<table>
<thead>
<tr>
<th>Purpose</th>
<th>This Operating Standard provides the dress code for Environmental Services staff members, including Laundry Services and Porterling.</th>
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<tbody>
<tr>
<td>Applicability</td>
<td>This Operating Standard applies to all Covenant Health Environmental Services staff. It is the Employee’s responsibility to perform proper hand hygiene</td>
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<td>Responsibility</td>
<td>All Environmental Services employees are required to follow the dress code of Environmental Services, which is based on the Covenant Health Dress Code.</td>
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<tr>
<td>Principles</td>
<td>The Environmental Services Employee Dress Code is designed to provide a safe and healthy work environment for all employees and to enhance the professional image of the department.</td>
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| Procedures | TOOLS NEEDED  
- Personal Protective Equipment (PPE) may be required, including but not limited to: gowns, gloves, face masks, head cover-ups, eye protection, and footwear.  
SAFETY PRACTICES  
1. Appropriate personal protective equipment will be worn to prevent injury form potential hazards while on duty. |

**STANDARD**

1. General  
a. All Environmental Services Staff, including Laundry Services and Porterling, must wear the identification badge provided to them by Covenant Health.  
b. A duty uniform dedicated for the Covenant Health Environmental Services worksite is required. Please see your supervisor or manager for clarification.  
c. Staff are expected to maintain a clean and tidy appearance.  
   i. Staff must adhere to the scent-free requirement of Covenant Health and avoid using, wearing, or bringing scented products to the workplace.  
   ii. Personal hygiene is expected to be maintained, including bathing/showering on a regular basis.  
   iii. Under clothing are completely underneath the uniform (sleeves, neckline, waistband, etc.) and not visible.  
2. Work Attire  
a. Fresh work attire must be worn daily. Attire should be clean, neat, tidy, in good state of repair, and of proper fit.  
b. Work attire must not be worn outside of the workplace or protected from contamination while being worn outside the workplace. Site provided uniforms may
NOT be removed or worn away from the worksite. Uniforms may be removed from sites without uniform laundry services available.

c. Laundry Services: While working in clean textile pack preparation areas, staff must wear clean surgical attire (i.e. Surgical scrubs or gown). The attire must be donned just prior to entering the preparation area.

3. Footwear
   a. Proper footwear must be worn during work hours. Footwear for the workplace should not be worn outside the work environment.
      i. All shoes will be leather or vinyl, and will have closed heel and toe to offer adequate support/protection against injury or exposure to spills.
      ii. Footwear must have a low heel and adequate shock absorbing, non-marking, slip-resistant sole.
      iii. Footwear is to be well maintained, clean, dry, and in good condition.
      iv. 'Crocs' and similar style footwear are not appropriate footwear and may not be worn in the workplace.
      v. Safety footwear as determined by Hazard Assessment may be required for specific tasks. Refer to your supervisor or manager regarding which tasks require safety footwear.

4. Grooming and Accessories
   a. All employees are expected to follow regular personal hygiene habits.
   b. Nails:
      i. Nails are to be kept clean (including under the nail bed), healthy, neat, and trimmed (not to exceed six (6)mm or 0.25 inches. The use of nail polish, artificial nails, and nail enhancements (including gel and acrylic nails) are not permitted.
   c. Hair & Facial Hair:
      i. Hair must be clean, tidy, and worn off of the face and shoulders. Longer hair should be tied back.
      ii. Certain areas of the facility and/or tasks (e.g. reprocessing surgical textiles) may require additional PPE such as a hairnet or surgical type of hair covering or hood to cover head and facial hair (with the exception of eyebrows and eyelashes).
      iii. Beards/Moustaches are permitted, but must be kept clean and well groomed. If the task requires wearing an N95 respirator, staff must be clean-shaven in order to be properly fitted and for the respirator to fit properly when required.
   d. Jewelry
      i. Jewelry should not be worn, as indicated in the Covenant Health Hand Hygiene policy.
      ii. Necklaces are discouraged for safety reasons and, if worn, must remain underneath work attire.
      iii. Bracelets are not permitted, with the exception of medical alert bracelets.
      iv. Small stud facial and ear jewelry is permitted.
      v. Laundry Services: When working in clean surgical textile preparation areas, no jewelry is permitted and it must be removed prior to entering the area.
5. Personal Protective Equipment (PPE)
   a. Appropriate PPE will be worn to prevent injury from potential hazards while on duty. PPE includes, but is not limited to: gowns, gloves, surgical face mask, N95 respirator fit tested mask, head cover-ups, eye protection, and footwear.
   b. In specialized area, there are strict PPE requirements that must be followed. Refer to site procedures for working in these types of areas.
      i. Laundry Services: In the soiled linen area, employees must wear all necessary PPE as per Hazard Assessment.
      ii. Environmental Services: Areas such as Medical Device Reprocessing, Sterile Compounding Rooms, and ORs, etc. will have specific PPE requirements. Site training will be provided to outline these requirements.
   c. When handling hazardous materials (waste, biohazards, and chemicals) staff must adhere to the appropriate PPE as outlined in the Hazard Assessment and the SDS.
   d. All required PPE will be provided to the employee by Covenant Health.

Footnotes:

Order of Cleaning: All items/areas MUST be cleaned from the cleanest item/area to the dirtiest item/area and from high to low.

Mop head and water – MUST BE CHANGED every three rooms, or before if visibly soiled.
*Exception: Mop head and water MUST BE CHANGED every room for isolation cleans.

Microfibre Mop heads – MUST BE CHANGED every room, or before if visibly soiled.

Double dipping – Soiled cloth must not be re-dipped into /disinfecting solution(s). Soiled clothes must be discarded into soiled linen bags on carts immediately after use. Cloths and rags MUST be changed frequently within each patient environment in order to prevent cross contamination.

Maintenance – report plugged or damaged toilets, urinals, sinks/fixtures, lights, walls, etc. to unit staff and to your Supervisor or submit maintenance requisition where appropriate.

Cleaning/Disinfecting Products – Never mix chemicals. Review SDS for product handling and precautions. Product(s) must be measured properly and changed after every case. Chemical must remain on surface for entire kill cycle / contact time. Refer to specific chemical directions. Ensure proper solution concentration testing Standard Operating Procedures are followed and documented. Use only hospital approved cleaning and disinfecting products. If at any time you are unsure of which tool(s) and/or product(s) to use for a task, consult your Supervisor.

Personal Protective Equipment (PPE) – Clothing or equipment worn by staff for protection against hazards. To “Don” is to put on, and to “Doff” is to remove.

Additional Precautions (AP) – Precautions (i.e. Contact Precautions, Droplet Precautions, Airborne Precautions) that are necessary in addition to Routine Practices for certain pathogens or clinical presentations. These precautions are based on the method of transmission (e.g. contact, droplet, airborne).

Damp Cloth – Cloth must be wet to ensure that the surface stays wet for the required contact time of a disinfectant to be effective.
Cleaning – The physical removal of foreign material (e.g. dust, soil) and organic material (e.g. blood, secretions, excretions, microorganisms). Cleaning physically removes rather than kills microorganisms. It is accomplished with water, detergents and mechanical action.

Disinfection – The inactivation of disease-producing microorganisms. Disinfection does not destroy bacterial spores. Medical equipment/devices must be cleaned thoroughly before effective disinfection can take place.

Hazard Assessment – Health and Safety Hazard Assessments mitigate the risk of incident/injury or illness from exposure to biological, chemical, or physical contaminants. To reduce the risk of incident/injury or illness appropriate controls must be put into place. Health and Safety Hazard Assessments must be completed and reviewed before an Environmental Services employee is exposed to contaminants which may pose incident/injury or illness. This is done to protect the health and safety of Environmental Services employee, other staff and patients/residents.

Employee Incident/Injury Reporting – Report incidents or unsafe work to your Supervisor and/or to OHS through the incident management process as required.

Risk Assessment – Assessment conducted before each interaction with a patient/resident or their environment to determine the risk of exposure to infectious agents, and the appropriate interventions (additional precautions, PPE etc.) to reduce the risk of transmission.

Two-Step Clean – A two-step process is used to clean and then disinfect surfaces. First wipe surfaces thoroughly to clean the surfaces of visible organic material (dirt you can see) and then wipe again with a clean cloth saturated with disinfectant to remove invisible microorganisms (things you cannot see). Organic materials that are not properly removed during the first step may inactivate the disinfectant used in the second step, therefore both steps are essential.

Cleaning Frequency – Based on the Cleaning Frequency Standard.

References

- Environmental Services Personal Protective Equipment Standard (3.2.10)
- Alberta Health Services Document #LES-STD-WHS-002
- Canadian Standards Association (CSA) Z317.10.2-10 (2010), Laundering, maintenance, and preparation of multiple-use gowns, grapes, and wrappers in health care facilities.