



Ambulatory Clinic Policy and Procedure

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| Title: PROCEDURE FOR NOTIFYING CUSTODIAL FOR CLEANING OUTSIDE OF THE NORMAL CLEANING SCHEDULE | Policy Number: EP 7.9 |
| Regulation Reference: | Effective Date: 06/2019 |

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to establish a procedure for clinics to notify the Facilities Operations and Maintenance (FO&M) Department for cleaning requirements outside of the normal cleaning schedule.

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso clinics.

Procedure:

1. In the event of a spill involving blood or body fluids that occurs within the premises of a clinic, the clinic staff will clean small fluid spills with an EPA approved cleaning agent. If spill cannot be easily cleaned by clinical staff, a clinic representative will contact the FO&M custodial team for disinfecting the spill by calling 915-215-4500. When submitting the request, the clinical representative will inform the FO&M team about the nature of the fluid to be cleaned.
2. The custodial team will notify the Infectious Control Nurse (ICN) about the requested cleaning services. The ICN will evaluate the request to determine if it is safe for the custodial team to proceed with the terminal cleaning of the area following outlined procedures. The area will be properly barricaded, secured or sealed to allow access to authorized personnel only.
3. The ICN will guide the custodial team on the proper cleaning procedure for the affected area. A sign will be posted outside the area to inform the public that the area is out of service. The custodial team will proceed with the terminal clean within a reasonable amount of time. The custodial team is only responsible for cleaning over the surface of equipment or furniture contained in the affected area in order to avoid cross contamination.
4. Contamination of a large area (walls, cabinets) will require a thorough cleaning that may include removing contents of cabinets to clean, removal of pictures, furniture, etc. so that all contents and surfaces are cleaned well and free of any contaminating material. Assistance from the nursing staff might be required in the case a more thorough cleaning is needed that may include removing contents of cabinets, removal of pictures, furniture. The custodial team will not remove items from desks and inside of cabinets to avoid cross contamination. Housekeeping will clean all exterior surfaces of bed lamp and chairs, walls and floor.
5. The exam room or common area will be considered unusable until such time as FO&M has completed the cleaning process. A sign will be posted on the exam room or in the common area stating "cleaning in progress".
6. The exam room/common area shall not be used until all cleaned surfaces have dried.



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- If an area is going to require a terminal cleaning process or involves a potentially infectious patient the Administrative Assistant is to contact the ICN prior to sending someone to clean the area so that the area and situation may be evaluated prior to cleaning.

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| Signatory approval on file by: | Juan Figueroa, M.D. Clinic Operations Committee, Chairman Director of Clinical Operations Texas Tech University Health Sciences Center El Paso |
| | Armando Meza M.D. Infection Control Committee Chairman Texas Tech University Health Sciences Center El Paso |
| | Leopoldo Pererya Managing Director Facilities and Operations Management Texas Tech University Health Sciences Center El Paso |