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	Page Number:	1
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### **PURPOSE:**


The cleaning & disinfection standard of procedure provides the RTS personnel with operational guidance on Cleaning & Disinfection (C&D) procedures for emergency deployments. These procedures serve as guidance for response personnel performing C&D activities.

### **LEVEL:**

RTS personnel, Biomed Engineer and personnel

### **DEFINITION OF TERMS:**

1. **Cleaning.** The removal of gross contamination, organic material, and debris from the premises via mechanical means like sweeping (dry cleaning) and/or the use of water and soap or detergent (wet cleaning). The goal is to minimize organic material so disinfection can be effective.
2. **Disinfection.** Methods used on surfaces to destroy or eliminate a specific species of infectious microorganism through physical (e.g., heat) or chemical (e.g., disinfectant) means. A combination of methods may be required.
3. **Virus Elimination.** C&D (Cleaning & Disinfection) measures conducted with the primary purpose to destroy or eliminate all viruses on the premises as cost effectively as possible

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**POLICY:**

1. All staff should be trained and provided with job or task specific education and training on preventing transmission associated with healthcare as required by the infection control.
2. Hand hygiene practice should always be observed
3. The use of Personal Protective Equipment is a must
4. All RTS personnel are aware of disinfection measures and implement them for themselves and their equipment (e.g PPE tools and instrument)
5. Designated staff may bring necessary supplies to properly complete C&D procedures such as 6 pcs gauze sponges (for wet & dry C&D), spray bottle with 70% alcohol.
6. RTS personnel should observe the wiping technique
7. Medical equipments should be cleaned and disinfected in a way that does not damage or cause injury to personnel.



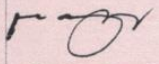
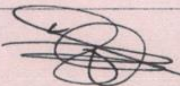

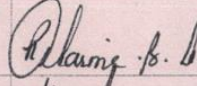
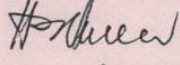
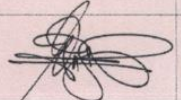


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MEMORIAL HOSPITAL

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	SHIRLEY B. MALAGA, RMT, RTRP RTS Supervisor		8/4/2020
Reviewed:	BERNIE B. SIASON Non-Patient Care Analyst		8-4-2020
	DENNIS C. ESCALONA, MN, FPCHA Quality Assurance Supervisor		08-04-2020
Recommending Approval:	ROSARIO D. ABARING, RN, MAN, PhD Ancillary Division Officer		08.05.2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/20/
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		09-15-2020






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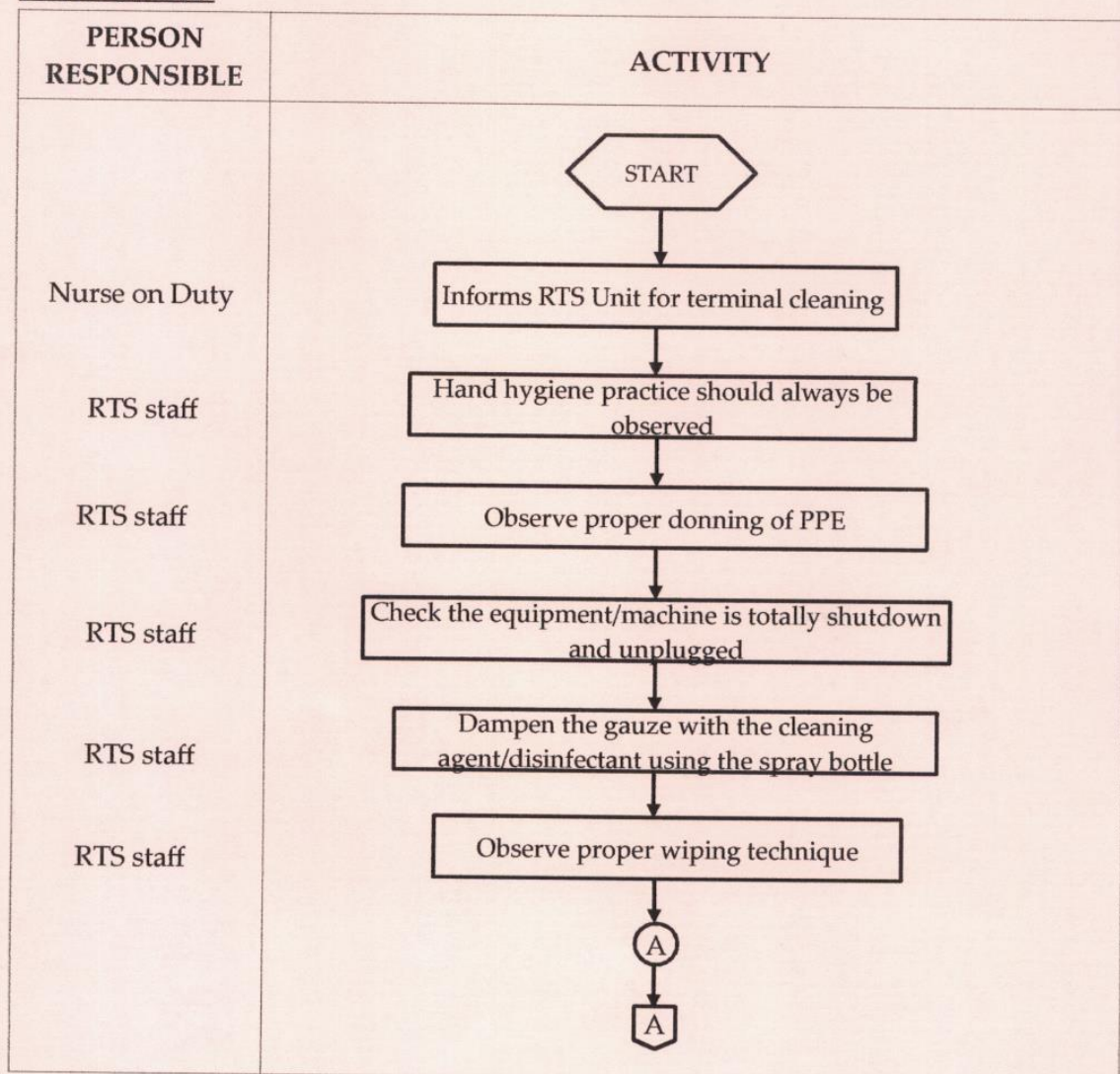
### PROCEDURE:

1. The head nurse will inform the RTS Unit for terminal cleaning of the infected medical equipment used.
2. Hand hygiene practice should always be observed.
3. Observe proper donning of PPE.
4. Check that the equipment/machine is totally shutdown and unplugged. If not, shutdown and unplug it.
5. Dampen the gauze with the cleaning agent/disinfectant using the spray bottle.
6. Wiping technique as follows:
  - (a) Start from the top of the machine going down to the bottom.
  - (b) Use only single downward stroke on the sides, not back and forth.
  - (c) On the surface, start on the center, going out to the sides, in one direction only.
  - (d) Apply constant gentle pressure on wiping clear surfaces.
  - (e) Apply stronger pressure on soiled parts (stains and spots).
  - (f) Spray the areas, including the wheels, the stand with 70% alcohol or a non-corrosive disinfectant.
7. Throw the used dampened gauze after its use to the trash bin (infectious waste)
8. Let the cleaning agent/disinfectant stay for at least 2 minutes on the equipment/machine
9. Use the remaining gauze (dry wipe use) to rinse equipment/machine.
10. Throw the used dry gauze after its use to the trash bin.
11. Observe proper doffing of PPE.
12. Your equipment/machine is now clean and disinfected.
13. Test the medical equipments to ensure that all components work properly.



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**FLOWCHART:**

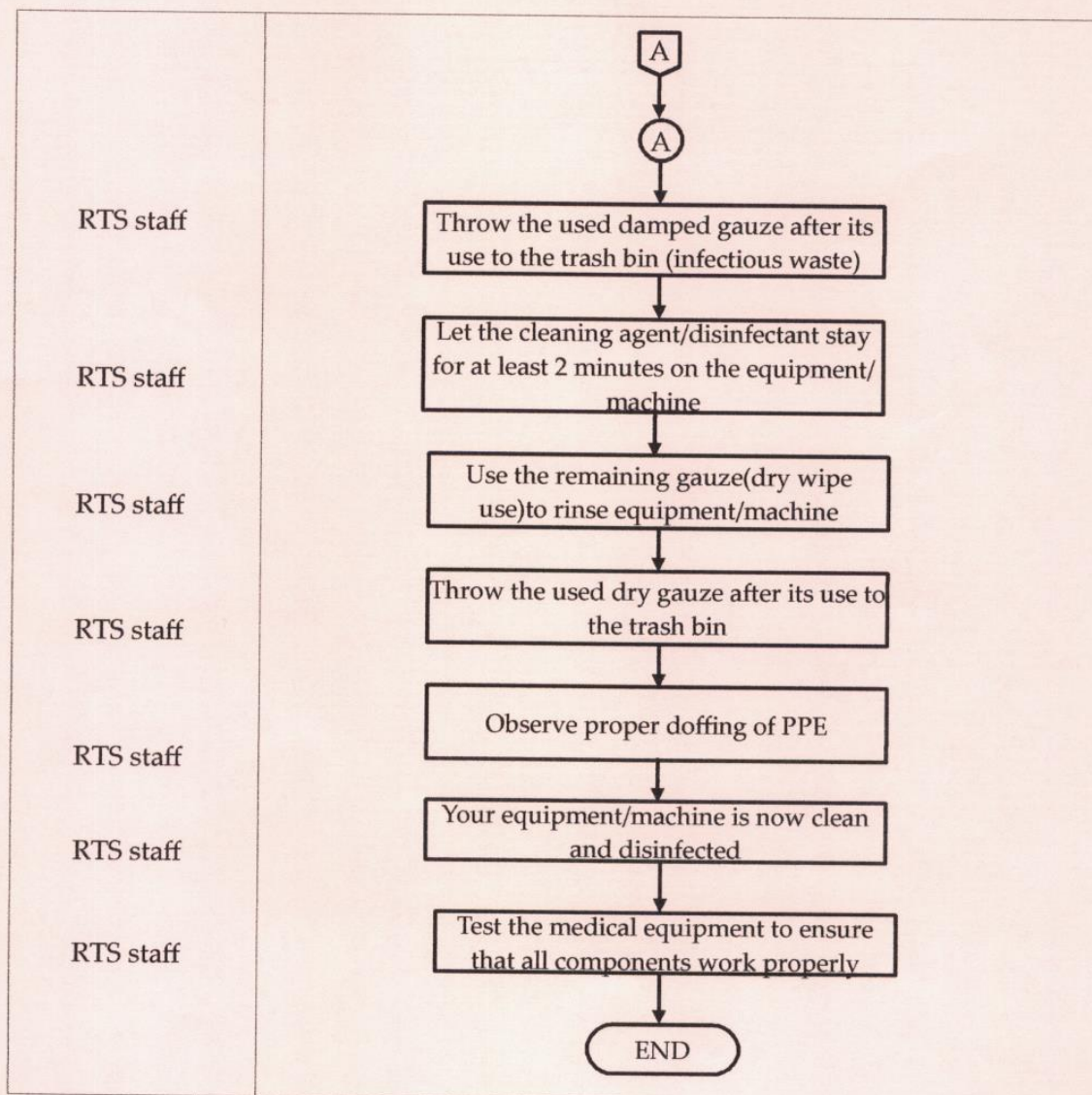




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MEMORIAL HOSPITAL

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### **WORK INSTRUCTION:**

#### **Nurse on duty**

1. Informs RTS unit.

#### **Biomed Engineer & personnel**

1. Disinfect medical equipment.
2. Secures service report

#### **RTS Supervisor**

1. Coordinate with Biomed Engineer and personnel for disinfection
2. File service report

### **DOCUMENTATION:**

Service Report  
PM Logbook