







## NAM-SOFT-CLEA\_HLC\_005\_M\_DAMP WIPING – FOR FREQUENTLY TOUCHED SURFACES

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| <b>Segment</b>       | HEALTHCARE       |
| <b>SOP or Method</b> | Method           |
| <b>Category</b>      | General Cleaning |
| <b>Version</b>       | 2/2/0/0          |

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| <p><b>#.1</b><br/><b>Description</b></p> | <p>This Method describes the preparation of the damp wiper cleaning solution, chemical selection and Sodexo techniques to effectively clean and disinfect frequently touched surfaces.</p> <p>These standards apply to all procedures unless they conflict with the facility or local regulatory policies. In that case, the facility or regulatory policy takes precedence.</p> <p>This Method is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.</p> |
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| <p><b>#.2</b><br/><b>Health and Safety</b></p> <div style="text-align: center; margin-top: 20px;">  </div> | <ul style="list-style-type: none"> <li>• Have you read the risk assessments for the task to be performed?</li> <li>• Have you been trained for the task to be performed?</li> <li>• Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?</li> <li>• Do you have the correct equipment to carry out the task?</li> <li>• Is it safe to carry out the task?</li> </ul> <p>If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.</p> <div style="text-align: center;">  </div> <p>Hazards associated with this activity:</p> <div style="text-align: center; margin-bottom: 10px;">     </div> <ul style="list-style-type: none"> <li>• Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc.</li> <li>• Manual handling (furniture and equipment etc.).</li> <li>• Walking and working surfaces (slips, trips and falls).</li> <li>• Infectious diseases and bodily fluids.</li> <li>• Fire safety (flammable substances).</li> </ul> |
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| <p><b>#.3</b><br/><b>Before Starting</b></p> | <ul style="list-style-type: none"> <li>• Assess your planned work schedule.</li> <li>• Visually inspect the patient care environment and determine if additional items need to be included.</li> <li>• Check the equipment and materials are safe to use before starting the task.</li> <li>• When assembling equipment, for safety reasons check for damage, specifically checking that plugs and cables are intact, have no cuts or abrasions and are safe for use.</li> <li>• Operatives must:             <ul style="list-style-type: none"> <li>• Visually inspect the work area and ensure the area is safe. If there is a hazard and you are not able find a solution, inform your immediate supervisor before proceeding.</li> </ul> </li> </ul> |
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- Put on area-specific or site-specific uniform and PPE that is appropriate for the work to be performed.
- Perform the '3 Checks for Safety'. Before starting a job, stop and think ...
  - 1. Do I know how to do the job?
  - 2. Do I have the right equipment?
  - 3. Is my environment safe?

**#.4**  
**Equipment and Materials**



- Use the Sodexo Healthcare Cart/Trolley Setup (**reference CLEA\_HLC\_002\_S\_SODEXO HEALTHCARE CART / TROLLEY SETUP**)
- PPE: Disposable, non-latex, moisture impervious gloves, safety glasses, protective apron or clothing.
- Sodexo's preferred products are disposable, pre-moistened disinfectant wipes and disposable single use microfiber mops.
- Sodexo and hospital approved disinfectant, preferably concentrated and/or ecologically certified, wherever available, diluted according to manufacturer's instructions
- Wipers/cloths, disposable acceptable.
- Hazard warning signs.

**#.5**  
**Procedure**

**Guidelines for Mixing the Disinfectant**

**Note:**

- The healthcare infection control profession has documented concerns that cleaning cloths and wipers absorb quaternary ammonium disinfectants and do not always release the manufacturers intended parts per million of the active ingredients to the damp wiped surfaces. Sodexo has addressed this concern. This procedure has been designed to ensure that the appropriate amount of active ingredients are left on the surface to achieve that maximum practical cleaning efficacy.
- For the purposes of damp wiping frequently touched hand contact surfaces the hospital approved disinfectant is to be diluted according to manufacturer's instructions for mixing.

**Surfaces to disinfect daily:**

The following surfaces are example of surfaces that fit into this category:

- Light switches
- Door knobs
- Keyboards
- Push plates (on doors)
- Wheelchairs
- Stretchers/trolleys
- IV poles
- Bed rails
- Telephones
- TV remotes
- Bed call remotes
- Over bed tables
- Furniture
- Headboards
- Footboards
- Faucets
- Dispensers
- Shower curtains

- Shower fixtures
- Toilet flushing handle
- Toilet seat
- Wall moldings
- Window sills
- Restroom handrails

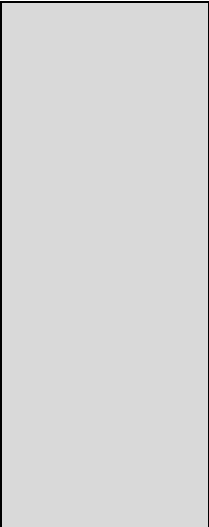
**Procedure**

1. Wear disposable, non-latex, moisture impervious gloves and safety glasses whenever handling disinfectant concentrates to avoid burns to the skin and eyes.
2. Place hazard warning sign at the entrance to the room in such a way as to allow safe access to the room.
3. Move all light furniture and equipment except stationary items (if appropriate) to enable the task to be carried out. Seek assistance if larger items need to be moved.
4. Mix the Sodexo and hospital approved disinfectant according to manufacturer's instructions. Pay special attention to dilution ratios.
5. Use presaturated disinfectant wipes.
6. Scrub the surface clean to remove visible soil. A surface must be free of visible soil before disinfection can occur. For soil embedded into a surface use an abrasive sided pad and plain water to remove the soil.
7. For mineral deposits, a dampened end of a pumice stick is very effective.
8. For petroleum based soil use a de-greaser.
9. For soap scum use a damp wiper pre-saturated the neutral pH bathroom cleaner.
10. To disinfect the surface damp wipe it with the clean side of a presaturated disinfecting wiper.
11. Once the surface is free of organic material, it is important to perform the final pass over the surface with the fresh side of the disinfectant damp wiper.
12. After air drying per the disinfectant manufacturer's recommendations, surfaces may be dried using a dry clean wiper or paper towel if there is a risk of skin contact to the damp surface or if the surface is a highly reflective surface such as glass for streaking might be visible.
13. Leave the hazard warning sign in place until the floor is dry and the final check inspection is complete.
14. Remove, clean and store hazard warning signs.

**#.6  
The Final  
Check**



- Ensure the concentrated liquids are stored safely and securely
- Store the diluted liquids securely.
- Inspect the area or room carefully:
  - Picture Perfect Room: all furniture and items need to be replaced correctly.
  - Correct any deficiencies.
- Equipment is clean and safe to re-use.
- PPE is cleaned and properly stored or disposed of.
- Report any damaged equipment and interiors, needed repairs or water leaks.
- Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.
- Water taps are turned off.
- Lights are switched off (if appropriate).
- Cleaning equipment is switched off and unplugged.

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- Complete any activity record sheets for the task and return them to your supervisor as required.
  - Floors are free of spills, debris and body fluids and have a shine without scratches.
  - Dispensers are adequately filled.
  - First impression cleanliness is constantly maintained.
  - Ceilings, ledges, countertops, furniture, and cabinets are clean and free of dust, blood, and body fluids.
  - Waste receptacles are clean and free of all debris, dirt, smudges, and contamination.
  - Washbasins are clean and free of mineral build-up.
  - Bathrooms are clean and free of dust, odors, and buildup; chrome surfaces shine.
  - All patient-use items have been damp dusted.
  - All other contact items have been damp dusted.