


<b>Document #:</b>  <b>3.1</b>	 <b>Shared health Soins communs Manitoba</b>	<b>Standard Operating Procedure (SOP)</b>	Status: v 2.0  Revised: August 2024 Owner: Environmental Services
<b>REGULAR OCCUPIED PATIENT/RESIDENT/CLIENT ROOM CLEANING AND DISINFECTING</b>			Page <b>1</b> of <b>3</b>


<b>Purpose</b>	To ensure best practice for cleaning and disinfecting a regular occupied patient/resident/client (P/R/C) room to maintain a clean environment and reduce the potential transmission of microorganisms.	
<b>Background</b>	<p>Refer to the appropriate Safety Data Sheets (SDS) of the IP&amp;C/facility approved disinfectants and cleaners used in this SOP.</p> <p>CSA Z317.12 Cleaning and Disinfection of Healthcare Facilities When using cleaning and disinfecting products, the following shall apply:</p> <ul style="list-style-type: none"> <li>a) Follow all MIFUs.</li> <li>b) If required, don appropriate PPE.</li> <li>c) Cleaning and disinfection shall be performed using the following principles:             <ul style="list-style-type: none"> <li>i) proceed from                 <ul style="list-style-type: none"> <li>1) clean to dirty areas, cleaning and disinfecting toilet rooms last;</li> <li>2) low-frequency touch to high-frequency touch surfaces; and</li> <li>3) higher surfaces to lower surfaces</li> </ul> </li> <li>ii) change cleaning and disinfecting cloths (and mops) when                 <ul style="list-style-type: none"> <li>1) visibly soiled;</li> <li>2) no longer wet enough to allow for appropriate contact time; and</li> <li>3) exiting a patient room under additional precautions;</li> </ul> </li> <li>iii) do not double-dip dirty cleaning cloths in chemical solution; and</li> <li>iv) do not re-wet disposable cleaning cloths</li> </ul> </li> </ul>	
<b>Required Materials</b>	Cleaned/disinfected and stocked environmental services cart.	SOP 10.2 Environmental Services Cart Cleaning and Disinfecting

#### The Process:

Step	Description	Key Points
		Treat each bed space as a single room. In multi P/R/C rooms, complete the cleaning and disinfection in each bed space before moving to the next. All bed spaces in the room should be cleaned and disinfected before moving to the washroom(s) located within the room.
1.	Knock before entering the room and open door if necessary.	

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2.	Perform hand hygiene and don appropriate PPE as required for the specific P/R/C.	Where Additional Precautions are in place, refer to SOP 3.3 – Isolation Occupied Patient/Resident/Client Room Cleaning and Disinfecting.
3.	Greet the occupants in a friendly, courteous manner. Announce your department and name and explain that you are about to clean the room.	If the P/R/C is sleeping, do not make undue noise or cause a disturbance.
4.	Check cubical curtains for visible soiling or contamination with bodily fluids. Clean and disinfect plastic curtains if visibly soiled. Change other types of curtains (e.g., fabric) if visibly soiled; these cannot be wiped.	For extended stays, change cubical curtains regularly (e.g., monthly). If multi P/R/C room, hand hygiene is required after handling cubical curtains.
5.	Collect garbage and soiled linen (if required).	Put garbage and soiled linen (if required) near the door.
6.	Ensure visible or gross soiling (e.g., urine spills, feces, etc.) is removed from all surfaces in the room/bed space.	Visible or gross soiling must be removed as a first step to cleaning and disinfecting.
7.	Doff gloves, perform hand hygiene and don clean gloves.	
8.	Clean and disinfect systematically around the room/bed space from <u>top to bottom, clean to dirty</u> . Change the cloth when no longer saturated with disinfectant and after cleaning heavily soiled areas. If gloves become visibly soiled, doff gloves, perform hand hygiene and don clean gloves.	While cleaning systematically around the P/R/C room or bed space, pay attention to thorough cleaning/disinfection of high touch areas (e.g., door handles, light switches, bed rails and call bells). Allow for appropriate wet contact time of the disinfectant as indicated by the Manufacturers' instructions. Do not double dip cloths into disinfectant.
9.	Clean and disinfect the washroom.	Refer to SOP 5.1 Washroom Cleaning and Disinfecting
10.	Soiled cloths may be placed directly into the soiled linen bag by the door.	
11.	Doff gloves, perform hand hygiene and don clean gloves.	
12.	Dry mop the P/R/C room, bringing the floor debris/waste to the door. Pick up floor debris/waste with the hand brush and dustpan and place into the waste container.	Refer to SOP 8.1 Dry/Damp Mopping  Do not dry mop washrooms with non-slip floors.  Multi P/R/C rooms: If any item(s) in the P/R/C environment(s) is touched during mopping (e.g., moving a bedside table to clean the floor), BEFORE moving to the next bed space, wipe mop handle with

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		disinfectant, perform hand hygiene and don clean gloves.
13.	Damp mop the P/R/C room.	See comment above (step 12) for multi P/R/C rooms.
14.	Perform hand hygiene. Clean and disinfect all environmental services equipment before returning to the cart.	Ensure environmental services cart and equipment remain clean.
15.	Don gloves and dispose of garbage and soiled linen as per facility process.	Refer to SOP 11.1 Waste Disposal
16.	Doff gloves and perform hand hygiene.	
17.	Collect needed supplies to restock room.	
18.	Refill soap, alcohol based hand rub, paper towel dispensers and toilet paper as required. Perform hand hygiene.	