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	Revision Number:	0
	Effective Date:	11-06-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Linen Section
	Document Title:	<b>MANAGEMENT OF SOILED LINENS FROM SUSPECT/ CONFIRMED COVID- 19 PATIENTS</b>

**PURPOSE:**

To establish a standard procedure in collecting soiled linens from suspected or confirmed Covid-19 patients.


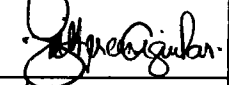
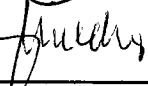


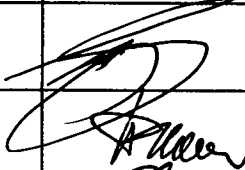

**OBJECTIVE:**


To prevent the spread of communicable diseases through proper handling of soiled linens.

**RESPONSIBLE PERSON:**

Linen Aides, Housekeeping Personnel, Staff Nurses and Nurse Attendants

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	EDNA B. BACAN Linen Section Head		10-27-2020
	JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor		10-28-2020
Verified:	JOSEPHINE SELDRES Housekeeping Supervisor		10-28-2020
	HANNAH KHAY S. TREYES, RN MN OIC- Chief Nurse		10-29-2020
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		11-03-2020
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Officer		11-18-2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		11/19/2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		11/15/2020


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### **EQUIPMENT NEEDED:**


1. Laundry Cart/ Trolley
2. Yellow Plastic Bag
3. Personal Protective Equipment
4. 5% Chlorine Solution in spray bottle

### **PROCEDURE:**

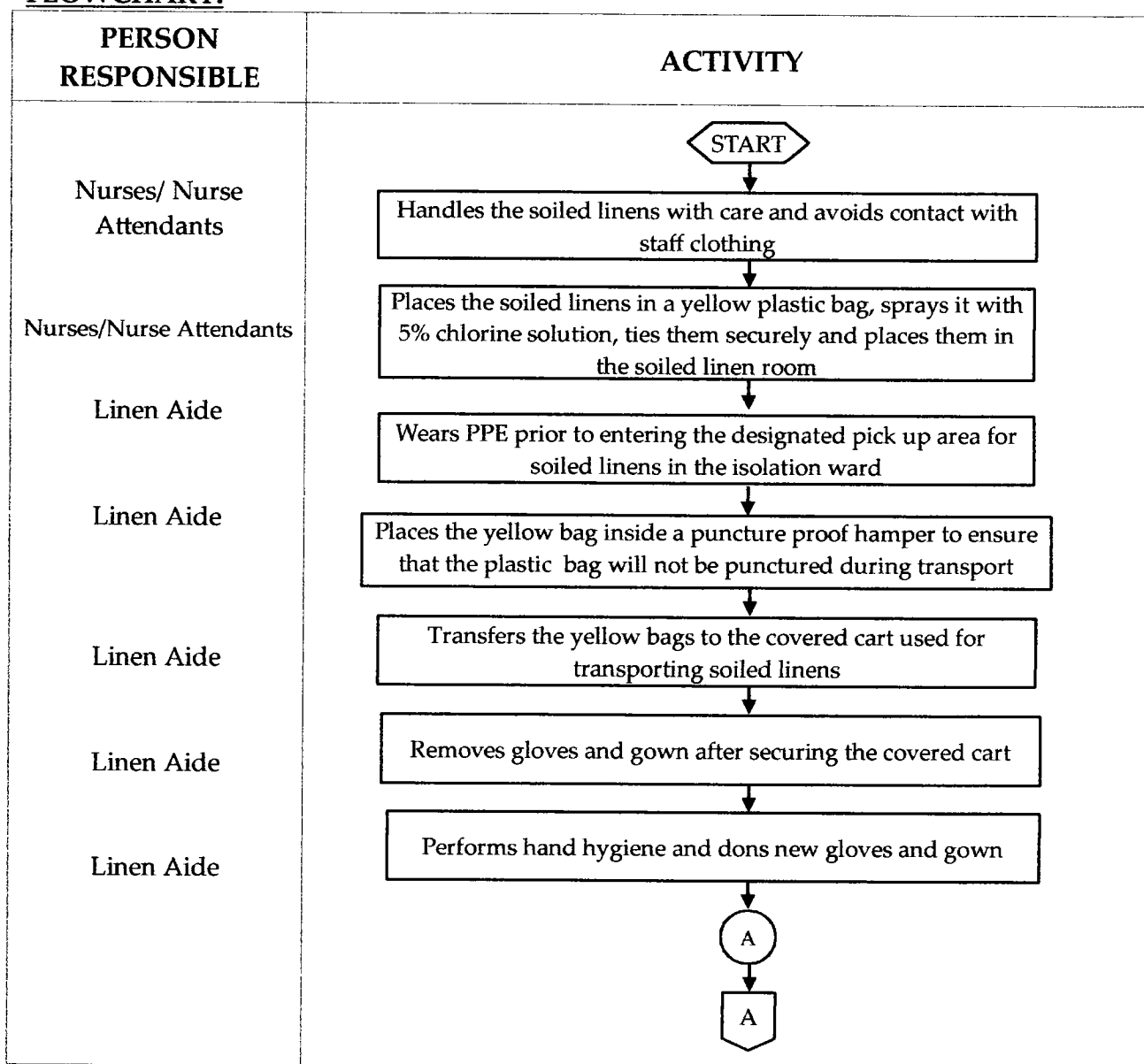
1. Staff Nurse/ Nurse Attendant handles linen with care to avoid dispersal of microorganisms into the environment and avoids contact with staff clothing
2. Linen aides must perform hand hygiene and wear proper personal protective equipment prior to entering the designated pick up area for soiled linens in the isolation wards.
3. Staff Nurse/ Nurse Attendant assigned in the isolation wards shall place the soiled linens in a yellow plastic bag and spray 5% Chlorine Solution to disinfect the outside portion of the bag. If the room is for terminal cleaning, housekeeping personnel should coordinate with Staff Nurse/ Nurse Attendant to remove the soiled linens from the room. Avoid overfilling the yellow plastic bag and tie them securely.
4. To ensure that the plastic bag will not be punctured during transport, the yellow plastic bag, with its contents is to be placed inside a *maong* hamper or puncture-proof hamper for added protection.
5. The linen aides should then transfer all the yellow bags to the covered cart used for transporting soiled linens.


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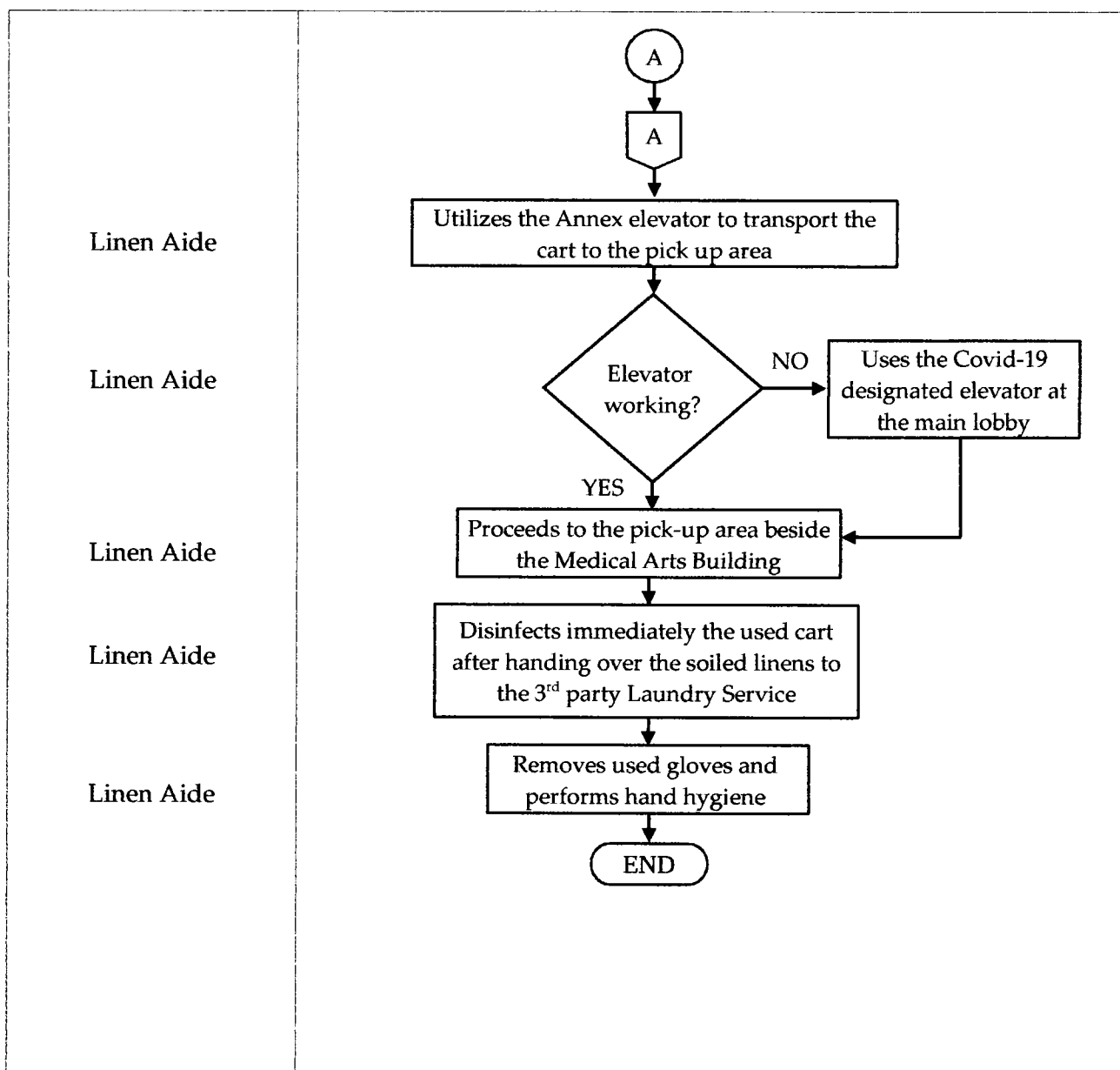
6. Linen Aides must remove his gloves and gown after securing the covered cart.
7. Linen Aides should perform hand hygiene and don new gloves and gown once they are ready to transport the cart.
8. The Annex elevator will be used to transport the cart to the pick up area beside the Medical Arts Building. If the Annex Elevator is not available, the Covid-19 designated elevator at the main lobby will be used.
9. The used cart is to be disinfected immediately after handing over the soiled lines to the third party Laundry Service personnel.
10. Linen Aides should perform hand hygiene after the procedure.
11. Pick-up time from the Isolation Ward are as follows: between 6:00- 6:30 AM, 12:00 Noon- 1:00 PM and 3:00- 3:30 PM


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### **FLOWCHART:**



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### **REFERENCE:**

CDC. (2020, February 11). *Coronavirus Disease 2019 (COVID-19)*. Centers for Disease Control and Prevention.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

(2020, June 29). *Linen management for healthcare facilities and linen management services* [Review of *Linen management for healthcare facilities and linen management services*]. Queensland Health. <https://www.health.qld.gov.au/public-health/industry-environment/disease-prevention-control/covid19-industry/linen-management-for-healthcare-facilities-and-linen-management-services>