per week in the

Vehicle Sallyport by an inmate worker sentenced to less than one (1) year in the custody of the Department of Justice Services. The officer will follow the guidelines as stated in D-9-c through D-9-e of this policy.

NOTE: Master Control will not open a Vehicle Sallyport door while an inmate is in there cleaning a vehicle.

10. Cleaning Procedures for Intake Service Center

- a. The Maintenance Officer is responsible, Monday through Friday, for ensuring there are a sufficient number of inmate workers available for cleaning and disinfecting areas in the Intake Service Center (ISC) and Law Enforcement Lobby.
- b. On weekends and holidays, the dayshift Watch Commander and the ISC Shift Supervisor are responsible for assigning an ISC Officer or Movement Officer to supervise the inmate workers to clean and disinfect the ISC and Law Enforcement Lobby.
- c. Daily Cleaning of Intake Service Center and Transportation Staging Cells
  - (1) All holding cells (including the LEL holding cell and Transportation holding cells) and transfer cells will be cleaned Monday through Friday morning by the inmate maintenance workers, supervised by the Maintenance Officer. Holding cells on the third floor behind the courtrooms are cleaned on Monday, Wednesday and Friday.
  - (2) The inmate workers will be issued polyethylene gloves prior to cleaning with the Centra Plus 256 solution
  - (3) Mop water with the Centra Plus 256 solution will be retrieved from the dispenser in the Secure Hallway closet
  - (4) Clean mop heads will be used to mop the cell floors each day. The dirty mop heads will be taken off of the handle at the end of the day and placed in a

plastic bag. The mop heads will then be taken to the laundry to be cleaned

- (5) Sinks, toilets, cuff rails and concrete benches will be sprayed with the Centra Plus 256 solution, Monday through Friday. After ten (10) minutes, the inmate workers will wipe down the surfaces with rags. The rags will be collected in plastic bags and taken to the laundry to be cleaned
- (6) The gloves will be collected after the cleaning and disposed of in a plastic bag and placed in a trash can.

d. Daily Cleaning of Intake Service Center and Transportation Common Areas

- (1) The common area (including the LEL and Transportation Staging) will be cleaned Monday through Friday morning by the inmate workers, supervised by the Maintenance Officer
- (2) The inmate workers will be issued polyethylene gloves prior to cleaning with the Centra Plus 256 solution
- (3) All telephones and door handles will be wiped down with a rag saturated with the Centra Plus 256 solution . After ten (10) minutes the phones will be dried with a dry, clean rag

NOTE: The saturated rag will not be put back into the solution after it has been used to prevent contamination of the solution.

- (4) All benches, cuff rails, visiting booths (counter, chairs and window), sinks, counter tops (Classification, LEL, Breathalyzer room, Property rooms) and the inmate release table will be sprayed down with Centra Plus 256 solution, be allowed to set for ten (10) minutes and dried with clean rags
- (5) All staff/inmate restrooms will be cleaned and then sprayed down with Centra Plus 256 solution, be

allowed to set for ten (10) minutes and dried with clean rags

- (6) The used rags will be collected in plastic bags and taken to the laundry to be cleaned
- (7) The gloves will be collected after the cleaning and disposed of in a plastic bag and placed in a trash can.

e. Cleaning Inmate Showers

- (1) All showers will be scrubbed daily with the Crew Disinfectant solution
- (2) After the showers are thoroughly rinsed, they will be sprayed with the Centra Plus 256 solution and allowed to dry
- (3) All showers will sprayed again with the Centra Plus 256 solution during the early afternoon hours and then again prior to the inmate maintenance workers returning to their housing units. The showers will be allowed to dry.

f. Only cleaned and disinfected property tubs will be given to inmates at the Property Room

- (1) Inmate property tubs will be taken from the Property Room to the Laundry by the inmate maintenance workers Monday through Friday to be cleaned. The Laundry Officer will ensure the tubs are sprayed down with Centra Plus 256 solution, be allowed to set for ten (10) minutes and then dried. The Laundry Officer will inform the Maintenance Officer when the tubs are ready to be taken to the Property Room.

11. Cleaning procedures for the Infirmary

a. Special Instructions for Cleaning the Infirmary Cells

- (1) The medical isolation cell and/or any other cell used by a contagious inmate will be cleaned and

disinfected with the appropriate disinfectant as necessary and within 24 hours after the inmate has been reassigned to a different cell and/or housing unit.

**NOTE:** The person cleaning the cell will wear a mask and gloves while cleaning the cell. The cell will be air dried before being used to house another inmate.

- (2) Staff will pay close attention to the status of inmates prior to opening their cell doors for cleaning.

b. Weekday Cleaning of Cells in the Infirmary

- (1) Each cell will be cleaned on Monday, Wednesday and Friday. The time and routine of the morning cleaning will be between 7:15 am and 9:00 am
- (2) Inmates on secure move, secure psychiatric lockdown, disciplinary lockdown and medical lockdown will clean their cells from 8:30 pm to 10:00 pm on the second shift
- (3) Inmates will be issued a pair of polyethylene gloves, prior to spraying the cells with the Centra Plus 256 solution
- (4) Mop water with the Centra Plus 256 solution will be retrieved from the dispenser in the supply closet
- (5) Clean mop heads will be used to mop the floor each day. The dirty mop will be rung out and the mop head will be taken off the handle at the end of the day and placed in a plastic bag. It will then be placed in the container marked "White towels" next to the washer
- (6) Desk tops, sinks, and toilets in the cells will be sprayed with the Centra Plus 256 solution. After ten (10) minutes, the inmates will be given a rag to wipe down the surfaces. The rags will be collected in a plastic bag and placed in the container "White Towels"

NOTE: Inmates will be advised not to spray the Centra Plus 256 solution on or around food items.

- (7) The polyethylene gloves will be collected after the cleaning and disposed of in a plastic bag and placed in the trash can in the common area.

c. Weekend Cleaning of the Cells and Mattresses in the Infirmary

- (1) Clean linen will be supplied to the floors at approximately 7:00 am. The Laundry Officer will ensure there are 48 rags on the linen cart to clean the rooms and wipe down the mattresses
- (2) Prior to the linen exchange, all cells will be thoroughly cleaned and disinfected with the Centra Plus 256 solution on Saturdays between 8:30 am and 10:00 am

NOTE: The Housing Unit Officer will inform the inmates of the importance of their cooperation in reducing the MRSA/Staph infection problem and instruct the inmates on the proper procedures for cleaning the cell.

- (3) The Infirmary Officer will ensure the rags are distributed to each inmate. The remainder of the rags will be stored in a closet in a supply room
- (4) The inmates will strip the dirty linen from their beds and place it in the laundry cart

NOTE: Inmate workers from Housing Unit Floor 4 will be assigned to clean the cells of inmates who are physically or mentally unable to clean their cells. (See Special Instructions for Cleaning the Infirmary section in this policy.)

- (5) The inmates will be issued a pair of polyethylene gloves
- (6) The inmates will be given buckets with the cleaning

supplies (including Centra Plus 256) and instructed to clean the cells

- (7) The inmates will spray the Centra Plus 256 solution on all surfaces (i.e., mattresses, bunks, sink, toilet and desk).

NOTE: If an inmate complains of the odor of the solution, the officer may allow the inmate to sit in the dayroom for ten (10) minutes and then have the inmate return to his/her cell to wipe down the cell.

- (8) After waiting ten (10) minutes, the Housing Unit Officer will provide each inmate a rag to wipe down all surfaces that were sprayed
- (9) Inmates will be given linen after they return the dirty rags. All dirty rags will be placed in a plastic bag, and placed on the laundry cart. The dirty rags will be kept separate from the dirty linen
- (10) The gloves will be collected, after the cleaning and disposed of in a plastic bag and placed in a trash container in the common area. Inmates will not be allowed to throw the gloves away in the trash can in the cell or flush the gloves down the toilet.

d. Protocol for Cleaning Vacated Cells

After a cell has been vacated, it will be thoroughly cleaned by an inmate worker prior to housing an inmate in the cell.

- (1) Clean the sink, desk, and toilet with Crew Disinfectant
- (2) Spray the walls,, sink, desk, toilet, door knobs, mattress and bunk with the Centra Plus 256 solution. After ten (10) minutes wipe all of the surfaces with a clean rag
- (3) Mop the floors, using one (1) ounce of the Centra Plus 256 solution per gallon of water and allow to dry

- (4) The used rags will be collected in a plastic bag and be placed in the container marked “White Towels” and gloves will be thrown in a trash container in the common area.

e. Daily Cleaning of the Infirmary Common Area

- (1) The common area of the Infirmary will be cleaned and disinfected between the hours of 9:30 pm and 10:15 pm
- (2) The Infirmary Officer will be responsible for ensuring that a sufficient number of inmate workers from housing unit level 4 are available to clean the common area and are given instructions on the cleaning of the common area
- (3) All inmate workers will be issued a pair of polyethylene gloves prior to cleaning with the Centra Plus 256 solution
- (4) All table tops in the common area will be sprayed with the Centra Plus 256 solution and allowed to dry overnight. The following morning, prior to breakfast, all tables will be washed with soap and water. The tables will be cleaned with Crew Disinfectant between meals
- (5) All telephones and door handles will be wiped down with a clean rag, saturated with the Centra Plus 256 solution. After waiting ten (10) minutes the phones and handles will be dried with a dry, clean rag
- (6) All chairs and visiting booths (counter and window) will be sprayed with the Centra Plus 256 solution, be allowed to set for ten (10) minutes and then wiped off with a clean rag
- (7) Mop water with the Centra Plus 256 solution will be retrieved for the dispenser in the supply closet
- (8) All dirty rags will be placed in a plastic bag and be sent to the laundry

(9) The gloves will be collected, after the cleaning and disposed of in a plastic bag and then placed in a trash container.

f. Daily Cleaning of the Infirmary Shower

(1) Showers will be cleaned during the evening shift Monday through Friday by the contracted cleaning company. Once cleaned, the inmate workers from housing unit level 4 will spray the showers with the Centra Plus 256 solution during the common area cleaning and allow the shower to dry overnight

(2) During holidays and weekends the inmate workers from housing unit level 4 will clean the showers with Crew Disinfectant during cleanup and then spray the showers with the Centra Plus 256 solution and allow the showers to dry.

D. Hand Washing

1. Staff shall wash their hands frequently with soap and water.
2. Hand sanitizing solution will be provided in hand-size portions to use at work stations, vehicles, and other areas. The solution will be used until the staff member is able to wash his/her hands with soap and water.
3. Signs will be posted in all restrooms and sink areas providing proper hand washing procedures.