

Policy Title: Cleaning and Sanitation	
Policy Owner: Director of Facilities and Risk Management Policy Originated by: Program	Date Written: 10/1/13
Applicable Programs: All Programs	Date Reviewed and Approved by ELT: 3/11/14, 03/15/16, 4/19/18, 10/3/18, 3/13/19, 8/14/19, 7/8/20, 8/12/20, 9/15/21, 5/10/23, 5/8/24
Statutory or Regulatory Citation: Minn. Stat., Chap. 4626 Minn. Stat. § 245D.06, subd. 2(5) Minn. Stat. § 245D.11, subd. 2(1) Minn. R. 9503.0140 Minn. Stat. 485.725 a-e	Signature if needed: 09/18/15, 10/06/16, 10/19/17, 10/18/18

Policy: It is the policy of St. David's Center that Staff/Providers follow established procedures for offering and maintaining a clean and sanitary educational and therapeutic environment.

Definitions:

"**Clean**": means free from dirt or other contaminants that can be detected by sight, smell, or touch.

"**Disinfected**": means treated to reduce microorganism contamination after an object has been cleaned. Disinfection must be done by rinsing or wiping with a solution of one-fourth (1/4) cup chlorine bleach plus water to equal one gallon, or an equivalent product or process approved by the Board of Health as defined in Minnesota Statutes, §145A.02, or its designee.

Procedure:

General Procedures

1. General Instructions for Cleaning and Sanitation Activities

- A. Each St. David's Center program will clearly assign responsibility, and establish a consistent schedule, for routine cleaning and disinfecting.
- B. The frequency of cleaning and disinfecting may need to be increased from time to time to control certain contagious diseases, at the request of local or state health officials.
- C. Universal precautions apply to the following infectious materials: blood; bodily fluids visibly contaminated by blood; semen; and vaginal secretions. All staff are required to follow universal precautions and sanitary practices, including:

- i. Use of proper hand washing procedure.
- ii. Use of gloves in contact with infectious materials.
- iii. Use of a gown or apron when clothing may become soiled with infectious materials.
- iv. Use of a mask and eye protection if splashing is possible.
- v. Use of gloves and disinfecting solution when cleaning a contaminated surface.
- vi. Proper disposal of sharps.
- vii. Use of gloves and proper bagging procedures when handling and washing contaminated laundry.
- viii. Blood-contaminated material must be disposed of in a plastic bag with a secure tie; and sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container must be stored out of reach of children.

2. Cleaning Instructions

- A. Objects and surfaces will be cleaned by scrubbing with detergent and fresh water to remove debris.
 - i. A small amount of detergent in warm water will be sufficient to clean most items.
- B. Staff will not reuse water that has been standing in pails, basins, or sinks.
- C. Staff will rinse objects under running water, when possible, and follow cleaning with disinfecting area/objects.

3. Disinfecting Instructions

- A. Objects will be cleaned prior to disinfecting, unless the item is small enough and appropriate to be run through the facility sanitizer.
- B. Only disinfectants registered with the U.S. Environmental Protection Agency, that satisfy the requirements for disinfecting established by the Minnesota Statutes, will be used for disinfecting.
 - i. Steramine/Sanitab, Oxivir Five 16, and Lemon Disinfectant will be the primary disinfectants used at St. David's Center.
 - ii. Material Safety Data Sheets ("MSDS") for these products are stored in the first-floor kitchen and in the MSDS book at the Front Desk, at the St. David's Center Minnetonka site.
 - iii. Staff will follow the manufacturer's directions to ensure the solution's proper dilution and use.
 - iv. Any chemicals in unmarked spray bottles will be disposed of immediately.
 - v. Steramine/Sanitab solution ("solution") must be mixed daily when contained in an open container in order to be effective.

1. The date, time the solution was prepared, and tested and the container's contents will be indicated on each container used for solution.
 2. Solution not used within 24 hours will be discarded when in an open container. Solution prepared and contained in a closed container remains viable and will be tested monthly with the test date written on the container.
- C. For routine disinfecting of objects and surfaces, which have first been cleaned with detergent and water, Staff will:
- i. Spray the area thoroughly with the Steramine, Oxivir Five 16 or Lemon Disinfectant solution;
 - ii. Wipe the area with a disposable paper towel to distribute the disinfectant evenly;
 - iii. Allow the object or surface to air dry;
 - iv. Discard the paper towel(s) in a plastic-lined container.
- D. Mouthed objects will be cleaned first and then either soaked in Steramine/Sanitab disinfectant solution for at least two minutes, put through a sanitizer, or sanitized with Oxivir Five 16.
- E. The automated sanitizers at all St. David's Center sites may also be used to disinfect.
- i. Staff will ensure the automated sanitation process is effective as a disinfectant according to national standards for food service sanitation.
 - ii. Staff will ensure objects placed in the sanitizer are free from visible residue (i.e., food, glitter glue, etc.) prior to sanitizing.
 - iii. Staff will ensure items sanitized are air dried
 - iv. Staff will test sanitizers regularly (daily) to ensure chemical sanitizer remains between 50ppm-200ppm or temperature sanitizer remains 160F on more on an internal surface of an item sanitized and 180F on the machine reading.

4. Hand Washing and Glove Use (as required by governing bodies)

- A. Because hand washing is the single most effective way to prevent the spread of infections, St. David's Center Staff will wash their hands thoroughly with soap and warm running water for at least 20 seconds:
- i. After toileting;
 - ii. Before and after food preparation;
 - iii. After eating, drinking, or smoking; and
 - iv. At any other time Staff's hands become soiled
- B. Staff are expected to wear single use, disposable gloves when:

- i. Handling blood (nosebleeds, cuts) or items, surfaces, or clothing soiled by blood or body fluids
 - ii. If they have open cuts, sores, or cracked skin, or if the client has open areas on the skin
 - iii. Cleaning bathrooms, diapering area or any areas contaminated with stool, vomit, or urine
 - iv. Changing soiled diapers or helping children with toileting
 - v. Administering first aid and when any form of body fluid might be involved, including apply/changing bandages
 - vi. Food service gloves should be used when handling food
- C. Gloves are not a substitute for hand washing.
- D. All gloves will be disposed of after each use, and staff will wash their hands after each use.

5. Food Handling

- A. All food handled, stored, prepared, served, and disposed of by St. David's Center Staff will be subjected to rigorous safety standards to ensure the safety of foods consumed by St. David's Center clients, and to avoid potential contamination and resulting illness among Staff and clients.
- B. Food will be stored in accordance with guidelines established by the Health Department including proper temperature, use of NSF-approved containers, and shelving order.
- C. A Certified Food Protection Manager must be on staff
- D. Children are not permitted in the kitchens at St David's Center and should have no direct contact with main food supplies.
- E. Daily documentation will be maintained to monitor proper storage temperature of the refrigerator and freezer.
 - a. Refrigerated food must be stored at 40 degrees F or cooler
 - b. Frozen food must be stored at 0 degrees F or cooler
- F. Raw fruits and vegetables should be thoroughly washed in water to remove all soil and other contaminants before being cut, combined with other foods or served. Exception: pre-washed foods that are prepared for consumption.
- G. Food preparation surfaces will be cleaned and sanitized before food is prepared.
- H. After opening foods or preparing them for serving, such items will be identified, dated, and stored according to expiration dates.
- I. All non-food items, including medications, in the St. David's Center refrigerators will be kept below the level of food items in a separate labeled container.
- J. Utensils with handles should be used for dispensing food (i.e., Cheerios, crackers, etc.). Utensils need to be stored outside the container on a plate or napkin.
- K. When opening a container of food, please transfer it to an NSF-approved container with a securely fitted lid and put the date on the container before putting it in the fridge or back on the shelf
- L. Cleanliness of the refrigerator is the responsibility of every person who uses it. You are responsible for washing any dish that you use. Do not leave dishes in the sink.

- M. There should be no chemicals in food areas above the level of food. All chemicals should be below dishes and utensils.
- N. Following the serving of foods, all foods presented to a client will be discarded.
- O. Utensils and equipment will be properly cleaned and stored.
- P. Tables and highchair trays used for meals must be washed with soap and water before and after each use.
- Q. Art/sensory materials should be washed in non-food contact sink in the classroom or treatment room. They should not be washed with other dishes in the sink or sanitizer.
- R. All food should be stored at least 6 inches off of the floor and never put on the floor.

6. Microwave Use

- A. Microwave manufacturer's directions for safe use, cleaning, and maintenance will be followed.
- B. During heating, items will be left uncovered to allow steam to escape.
- C. Children will not be allowed to operate a microwave.
- D. Children will not be allowed in the vicinity of a microwave when it is in use or food is being removed.
- E. Food will be in an individual container and not placed directly on the microwave tray.
- F. Temperatures of microwaved substances will be checked to assure that its ingestion will not cause burns.
- G. If the microwave is suspected to be malfunctioning, Facilities will be notified, and the microwave will be repaired or removed from the kitchen.
- H. Procedures for microwave use for heating liquids and food will be posted in the vicinity of the microwave.

7. Housekeeping/Linen/Pest Control

- A. Facilities Staff is responsible for housekeeping duties. If duties are completed by an outside housekeeping service, Facilities maintains oversight and ensures that a current contract is in place.
- B. An assigned staff member will ensure that linens are stored in such a manner as to prevent the spread of infection by keeping cleaned and soiled linen separate. If linens are cleaned by an outside service, they will be asked to monitor the processing and transportation of linens to prevent the spread of infection.
- C. Facilities Staff is responsible to ensure that the premises are free from insects and rodents. Facilities may contract with an outside pest control service as needed.

Program Specific Procedures

1. Early Childhood Programs

- A. **Diapering Procedures.** The following diapering procedures will be posted in all diapering areas and followed by all Staff diapering children:

- i. Wash hands with soap and water;
- ii. Assemble all needed supplies within reach for diapering;
- iii. Cover changing table completely with paper;
- iv. Cover space for soiled diapers with paper/plastic bag;
- v. Put on disposable gloves;
- vi. Place child on table and remove clothing;
- vii. Keep ONE HAND on the child for the entire time child is on table;
- viii. Remove soiled diaper and place in plastic bag;
- ix. Cleanse diaper area on child and dry well;
- x. Remove gloves;
- xi. Put clean paper under child if soiled;
- xii. Apply ointments with (new) gloves as ordered;
- xiii. Put on clean diaper and dress child;
- xiv. Wash child's and provider's hands and return child to play area (Do not touch other objects);
- xv. Dispose of soiled diaper in hands-free diaper pail (STAFF ONLY);
- xvi. Put soiled clothing, without rinsing, in plastic bag for parent. (Bulk stool may be emptied in toilet);
- xvii. Remove changing table paper and discard. Clean diaper surface, rinse and disinfect;
- xviii. Wash hands with soap and water.

2. Center-Based Therapy and Supports

A. Therapeutic Equipment

- i. Staff working 1:1 with a child who becomes ill or extracts bodily fluids such as vomit, urine, feces, saliva or sputum, blood, etc. is responsible for containing the spill and protecting the child/client(s) in the immediate area and calling the front desk for assistance with clean up - universal precautions will be taken at all times.
 - a. Cleaning kits for vomit spills are located in several centralized locations throughout the building.
 - b. Operations will be called to assist in the clean-up of all bodily fluid spills by calling the Front Desk.
 - c. Staff will coordinate with the front desk to contact program staff or parent directly, as time permits.
- ii. Equipment that does not fit or is inappropriate to be put in the sanitizer will be cleaned prior to be sanitizing, in one of the following ways:
 - a. Using a paper towel, rag, or mop immersed in soapy water to clean item;
 - b. Immersing item in soapy water in a sink or pail;
 - c. Spraying item with soapy water and using a towel to wipe item.

- iii. After cleaning the item and allowing it to dry completely or drying to slightly damp, Staff will spray the item with disinfecting solution, making it damp but not soaked.
 - a. The item will again be allowed to air dry.
- iv. Equipment that is put in the sanitizer will be free from visible residue (i.e., food particles, glitter glue, etc.) prior to sanitizing, but need not be cleaned.
- v. Disinfecting solution will be stored in every treatment space and replaced, as needed.
- vi. Using a bleach solution is also appropriate for sanitizing specific items such as mouth pieces and feeding utensils if the sanitizer is unavailable or if item cannot be run through the sanitation process due to excessive heat. The procedure for mixing and using bleach solution is as follows:
 - a. Mix 1 tablespoon bleach into 1 gallon of water;
 - b. Soak item in bleach/water solution for 2 minutes;
 - c. Remove item from solution, but do not rinse;
 - d. Allow the item to air dry.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment: