

Index as:
Contaminated Laundry
Laundry Supervisor's Responsibilities

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LAUNDRY OPERATIONS

- I. **PURPOSE:** To establish procedures in order to provide an acceptable level of cleanliness, to identify the responsibilities of inmate laundry workers and the role of the Laundry Supervisor.
- II. **POLICY:** The Corrections Facilities will be inspected daily to ensure supplies are well stocked, cleanliness and sanitation is maintained, supplies are ordered as required and the maintenance of equipment is met.
- III. **RESPONSIBILITIES:**
 - A. The designated Job Assignment Officer will keep track and maintain a list of sentenced inmates that are able to work laundry detail.
 - B. The civilian Laundry Supervisor will utilize inmate workers for the laundering of all clothing garments, bedding, and kitchen rags. The Laundry Supervisor shall oversee laundry operations in the laundry room and conduct the following duties:
 1. Supervise inmate workers.
 2. Report safety or security hazards.
 3. Report equipment repairs needed.
 4. Report injuries immediately to Shift Supervisor.
 5. Maintain order; will assure that inmate workers adhere to established rules and guidelines of the Corrections Facility and that they do not disrupt Laundry Operations.
 6. Notify the Shift Supervisor of an unruly inmate and prepare an incident report outlining the problem.
 7. Train inmate workers on the operation of the Laundry Room.

LAUNDRY OPERATIONS

8. Launder collected mesh laundry bags in accordance with laundry schedule.
9. Stock the clothing and/or bedding shelves in the following areas:
 - a. Women's Jail
 - b. Building Two Sallyport
 - c. Building One.
10. Keep inventory records on laundry supplies.
 - a. All ordering will be processed through the Jail Accounts Specialist.
11. Ensure safety and cleanliness of the Laundry Room.
12. Mend and repair clothing and mattresses as required.
13. Launder dirty unassigned mesh laundry bags and return to booking daily.

IV. CONTAMINATED LAUNDRY

- A. The following is a complete procedure that shall be followed in the event that any laundry items (to include, but not limited to, items of clothing, items of bedding, and footwear) are identified as, or suspected of, being contaminated with any infectious material or vermin.
 1. The suspected items shall be placed in a water-soluble bag and then the water-soluble bag shall be placed in a red plastic bag and the outside of that bag shall be marked "Contaminated."
 - a. Rubber gloves shall be worn whenever handling items suspected of being contaminated.
 - b. Clothing items shall be bagged separate from bedding items.
 - c. Blankets shall be bagged alone and separately from clothing and other bedding items.
 2. The bags containing the contaminated items shall be taken to the Laundry Room and given to the Laundry Supervisor for proper washing procedures.

LAUNDRY OPERATIONS

- a. If the Laundry Supervisor is not present, the bags shall be placed near the sinks in the Laundry Room and not mixed with other, uncontaminated, laundry items.
3. Laundry personnel shall wash the bags containing the contaminated items using a normal wash cycle.
 - a. Care will be taken in placing the bags in the washer. The Laundry Supervisor will immediately dispose of the outer red non-soluble bag in the outside garbage bin.
- B. EQUIPMENT - The following items shall be available at all times in Buildings One and Two:
 1. Water soluble bags,
 2. Red large non-water soluble plastic bags, and
 3. Rubber gloves.
- C. PRECAUTIONS - Precautions will be taken to prevent further contamination of clothing of persons during handling of suspected contaminated clothing.
 1. Corrections Deputies in charge of inmates handling such items shall pay particular attention to safe and responsible procedures to reduce the change of cross contaminations.
 2. All personnel, staff or inmates shall wash their hands and arms immediately after handling contaminated items or bags containing suspected contaminated items.

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