1. Purpose:
   To reduce the transmission of microorganisms due to contaminated non-critical reusable equipment/items for patient use.

2. Definitions:

   2.1 Cleaning:
   The physical removal of foreign material, e.g., dust, soil, organic material such as blood, secretions, excretions and microorganisms. Cleaning physically removes, rather than kills microorganisms. Cleaning reduces or eliminates the reservoirs of potential pathogenic organisms. It is accomplished with water, detergents and mechanical action.

   2.2 Contamination:
   The presence of microorganisms on inanimate objects (e.g. clothing, surgical instruments) or microorganisms transported transiently on body surfaces (e.g. hands), or in substances (e.g. water, food, milk).

   2.3 Disinfection:
   The inactivation of disease producing organisms. Disinfection does not destroy high levels of bacterial spores. Disinfectants are used on inanimate objects. Disinfection usually involves chemicals, heat or ultraviolet light. Levels of chemical disinfection vary with the type of product used.

   2.4 Facility Approved Disinfectant:
   A disinfectant cleaner that has been approved by the facility or organization.

   2.5 Non-Critical Items:
   Those items that either touch only intact skin but not mucous membranes or do not directly touch the patient. Examples of non-critical items are equipment such as lifts, transfer boards and wheelchairs and items such as plastic assessment tools and call bells.
2.6 Non-Critical Wipeable Items:
Non-Critical Equipment/items composed of non-porous material able to withstand facility approved disinfectant. Some examples are: diagnostic imaging equipment, infusion pumps, intravenous (IV) poles, sleep surfaces, stethoscopes, walkers, and wheelchairs.

2.7 Non-Critical Hard-to-Clean Items:
Non-Critical Equipment/Items composed of porous material (e.g., fabric, cardboard, paper, foam). Some examples are: wheelchair cushions, puzzles, sliders, slings, craft supplies, pencils, books, magazines, and transfer belts.

2.8 Personal Protective Equipment: Gloves, gowns, masks and protective eyewear and face protection used according to risk of exposure to prevent transmission of infection.

2.9 Reprocessing:
The steps performed to prepare a used medical device for reuse. The steps may include the collection and transportation of soiled devices, cleaning, inspection, disinfection, sterilization, packaging, clean transportation and storage of clean and disinfected/sterilized devices.

2.10 Reusable: A device that has been designed and tested by the manufacturer, that is suitable for reprocessing prior to use on a patient.

3. Equipment:
3.1 Required:
- Alcohol swabs
- Cleaning cloths
- Facility approved disinfectant
- Laundry detergent
- Personal Protective Equipment (PPE), e.g. goggles, masks, plastic apron as required for the task
- Tap water
- Utility or non-sterile gloves

3.2 Optional:
- 70% isopropyl alcohol
- Adhesive tape remover
- Ready-to-use disinfectant wipes
- Brush

4. Operational Directives:
4.1 Refer to Cleaning of Non-Critical, Reusable Items Policy 90.00.040

4.2 Refer to Single-use Medical Devices Policy 90.00.010

4.3 Equipment/items dedicated to one patient are kept in the patient’s room, bed space, and/or bathroom.
4.4 Clean and disinfect or reprocess non-critical reusable equipment/items which have been in direct contact with a patient. This should be done before use in the care of another patient.

4.5 Develop and maintain a predetermined cleaning schedule according to facility/program for all routinely shared non-critical reusable equipment/items which cannot be cleaned and disinfected or reprocessed between uses.

4.6 Assign responsibility and accountability for cleaning and disinfection or reprocessing according to facility/program.

5. Procedures:

5.1 Inspect all non-critical reusable items for safety concerns prior to cleaning. Report any damaged items according to program policy.

5.2 Determine surface type:
   I. Non-critical reusable wipeable items
   II. Non-critical reusable hard-to-clean items

Refer to Appendix A: Cleaning Table for Non-Critical Reusable Patient Items in Hospitals for examples to assist in determining surface type, if required.

5.3 Clean and disinfect non-critical reusable items:
   - Wear PPE according to cleaning activities
   - Use appropriate water and detergents and/or facility approved disinfectant according to product directions
   - Remove all tape. Remove any tape residue with adhesive tape remover or detergent
   - If using reusable gloves, clean and disinfect the gloves with facility approved disinfectant after use
   - Allow all cleaned and disinfected non-critical reusable items to air-dry prior to use in the care of another patient, following manufacturer’s contact time recommendations

5.3.1 Cleaning of non-critical reusable wipeable items:
   - Clean equipment/items with water and detergent and/or facility approved disinfectant using mechanical action
   - Clean grooves on equipment with scrub brush

5.3.2 Disinfection of non-critical reusable wipeable items:
   - After all foreign material has been removed, disinfect the equipment/items by repeating the above process with a clean cloth moistened with facility approved disinfectant or ready-to-use wipe(s)
   - Disinfection technique options:
     - Ready-to-use disinfectant wipes
     - Apply facility approved disinfectant to a clean cloth
     - Avoid spraying disinfectant
     - Avoid applying disinfectant directly onto equipment/items
     - Allow to air-dry, following manufacturer’s contact time recommendations
5.3.3 **Cleaning** of non-critical reusable **hard-to-clean- cardboard/paper** items:
- Discard if not laminated
- Discard if lamination not intact
- Clean laminated cardboard/paper with water and detergent using mechanical action

5.3.4 **Disinfection** of non-critical reusable **hard-to-clean- cardboard/paper** items:
- After all foreign material has been removed; disinfect the laminated cardboard/paper with a clean cloth moistened with facility approved disinfectant or ready-to-use wipe(s)
- Allow to air-dry, following manufacturer’s contact time recommendations

5.3.5 **Cleaning and disinfection** of non-critical reusable **hard-to-clean- fabric** items:
- Follow manufacturer’s cleaning instructions
- Do not add bleach unless approved by manufacturer
- If no manufacturer’s cleaning instructions available, clean by using one of the following methods:
  - Machine wash using gentle cycle at high temperature (>71.1°C) and machine dry if tolerated or allow to air-dry, following manufacturer’s contact time recommendations
  a. Machine/hand wash at low temperatures after discussion with Infection Prevention & Control Practitioner/Professional
  b. Dry clean
- Discard fabric that cannot be cleaned and/or laundered

5.3.6 **Cleaning** of non-critical reusable **hard-to-clean- foam** items:
- Items with foam components should be covered with vinyl or impermeable material prior to use
- Limit uncovered foam to single patient use only
- Discard foam that has become contaminated if it cannot be laundered
- Clean impermeable surface with water and detergent or facility approved disinfectant using mechanical action to remove all foreign material

5.3.7 **Disinfection** of non-critical reusable **hard-to-clean- foam** items:
- Disinfect impermeable surface by using one of the disinfection techniques outlined in 5.3.4
- Allow to air-dry, following manufacturer’s contact time recommendations

5.3.8 **Cleaning and disinfection** of non-critical reusable **hard-to-clean- other** items:
- Consult an Infection Prevention and Control Practitioner and/or Clinical Engineer for equipment/items for which cleaning method is undetermined
- Equipment/items with components falling into more than one surface type will require more than one cleaning/reprocessing method
5.4 Reassemble non-critical reusable items for use after cleaning and disinfection

5.5 Store non-critical reusable items in a designated clean area

6. References:


7. Resources

7.1 WRHA Infection Prevention & Control Policy, Cleaning of Non-Critical Reusable Equipment/Items. Policy Number 90.00.040.


7.4 Riverview Health Centre Cleaning Schedules, 2005.


7.6 WRHA Community Stroke Care Service Guidelines for Cleaning Reusable Non-Critical Patient Care Equipment. March 24, 2006.
Assignment for responsibility and accountability is in accordance with facility/program policy.

Overall infection prevention and control cleaning principles for equipment/items:

- **Inspect** all non-critical reusable equipment/items for damage prior to each cleaning.
  - Report any damaged items according to facility policy.

- **Determine** surface type.

- **Clean and disinfect** non-critical reusable items:
  - When visibly soiled
  - Prior to use by another patient
  - Prior to sending for repair
  - According to predetermined facility cleaning schedule

- **Reassemble** equipment/items.

- **Store** equipment/items:
  - In patient's room while dedicated to a patient
  - In a designated clean area if not dedicated

### Cleaning Table for Non-Critical Reusable Patient Equipment/Items in Hospitals

This table is not intended as an all inclusive list.

<table>
<thead>
<tr>
<th>Equipment/Item</th>
<th>Surface Type (Refer to Procedure)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulation Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- crutches</td>
<td>Hard-to-clean – more than one surface type (5.2)</td>
<td>Dedicate to one patient when possible Ensure cleaning between patients</td>
</tr>
<tr>
<td>- walkers</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td></td>
</tr>
<tr>
<td>Bed side monitor</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Examples of hard to clean components include screens and keyboards</td>
</tr>
<tr>
<td>- bladder scanner</td>
<td>May have hard-to-clean components (5.2)</td>
<td></td>
</tr>
<tr>
<td>Blood glucose monitor</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>May be visibly soiled with blood Ensure visible soiling is cleaned prior to disinfection</td>
</tr>
<tr>
<td>Cervical collar</td>
<td>Hard-to-clean – more than one surface type (5.2)</td>
<td>Single patient use items shall be for single patient use only Ensure cleaning between patients where not single patient use</td>
</tr>
<tr>
<td>Electronic devices</td>
<td>Hard-to-clean – other (5.3.8)</td>
<td>Use caution with electronic connections</td>
</tr>
<tr>
<td>- Continuous Positive Airway Pressure (CPAP) machine,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Portable continuous cardiac monitoring device</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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DATE ISSUED: March 1, 2010
REVISION DATE:
<table>
<thead>
<tr>
<th>Equipment/Item</th>
<th>Surface Type (Refer to Procedure)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fans (personal use)</td>
<td>Hard-to-clean – other (5.3.8)</td>
<td>Ensure disassembly and cleaning according to manufacturer’s instructions and established facility schedule</td>
</tr>
<tr>
<td>High touch surfaces</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>E.g., bed rails, call cords, beds, over-bed table</td>
</tr>
<tr>
<td>Infusion pump</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure cleaning between patients</td>
</tr>
<tr>
<td>Intravenous Poles</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure cleaning between patients</td>
</tr>
<tr>
<td>Hygiene items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• basins</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Follow manufacturer’s instructions for specific products</td>
</tr>
<tr>
<td>• jetted tub</td>
<td>Hard-to-clean (5.2)</td>
<td></td>
</tr>
<tr>
<td>Monitoring equipment</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure cleaning between patients</td>
</tr>
<tr>
<td>Portable bedside equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Continuous Passive Motion machine (CPM)</td>
<td>Hard-to-clean – more than one surface type (5.2)</td>
<td>Dedicate to one patient when possible Ensure cleaning between patients</td>
</tr>
<tr>
<td>o device</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td></td>
</tr>
<tr>
<td>o fabric lining</td>
<td>Hard-to-clean - fabric (5.3.5)</td>
<td></td>
</tr>
<tr>
<td>Portable blood pressure machine</td>
<td>Hard-to-clean – more than one surface type (5.2)</td>
<td>Ensure blood pressure cuff is cleaned, disinfected and air-dried. If Velcro™ portion of cuff is visibly soiled, hand wash with liquid soap and water. Clamp off hose ends to ensure water does not enter the cuff. Allow to air dry.</td>
</tr>
<tr>
<td></td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and hard-to-clean components (5.2)</td>
<td></td>
</tr>
<tr>
<td>Orthopedic heel boot</td>
<td>Hard-to-clean – more than one surface type (5.2)</td>
<td>Single patient use items shall be for single patient use only Dedicate to one patient when possible Ensure cleaning between patients</td>
</tr>
<tr>
<td>• plastic molded shell</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td></td>
</tr>
<tr>
<td>• fabric lining</td>
<td>Hard-to-clean - fabric (5.3.5)</td>
<td></td>
</tr>
<tr>
<td>Pulse oximeter (peripheral probe &amp; cable)</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure cleaning between patients</td>
</tr>
<tr>
<td>Pressure relief devices</td>
<td>Hard-to-clean – other (5.3.8)</td>
<td>Must check integrity of cover</td>
</tr>
<tr>
<td>• gel cushion</td>
<td>Wipeable if intact</td>
<td>Follow manufacturer instructions</td>
</tr>
<tr>
<td>• pressure relief</td>
<td></td>
<td></td>
</tr>
<tr>
<td>inflatable wheelchair cushion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• pressure relief mattress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splint</td>
<td>Wipeable (5.3.1 &amp; 5.3.2), hard-to-clean - fabric (5.3.5)</td>
<td>Check for presence of fabric</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure cleaning between patients</td>
</tr>
<tr>
<td>Thermometer (electronic)</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>For rectal thermometers, ensure visible soiling is cleaned prior to disinfection</td>
</tr>
<tr>
<td>Toileting device</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td>Ensure crevices and/or grooves are cleaned and disinfected</td>
</tr>
<tr>
<td>• commodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tourniquet</td>
<td>Single use</td>
<td>WRHA process requiring single use</td>
</tr>
</tbody>
</table>

3.24
<table>
<thead>
<tr>
<th>Equipment/Item</th>
<th>Surface Type (Refer to Procedure)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferring/mobility device</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• fabric transfer belt/slider/sling</td>
<td>Hard-to-clean - fabric (5.3.5)</td>
<td>Ensure fabric portion is removed for laundering. Transfer belts/slings: machine dry at low temperature if tolerated or hang to air-dry.</td>
</tr>
<tr>
<td>• plastic/metal transfer belt/slider/sling</td>
<td>Wipeable (5.3.1 &amp; 5.3.2)</td>
<td></td>
</tr>
</tbody>
</table>
| Ventilator                             | Hard-to-clean – more than one surface type (5.2) | Responsibility of Respiratory Therapist  
May be sent to MDR                                                      |
| Wheelchair/gerichair                   | Hard-to-clean – more than one surface type (5.2) | Ensure any pressure relief devices and groves are cleaned appropriately   |