

HLAC 2.1.3.1.

## FUNCTIONAL SEPARATION OF SOILED AND CLEAN TEXTILE AREAS

It is essential that soiled linen be kept separate from clean linen at all times. To achieve this, the following traffic control guidelines and procedures must be closely observed.

All soiled linen must enter through one of the two dock doors on the soiled side of the plant. The truck shall be swept after unloading and disinfected weekly with Ecolution Disinfectant. The carts of soiled linen will be taken to the sorting belt. All carts used for soiled linen must be sent through the cart wash before they are used on the clean side of the plant. Soiled linen will be processed through the tunnel washers or washer extractors. Employees working with soiled linen must remove all PPE and wash their hands before coming to the clean side of the plant. Negative pressure will be maintained on the soiled side to prevent airborne contaminants from flowing from the soiled side to the clean side of the plant. Two alarm systems are in place to monitor this: One over the door next to the maintenance shop, the other by the washer extractors.

Whether an employee is working on the clean or finish side of the plant, it is important that proper hand washing technique be used as follows:

*Wet your hands with clean running water (warm or cold) and apply soap.*

*Rub your hands together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails.*

*Continue rubbing your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.*

*Rinse your hands well under running water.*

*Dry your hands using a clean towel or air dry.*

The tunnel washers pass through the soiled/finish side barrier and empty their clean loads on the clean side of the plant. From there, the linen either is processed through the dryers or goes to the ironers. In either case, it is placed in clean side slings or finish side only tubs.

If the soiled linen is processed in a washer extractor, after it is loaded the lip of the washer will be sprayed with disinfectant before being processed to insure the clean load coming out of the washer does not come in contact with a soiled surface. Separate transfer carts will be maintained by the extractors in an area separate from soiled linen. These carts are to be used only for moving linen from the washer extractors to the dryers. They are never to be used for soiled linen. After the washer has been unloaded into a transfer cart, it will be moved to the dryer area. After it is loaded into the dryer, the transfer cart will be moved back to the transfer cart storage area. When the dryer is unloaded, it will be placed in a finish side sling or finish side tub. . The operator should spot clean any visibly soiled surfaces that are used to both load and unload the washer extractors as soon as possible after surface contamination occurs, using a cleaning/disinfection strategy for the type of soil present. Speedball and Ecolution general purpose cleaning are used for the cleaning process. Ecolution disinfectant for disinfection.

Any material that is moved from the clean side of the plant to the soiled side must be considered soiled again and reprocessed. Any cart moved from the clean side to the soiled side must be considered soiled as well and rewashed.

Finish side employees working the clean side of the plant should not enter the soiled side.

Care must be taken with clean linen on the finish side to insure it is not contaminated. Any linen dropped on the floor or other linen in good condition that needs to be returned to the soiled side shall be placed in tubs marked "resort." Torn linen, linen with holes, or stained linen should be placed in the stain tubs.

These carts used for this purpose must go through the cart washer before being returned to the finish side.

All clean linen should be shipped from the clean side dock doors.

Visitors to the plant must enter through the lobby. If they are to see someone in the plant, they will be met in the offices by the appropriate Tri-State personnel and conducted through the plant. The Tri-State personnel will insure they do not come into contact with soiled material and contaminate the clean side.

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