Infection Prevention and Control Team (IPCT)

TERMINAL CLEANING GUIDELINES

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Title of Policy: Terminal Cleaning Guidelines

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Scope: Organisation Wide

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Policy application / Target Audience This policy applies to all staff employed by NHS Ayrshire and Arran, locum staff on fixed term contracts and volunteer staff.

Policy Statement: To minimise the risk of healthcare associated infection (HAI) from the environment.

Last reviewed: October 2014

Agreed by: Infection Prevention and Control Policy Review Group

Electronic approval by: Dr Alison Graham Medical Director

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1.0 INTRODUCTION

All single room accommodation or a cohort room used for infection prevention and control reasons requires a terminal clean following use. This includes the rooms, hard and soft furnishings and reusable patient care equipment (including the patient call system).

A terminal clean will be carried out following:

- Following ward/bay closure in an outbreak situation
- When a patient who was isolated for infection prevention and control reasons

2.0 REQUIREMENTS AND RESPONSIBILITIES

Ward staff, Hotel Services staff and the Infection Prevention and Control Team (IPCT) require to have a co-ordinated approach and agreed the schedule for a terminal clean.

- Once isolation has been discontinued or an outbreak has been declared over nursing staff should discuss and agree the process for the terminal cleaning of the ward/department with the IPCT and hotel services staff
- Ward and Hotel Services staff both have responsibility for undertaking a terminal clean. Check the local arrangements for your area
- During an outbreak situation, there will be occasions when patient numbers get to a level that some rooms will be empty. When this occurs, the ward area/room may be stripped and left ready for cleaning once the outbreak is declared over.

3.0 WARD STAFF

3.1 Equipment required

- Small bucket / basin dedicated to cleaning (not for patient use)
- White disposable paper roll
- Non sterile, single use gloves
- White single use apron
- Clinical waste bag (orange)
- Water soluble bags, clear bags and red laundry hamper
- Chlorine releasing agent e.g. Actichlor Plus
3.2 Preparation for a terminal clean

The following list of tasks should be used as a guide only, as local arrangements may be in place:

- Don the correct Personal Protective Equipment (PPE) e.g. nitrile gloves and white disposable plastic apron
- Dispose of single patient use items into clinical waste e.g. oxygen and suction disposables attached to respective outlets
- Place linen into water soluble bags, then into a clear bag before placing in a **RED** linen hamper. When hamper is no more than 2/3 full, tie and tag linen with hospital of origin, ward/dept, date and time. Clinical staff (where housekeeping is not available) should deal with the linen
- Prepare correct concentration of Chlorine releasing agent e.g. **Actichlor Plus** for appropriate task:
  - General clean = 1 tablet required for one litre of lukewarm water
  - Blood decontamination = 10 tablets required for one litre of lukewarm water

3.3 Procedure for a terminal clean

All staff involved in the terminal clean must ensure the following:

- Clean all patient associated equipment, e.g. blood pressure monitors, IV pumps, with a chlorine releasing agent e.g. **Actichlor Plus** (check manufacturer’s guidelines)
- Once decontaminated, mattresses must be opened and inspected for any ingress of blood or body fluids and any issues addressed as per NHS Ayrshire and Arran Mattress Care Policy available on Athena
- The cleaning of Hospedia equipment is the responsibility of Hospedia staff. Ward staff should contact them to come and clean the equipment. However, they are only available Monday to Friday between the hours of 9.00am and 5.00pm. Local policies must be in place for cleaning this equipment out of hours and the equipment must not be covered with a polythene bag

3.4 When terminal clean is complete

- Ward staff will make up any empty beds (check local arrangements for your area)

3.5 Out of Hours cleaning

Please see local agreement for terminal cleaning out of hours. Contact your Senior Charge Nurse or the night co-ordinator if you require further information.
4.0 HOTEL SERVICES STAFF

4.1 Equipment required

▪ Disposable or mop head that can be laundered, along with appropriate colour coded mop shaft and bucket
▪ High duster, static mop or suction cleaner fitted with High-efficiency particulate air (HEPA) filter. Static mop used for daily clean of isolation room
▪ Receptacle for solution of Chlorine releasing agent
▪ White disposable paper roll
▪ **Single use items:**
  - Scourers
  - Non sterile single use gloves
  - Single use apron
▪ Clinical waste bag (orange)
▪ Water soluble bags, clear bags and red laundry hamper for curtains and screens
▪ Scrubbing machine, disk, tank and pad
▪ Fresh curtains/screens/shower screens
▪ Chlorine releasing agent e.g. Actichlor Plus

4.2 Preparation required for a terminal clean

The following list of tasks should be used as a guide only, as local arrangements may be in place:

▪ Don the correct PPE, such as nitrile gloves and yellow disposable plastic apron
▪ Gather large items of rubbish, including locker bag and bin liners and any unused bed pans and place in orange clinical waste bag
▪ Remove screens, shower curtains and window curtains (if appropriate), and bag as infected laundry i.e. placed into a water soluble bag, then into a clear plastic bag before being sent to contractor to be laundered. Curtain hook/rings should also be placed in a solution of Chlorine releasing agent e.g. Actichlor Plus, and thoroughly dried for use with fresh items
▪ Place linen into water soluble bags, then into a clear bag before placing in a RED linen hamper. When hamper is no more than 2/3 full, tie and tag linen with hospital of origin, ward/dept, date and time. Clinical staff where housekeeping is not in place should deal with the linen
▪ Prepare correct concentration of Chlorine releasing agent e.g. Actichlor Plus: General clean = 1 tablet required for one litre of lukewarm water

4.3 Procedure for a terminal clean

All staff involved in the terminal clean must ensure the following:

▪ Cleaning should start at the top and finish on the lower surfaces
▪ Wipe all horizontal surfaces first
▪ Wash mattress, pillow and complete bed frame
▪ Wash all furniture and fittings within the room
• The mop and cleaning solution must be changed between rooms. Solutions must be changed every 15 minutes or more frequently if heavy soiling
• Curtain tracks should be damp dusted
• Pre-clean all sanitary areas (wash hand basins, showers and toilets) with a sanitiser e.g. Titan, before washing with Chlorine releasing agent e.g. **Actichlor Plus**, allowing appropriate contact time before rinsing with disposable paper. Discard into orange bag after use
• Wash all low level ledges, radiators, doors (inside and out) including hinges and handles
• Where possible, once cleaned moveable furniture should be placed outside the room to avoid further contamination during the cleaning of floors
• Vinyl floors are cleaned using Chlorine releasing agent e.g. **Actichlor Plus** then scrubbed using a floor machine
• Roller blinds and cords that cannot be laundered should be cleaned with Chlorine releasing agent e.g. **Actichlor Plus** or as per manufacturer guidelines
• Soft flooring e.g. carpets, have to be cleaned using a steam cleaner/shampoo machine after large items of debris are removed by hand, as *suction cleaning is not permitted*

*Suction cleaners disseminate virus particles into the air and should not be used in an outbreak situation. However, if they require to be used, HEPA filters must be fitted.*

### 4.4 When terminal clean is complete

• Remove PPE and discard as clinical waste
• Decontaminate hands with **liquid soap and water**
• Wearing fresh PPE, remove waste and cleaning equipment materials from room/area to either the Domestic Services Room (DSR) or sluice
• Used non disposable mop heads must be placed in a clear bag and sent for laundering
• Clean used equipment with Chlorine releasing agent e.g. **Actichlor Plus** or as per manufacturer’s guidelines
• PPE should then be removed and disposed of as clinical waste
• Decontaminate hands with **liquid soap and water**
• Storage of cleaning equipment and supplies should be in accordance with local IPCT advice
• Replenish supplies (e.g. paper towels, soap) within the ward if required
• Replace clean bags onto lockers where applicable
• Replace screens, shower curtains and window curtains (if appropriate)
• The room/ward should not be used until a complete terminal clean has been carried out in all areas
• Decontaminate hands on leaving the room/area
5.0 TERMINAL CLEAN COMPLETE
(Hotel Services Staff and Ward Staff)

- Following an outbreak situation, inform the nurse in charge that the clean has been completed
- The hotel services supervisor and the nurse in charge are responsible for checking all cleaning procedures are complete
- Once the terminal clean has been assessed as complete patients can be admitted to that area right away
- Patient safety must always be the priority when a room/ward is reopened following a terminal clean

6.0 REFERENCES


   - Safe management of the care environment - (SICPs)
   - Safe management of Blood and Body Fluid Spillages - (SICPs)
   - Safe management of Care Equipment - (SICPs)
   - Personal Protective Equipment - (SICPs)

4. NHS Ayrshire and Arran Infection Prevention and Control Athena Site (Posters)
   - Actichlor Plus Blood Spills
   - Actichlor Plus General Environment