



Ambulatory Clinic Policy and Procedure

Title: STAFF LOUNGE/BREAK ROOM CLEANING	Policy Number: EP 7.14
Regulation Reference:	Effective Date: 12/2018

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to control the spread of infection in the staff lounge areas.

Scope and Distribution:

This policy applies to all Texas Tech Physicians of El Paso clinics.

Procedure:

1. Areas containing employees' personal items should be kept clean and free of perishable/perished items.
2. Each clinic should assign staff to ensure the lounge/break area is free of dirty dishes and trash daily.
3. Refrigerators in staff lounge areas should be clearly marked "FOOD ONLY."
4. Staff "FOOD ONLY" refrigerators should be cleaned and all food items discarded weekly.
5. It is the responsibility of the appropriate supervisor to ensure all staff lockers and lounges are cleaned as outlined in this policy.
6. The infection control nurse will monitor compliance with this policy on a quarterly basis and report findings to the respective departments.

Policy Number: EP 7.14	Original Approval Date: 8/2014
Version Number: 2	Revision Date: 12/2018
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	