

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>OPERATIONAL DIRECTIVE</p>	<p>PERSONAL CARE HOME/LONG TERM CARE FACILITY INFECTION PREVENTION & CONTROL PROGRAM</p>		
	<p>Cleaning and Disinfecting or Reprocessing of Non-Critical Reusable Resident Equipment/Items</p>		<p>Page: 1 of 6</p>
	<p>Approval Signature: <i>Lou Lament</i></p>	<p>Supercedes: WRHA PCH Program Infection Control in Housekeeping & Maintenance. December 12, 2001.</p>	
	<p>Date of Approval: October 30, 2008</p> <p>Date of Revision:</p>		

1.0 **PURPOSE:**

- 1.1 To reduce the transmission of microorganisms due to contaminated non-critical reusable resident equipment/items.

2.0 **DEFINITIONS:**

- 2.1 **Cleaning:** The physical removal of foreign material, e.g. dust, soil and 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/organization (Appendix A).

- 2.5 Non-Critical Reusable Equipment/Items: Equipment/items that either touch only intact skin but not mucous membranes or do not directly touch the resident. Examples of non-critical reusable equipment/items include: lifts, transfer boards, wheelchairs and items such as plastic assessment tools and call bells.
- 2.6 Non-Critical Reusable Wipeable Items: Non-critical equipment/items composed of non-porous material able to withstand facility approved disinfectant. Examples of non-critical reusable wipeable items include: diagnostic imaging equipment, infusion pumps, IV poles, sleep surfaces, stethoscopes, walkers and wheelchairs.
- 2.7 Non-Critical Reusable Hard to Clean Equipment/Items: Non-critical reusable hard to clean equipment/items are 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 resident.

3.0 **EQUIPMENT:**

- 3.1 Required Equipment:
- 3.1.1 Alcohol swabs
 - 3.1.2 Cleaning cloths
 - 3.1.3 Facility approved disinfectant
 - 3.1.4 Laundry detergent
 - 3.1.5 Personal Protective Equipment (PPE), e.g. goggles, masks, plastic apron as required for the task
 - 3.1.6 Tap water
 - 3.1.7 Utility or non-sterile gloves
- 3.2 Optional Equipment:
- 3.2.1 Scrub brush
 - 3.2.2 Adhesive remover
 - 3.2.3 70% Isopropyl alcohol
 - 3.2.4 Ready- to- use disinfectant wipes

4.0 **OPERATIONAL DIRECTIVES:**

- 4.1 Refer to Cleaning of Non Critical, Reusable Items, Regional Policy # 90.00.040.
- 4.2. Refer to Single-use Medical Devices, Regional Policy # 90.00.010
- 4.3 Equipment/items dedicated to one resident are kept in the resident's room, bed space, and/or bathroom.
- 4.4 Clean and disinfect or reprocess all non-critical reusable equipment/items that have been in direct contact with a resident. This must be done before use in the care of another resident.
- 4.5 Develop and maintain a predetermined cleaning schedule according to facility/program policy 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 policy.

5.0 **PROCEDURE:**

- 5.1 **Gather** equipment.
- 5.2 **Inspect** all non-critical reusable equipment/items for safety concerns prior to cleaning. Report any damaged items according to program policy.
- 5.3 **Determine** surface type:
 - 5.3.1 Non-critical reusable **wipeable** equipment/items
 - 5.3.2 Non-critical reusable **hard to clean** equipment/items
Refer to Cleaning Table for Non-Critical Reusable Resident Equipment/Items in Personal Care Home/Long Term Care Facility (Appendix B) for examples to assist in determining surface type, if required.
- 5.4 **Clean and disinfect** non-critical reusable equipment/items:
 - 5.4.1 To clean and disinfect Non-Critical Reusable **Wipeable** Equipment/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
- 5.4.2 **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
 - Clean and disinfect scrub brush after using as per facility policy.
- 5.4.3 **Disinfection** of non-critical reusable **wipeable** equipment/ 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
- 5.4.4 **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
- 5.4.5 **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
- 5.4.6 **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
 - Machine/hand wash at low temperatures after discussion with Infection Prevention & Control Practitioner/Professional
 - Dry clean
 - Discard fabric that cannot be cleaned and/or laundered

- 5.4.7 **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 resident 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
- 5.4.8 **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
- 5.4.9 **Cleaning and disinfection** of non-critical reusable **hard-to-clean-other** items:
- Consult an Infection Prevention and Control Practitioner/designate 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

5.5 **Reassemble** non-critical reusable items for use after cleaning and disinfection.

5.6 **Store** non-critical reusable items in a designated clean area.

6.0 **REFERENCES:**

- 6.1 Centers for Disease Control and Prevention (CDC). (2003). *Guidelines for environmental infection control in health-care facilities*. Atlanta, GA. Originally accessed December 13, 2007
http://www.cdc.gov/ncidod/dhqp/pdf/guidelines/Enviroguide_03.pdf
- 6.2 Health Canada. (1998). *Hand washing, cleaning, disinfection and Sterilization in health care*. Ottawa, ON. Originally accessed December 13, 2007.
<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98pdf/cdr24s8e.pdf>

7.0 **RESOURCES:**

- 7.1 WRHA Infection Prevention & Control Policy, Cleaning of Non-Critical Reusable Equipment/Items. Regional Policy Number 90.00.040.
- 7.2 Concordia General Hospital Cleaning of Non-Critical, Reusable, Resident Care Equipment. Dec. 8, 2004.

- 7.3 Health Sciences Centre Cleaning Guidelines for Instruments & Resident Monitoring Equipment, Infusion Pumps. April 15, 2004.
- 7.4 Riverview Health Centre Cleaning Schedules, 2005
- 7.5 WRHA PCH Program Infection Control in Housekeeping & Maintenance. December 12, 2001.
- 7.6 WRHA Community Stroke Care Service Guidelines for Cleaning Reusable Non-Critical Resident Care Equipment. March 24, 2006.

Operational Directive Contact: Betty Taylor, Manager, PCH Infection Prevention & Control

Contact Times and Dilution for Cleaning Disinfection of Equipment/Items

PRODUCT	CONTACT TIME	
	CLEANING	DISINFECTION
Percept RTU	30 seconds*	5 minutes*
Percept Concentrate	30 seconds**	5 minutes***
PerDiem	30 seconds**	Not a disinfectant when diluted

Dilution
* When used full strength
** When diluted with water 1:64 (15ml in 1L of water)
*** When diluted with water 1:16 (command centre dilution)

The above dilutions and contact times are for use in equipment cleaning. Follow manufacturers' directions and contact times for other types of cleaning and disinfection.

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 resident
- Prior to sending for repair
- According to facility schedule

Reassemble equipment/items.

Store equipment/items:

- In resident's room while dedicated to a resident
- In a designated clean area if not dedicated

**Cleaning Table for Non-Critical Reusable Resident Equipment/Items
in Personal Care Home/Long Term Care Facility**

Equipment/Item	Surface Type	Comments
Ambulation Aid <ul style="list-style-type: none"> • crutches • walkers 	Hard-to-Clean – More than one surface type Wipeable	Dedicate to one resident when possible Ensure cleaning between residents
Bed side monitor <ul style="list-style-type: none"> • bladder scanner 	Wipeable May have Hard-to-Clean components,	Examples of hard to clean components include screens and keyboards
Blood glucose monitor	Wipeable	May be visibly soiled with blood Ensure visible soiling is cleaned prior to disinfection
Cervical collar	More than one surface type Wipeable and Hard-to-clean - Fabric	Ensure cleaning between residents
Electronic devices <ul style="list-style-type: none"> • Continuous Positive Airway Pressure (CPAP) machine • Portable continuous cardiac monitoring device 	Hard-to-clean - Other	Use caution with electronic connections

Equipment/Item	Surface Type	Comments
Thermometer (electronic)	Wipeable	For rectal thermometers, ensure visible soiling is cleaned prior to disinfection
High touch surfaces	Wipeable	E.g., bed rails, call cords, beds, over-bed table
Infusion pump	Wipeable	Ensure cleaning between residents
Intravenous Poles	Wipable	Ensure cleaning between residents
Hygiene items <ul style="list-style-type: none"> basins jetted tub 	Wipeable Hard-to-clean	Dedicate basin to one resident. Should be Cleaned after each use. Follow manufacturer's instructions for specific products
Monitoring equipment	Wipeable	Ensure cleaning between residents
Portable bedside equipment <ul style="list-style-type: none"> Continuous Passive Motion machine (CPM) <ul style="list-style-type: none"> device fabric lining 	More than one surface type Wipeable Hard-to-clean - Fabric	Dedicate to one resident when possible Ensure cleaning between residents
Portable blood pressure machine	More than one surface type Wipeable and Hard-to-clean components	Ensure blood pressure cuff is cleaned, disinfected and air-dried. If Velcro™ portion of cuff is visibly soiled, hand wash with dish soap and water. Clamp off hose ends to ensure water does not enter the cuff. Allow to air dry.
Orthopedic heel boot <ul style="list-style-type: none"> plastic molded shell fabric lining 	More than one surface type Wipeable Hard-to-clean – Fabric	Dedicate to one resident when possible Ensure cleaning between residents
Pulse oximeter (peripheral probe & cable)	Wipeable	Ensure cleaning between residents
Pressure relief devices <ul style="list-style-type: none"> gel cushion pressure relief inflatable wheelchair cushion 	Hard-to-clean - Other	Must check integrity of cover <ul style="list-style-type: none"> Wipeable if intact Follow manufacturer instructions
Splint	Wipeable and hard-to-clean - Fabric	Check for presence of fabric
Stethoscope	Wipeable	Ensure cleaning between residents
Toileting device <ul style="list-style-type: none"> bed pans commodes urinal 	Wipeable	Ensure crevices and/or grooves are cleaned and disinfected Where possible clean and disinfect in a designated soiled utility room

Equipment/Item	Surface Type	Comments
Tourniquet	Single resident use only	WRHA process requiring single resident use
Transferring/mobility device fabric (e.g., transfer belts/slings) plastic/metal	Hard-to-clean – Fabric Wipeable	Ensure fabric portion is removed for laundering. Transfer belts/slings: machine dry at low temperature if tolerated or hang to air-dry.
Transferring/mobility device fabric (e.g., transfer belts/slings) plastic/metal	Hard-to-clean – Fabric Wipeable	Ensure fabric portion is removed for laundering. Transfer belts/slings: machine dry at low temperature if tolerated or hang to air-dry.
Ventilator	Hard-to-clean – More than one surface type	Responsibility of Respiratory Therapist