

## PART IV *Environmental and Maintenance Services*

### Section 35.0 *Housekeeping*

- 35.1 A full-time employee of the facility shall be designated responsible for housekeeping services, supervision and training of housekeeping personnel.
- 35.2 Sufficient housekeeping and maintenance personnel shall be employed to maintain a comfortable, safe, clean, sanitary and orderly environment in the facility.
- a) Housekeeping personnel may assist in food distribution but not food preparation. Careful hand washing should be done prior to assisting in food distribution.
- 35.3 Written housekeeping policies and procedures shall be established in accordance with section 22.1 herein on Infection Control, for the operation of housekeeping services throughout the facility. Copies shall be available for all housekeeping personnel.
- 35.4 All parts of the home and its premises shall be kept clean, neat and free of litter and rubbish and offensive odors.
- 35.5 Equipment and supplies shall be provided for cleaning of all surfaces. Such equipment shall be maintained in a safe, sanitary condition and shall be properly stored.
- 35.6 Hazardous cleaning solutions, compounds, and substances shall be labeled, stored in a safe place, and kept in an enclosed section separate from other cleaning materials.
- 35.7 Cleaning shall be performed in a manner which will minimize the development and spread of pathogenic organisms in the home environment.
- 35.8 Exhaust ducts from kitchens and other cooking areas shall be equipped with proper filters and cleaned at regular intervals. The ducts shall be cleaned as often as necessary and inspected by the facility no less than twice a year.
- 35.9 Facilities contracting with outside resources for housekeeping services shall require conformity with existing regulations.
- 35.10 Each facility shall be maintained free from insects and rodents through the operation of a pest control program.

### Section 36.0 *Laundry Services*

- 36.1 Each facility shall make provisions for the cleaning of all linens and other washable goods.
- 36.2 Facilities providing laundry service shall have adequate space and equipment for the safe and effective operation of laundry service and, in unsewered areas, shall obtain approval of the sewage system by the licensing agency to ensure its adequacy.

- 36.3 Written policies and procedures for the operation of the laundry service including special procedures for the handling and processing of contaminated linens, shall be established in accordance with section 22.0 herein on Infection Control.
- 36.4 There shall be distinct areas for the separate storage and handling of clean and soiled linens.
- a) The soiled linen area and the washing area shall be negatively pressurized or otherwise protected to prevent introduction of airborne contaminants.
  - b) The clean linen area and the drying area shall be physically divorced from the soiled linen area and the washing area.
- 36.5 All soiled linen shall be placed in closed containers prior to transportation.
- 36.6 To safeguard clean linens from cross-contamination they shall be transported in containers used exclusively for clean linens which shall be kept covered at all times while in transit and stored in areas designated exclusively for this purpose.
- 36.7 A quantity of linen equivalent to three times the number of beds including the set of linen which is actually in use shall be available and in good repair at all times.
- 36.8 Facilities contracting for services with an outside resource in accordance with section 18.3 herein shall require conformity with these regulations.

#### Section 37.0 *Disaster Preparedness*

- 37.1 Each facility shall develop and maintain a written disaster preparedness plan that shall include plans and procedures to be followed in case of fire or other emergencies. The plan shall include provisions for evacuation of the facility in the event of a natural disaster. The plan and procedures shall be developed with the assistance of qualified safety, emergency management, and/or other appropriate experts and shall be coordinated with the local emergency management agency.
- 37.2 The plan shall include procedures to be followed pertaining to no less than the following:
- a) fire, explosion, severe weather, loss of power and/or water, flooding, failure of internal systems and/or equipment, and other calamities;
  - b) transfer of casualties;
  - c) transfer of records;
  - d) location and use of alarm systems, signals and fire fighting equipment;
  - e) containment of fire;
  - f) notification of appropriate persons;
  - g) relocations of residents and evacuation routes;

- h) feeding of residents;
- i) handling of drugs and biologicals;
- j) missing residents;
- k) back-up or contingency plans to address possible internal systems (e.g., food, power, water, sewage disposal) and/or equipment failures; and
- l) any other essentials as required by the local emergency management agency.

- 37.3 A copy of the plan shall be available at every nursing unit.
- 37.4 Emergency steps of action shall be clearly outlined and posted in conspicuous locations throughout the facility.
- 37.5 Simulated drills testing the effectiveness of the plan shall be conducted for all shifts at least quarterly. Written reports and evaluation of all drills shall be maintained by the facility.
- 37.6 All personnel shall receive training in disaster preparedness as part of their employment orientation.
- 37.7 The administrator of the facility shall notify the licensing agency (Office of Facilities Regulation) immediately by telephone of any unscheduled implementation of any part of the facility's disaster preparedness plan and shall provide a follow-up report in writing within three (3) business days using the form supplied in Appendix "E" herein.
- 37.8 Each nursing facility shall agree to enter into a memorandum of agreement with the licensing agency and the local municipality in which the nursing facility is geographically located to participate in a statewide distribution plan for medications and/or vaccines in the event of a public health emergency or disease outbreak.