

LineOne			
Subject:		<i>Doc. No.</i>	PR/INF/3.1
INFECTION CONTROL – Covid-19		<i>Page</i>	1 OF 2
<i>Prepared by</i>	STANDARDS AND PROCEDURE MANAGER	<i>Copy</i>	1
<i>Signature</i>		<i>Effective Date</i>	April 2020
<i>Approved</i>	OPERATIONS MANAGER	<i>Revision Date</i>	April 2022
<i>Signature</i>		<i>Revision No.</i>	1

PURPOSE:

The purpose of this procedure is to ensure that the correct methods are used to handle infected linen, to minimize cross infection specifically Covid-19 linen. We follow the SANS 10146 requirements for the safe, effective, efficient and economic management of all laundry processes at all our sites. We use both chemical and heat disinfection in our washing process with microbiological tests being done every 3 months. Audits are done by each of our hospital clients once a year with exceptionally good results. Both the factories and the onsite hospital staff goes through a rigorous audit process in which all processes from collecting linen from the clients all the way through to delivery again. All paperwork, tests, and certificates get checked during this process.

SCOPE:

All LineOne Laundry staff

RESPONSIBILITIES:

Unit Manager

PROCEDURE:

HANDLING OF DIRTY LINEN	
LINEN CLASSIFICATION	
PLEASE NOTE: High risk infection, all Covid-19 infected linen must be bagged by hotel staff in two plastic bags and tagged to show Covid-19 linen before it is sent to the laundry for washing.	
<p>Soiled / used linen</p> <p>Linen NOT contaminated with blood or body fluid or infectious matter</p>	<p>Contaminated/Septic/Covid19 Linen</p> <p>Unsoiled Linen or soiled with blood or body fluid is regarded as contaminated and the origin unknown. All positively tested guests' linen will be considered to be contaminated. Linen must be taken off the bed while not overly handling or shaking the linen. The linen needs to be placed in a plastic bag, tied and then the bag needs to be placed in another plastic bag and tied. The bag needs to be clearly marked as COVID-19 linen. All PPE's worn during turndown or cleaning of the rooms needs to be discarded as MEDICAL WASTE and not in normal refuse. Staff needs to thoroughly disinfect hands, arms and</p>

	surfaces as to not contaminate the area after handling the contaminated linen.
--	--

PROTECTIVE CLOTHING

- Apron / Gown - Gloves	- Gown - Gloves - Mask - Goggles
----------------------------	---

DIRTY LINEN RECEIVED FROM HOTEL

	DOUBLE yellow plastic or alginate bags Bags must be sealed and marked Note: Under no circumstances may yellow bags be opened in order to count or sort linen
--	---

COUNTING, SORTING AND WASHING PROCESS

Count, sort and place in washing extractor as per procedure: PR/HOL/4.4	Make a slit in the yellow plastic bag. Place yellow bag with linen in washing extractor. Wash bag with linen AS PER SANS 10146 of the SABS standards and discard in appropriate medical waste containers. No items received in the Covid-19 bags will be sorted and counted before the washing proses.
---	--

	LineOne		
	Subject: INFECTION CONTROL – Covid-19	<i>Doc. No.</i>	PR/INF/3.1
		<i>Page</i>	1 OF 2
<i>Prepared by</i>	STANDARDS AND PROCEDURE MANAGER	<i>Copy</i>	1
<i>Signature</i>		<i>Effective Date</i>	April 2020
<i>Approved</i>	OPERATIONS MANAGER	<i>Revision Date</i>	April 2022
<i>Signature</i>		<i>Revision No.</i>	1

PURPOSE:

The purpose of this policy is to explain the correct procedure with regards to staff being exposed to Covid-19.

SCOPE:

All LineOne Laundry staff

RESPONSIBILITIES:

Unit Manager

PROCEDURE:

PROCEDURES FOR SUSPECTED EXPOSURE TO COVID-19
<p>PLEASE NOTE:</p> <p>If a LineOne staff member has been in contact with a suspected Covid-19 person, self-isolation of 14 days needs to be implemented OR until results have been confirmed from the suspected person.</p> <p>If any symptoms of Covid-19 are detected the LineOne staff member needs to be tested at the nearest medical facility, preferably a Government testing centre. Results needs to be disclosed to LineOne management so appropriate action can be taken with other staff members with who the person was in contact with and the Emergency Response Task Team to respond in accordance to the exposure.</p> <p>LineOne staff member will only be allowed to be back at work with a confirmed NEGATIVE result from a testing centre. Full test NOT screening.</p> <p>If a LineOne staff member have been infected at one of the clients/hospitals, communication will be sent through to the relevant service manager for testing procedures.</p> <p>All LineOne staff members agree to be screened at any site they work at for possible symptoms of Covid-19.</p>