

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Cleaning and Decontamination of Equipment and Work Surfaces**Policy Number:** 950-03-006

Responsible Officer:	Clinic Manager
Responsible Office:	Clinical Operations
Origination Date:	02/23/2016
Date of Revision:	09/13/2021; 04/21/2022; 06/12/2023
Scope:	UCR Health Faculty Practice Sites

I. Policy Summary

To maintain a clean environment for patients and minimize the risk of patient and healthcare personnel exposure to potentially infectious microorganisms.

II. Policy Text

The patient care environment throughout the facility will be maintained in a state of cleanliness that meets professional standards in order to protect patients and healthcare personnel from potentially infectious microorganisms. Environmental cleaning is a team effort. Personnel responsible for cleaning the environment and equipment will receive education and training on proper environmental cleaning and disinfection methods, agent use and selection, and safety precautions.

III. Responsibilities

Designated Clinical Staff

IV. Procedures

Personal protective equipment (PPE) must be worn according to the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard when disposing of waste that could result in exposure to bloodborne or other potentially infectious microorganisms and hazardous material.

- A.** At the beginning of each day or prior to the first procedure, horizontal surfaces, procedure room lights, procedure room furniture will be damp-dusted using a clean lint free cloth dampened with a facility-approved, Environmental Protection Agency (EPA)-registered disinfectant (Cavacide® wipes)
- B.** Cleaning of procedure room between procedures must be done with a facility-approved, EPA-registered disinfectant (Cavacide wipes).
 1. Clean hands and put on gloves
 2. Collect and remove waste
 3. Collect and remove all soiled linen
 4. Clean hands and change gloves
 5. Use a Cavacide® wipe to clean and disinfect horizontal surfaces that have come in contact with a patient or body fluids, including vital machines
 6. Clean and disinfect exam table
 7. Wipe or sweep floor as needed
 8. When cleaning is complete, remove gloves and clean hands

- C. Terminal cleaning of each exam room will be completed daily when the scheduled appointments are completed for the day. Unused rooms should be cleaned once during each 24-hour period during the regularly scheduled work week because personnel entering unused rooms and moving equipment and supplies in and out of the room can increase the risk of environmental contamination. Mechanical friction and a facility approved EPA-registered agent (Cavacide® wipe) will be used to clean the exam rooms.
1. Clean hands and put on gloves
 2. Collect and remove waste
 3. Collect and remove all soiled linen
 4. Clean hands and change gloves
 5. Clean and disinfect all door handles, push plates, light switches and controls
 6. Clean and disinfect telephones and computer keyboards
 7. Spot clean all walls
 8. Clean and disinfect all exterior surfaces of machines and equipment
 9. Clean and disinfect all furniture
 10. Clean and disinfect exterior of cabinets and doors, especially around handles
 11. Clean and disinfect all horizontal surfaces
 12. Clean and disinfect exam tables
 13. Replace all furniture and equipment to its proper location
 14. Damp wipe waste receptacles, dry thoroughly and re-line
 15. Remove gloves and clean hands
 16. Clean and store cleaning equipment
 17. Report any needed repairs
- D. This daily cleaning will be documented on the Cleaning Schedule which will be located inside a cabinet door in each exam room. Clinic Manager will be responsible for signing each Cleaning Schedule at the end of each month. Cleaning Schedules will be maintained in accordance with Record Retention Policy and Procedures.
- E. Spill kits will be available for use as needed.
- F. Additional cleaning of patient care areas and environmental surfaces will be performed nightly by contracted janitorial services.

V. Forms/Instructions

Cleaning Schedule

VI. Related Information

OSHA Standard

VII. Revision History

Original 2/23/2016

Revised 9/13/2021
Revised 4/21/2022
Revised 6/30/2023

APPROVALS:

COMPLIANCE COMMITTEE (08/22/2023)

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Room Cleaning Schedule

Cleaning and Decontamination of Equipment/Work Surfaces

Disinfectant Product/Solution: **Cavacide® wipe**

Procedure:

1. All work surfaces and equipment must be cleaned with an environmental Protection Agency (EPA) approved disinfectant effective in cleaning HIV/HIB/TB and used according to product label for desired effect. (Alternatively, a 10%bleach product solution may be used but must be effective in killing HIV/HSV/TB and used accordingly to product label for desired effect. Bleach product solution must be changed/reconstituted every 24 hours)
2. Clean work surfaces and/or equipment daily and before and after each patient use.

Directions:

- Staff clean work surface and equipment at the end of each shift and document date and initial.

Location / Room Cleaned: _____ Month/Year: _____

Date	Initials		Staff Name and Initials
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