CREATING A CLEAN ENVIRONMENT: LESSON PLAN

Lesson Overview

Time: One Hour

This lesson presents recommendations from the U.S. Centers for Disease Control (CDC) for creating and maintaining a clean indoor environment. Clean living conditions promote health and prevent disease.

Learning Goals

At the end of this session, the learner will:

1. Understand the reasons, definitions, and methods for proper cleaning and disinfecting.
2. Be familiar with safe and appropriate cleaning and disinfecting routines and housekeeping schedules.
3. Know how to respond to spills of biohazardous materials such as blood and urine.

Note: The procedures recommended in this material follow general guidelines established by the Centers for Disease Control and the Occupational Safety and Health Administration (OSHA). Specific facility procedures that need to be taught should be found in your facility's policies and procedures.

Teaching Plan

Introduction

1) Explain that today you will be studying how to create a clean living environment for your residents. Ask your learners to tell you why they think it is important for all of us to live in a clean place.
2) Hand out the Learner Guide. Have your learners review the section entitled, "Why Is It Important to Have a Clean Place to Live?" Allow for discussion.

Section 1: Cleaning and Disinfection

1) Discuss the difference between cleaning and disinfecting. Talk about the kinds of cleansers and disinfectants used in your facility, and about the procedures required to use them correctly.
2) Have copies of your facility housekeeping procedures available for the learners to review.
3) Review the procedure for routine cleaning and disinfecting in the Learning Guide.
4) Compare and discuss your facility's cleaning and disinfecting procedures.
5) Discuss chemical safety and have Material Safety Data Sheets available for your learners.

Section 2: Cleaning Schedules

1) Ask the learners if they can think of any other "hot zones" in your facility besides the ones listed in the Learning Guide, such as a common room where residents cook or do other activities, an exercise room, or a whirlpool bath area. Have them write those in the blank space on the Learning Guide.

2) Have copies of your facility's cleaning schedule available for the learners to review. Or, use the schedule in the Learning Guide to discuss and compare your schedule for emphasis. Usually the weekly cleaning of resident rooms includes all the procedures used for common rooms during the week. Remind your learners that they must not use the kitchen mop to clean resident rooms.
3) Ask the learners to share housekeeping tips that they have learned. Housekeeping does not have to be time-consuming if it is done in an organized and methodical fashion.
4) Emphasize safety rules for housekeeping, such as those in the Learning Guide.

Section 3: Biohazardous Substances & Spills

Review the recommended procedures for cleaning biohazardous substances, biohazardous spills, and contaminated equipment. If you use Spill Kits, have one available so the learners can look at the contents and instructions.

Conclusion

1) Have the learners complete the test. Learners should get seven correct answers to pass.
2) Be sure your learners sign the Achievement Certificate and your sign-in sheet.

CREATING A CLEAN ENVIRONMENT: LEARNING GUIDE

Why Is It Important to Live and Work in a Clean Place?

The Number 1 Reason: Our Health

Invisible microscopic germs, such as bacteria, viruses, parasites, and fungi, live all around us. These germs cause colds, flu, hepatitis, and many other illnesses. Illness has a high price tag:

a. Americans are sick more than four billion days every year.
b. We spend almost 950 billion dollars on direct medical costs every year.
c. Over 160,000 Americans die due to infectious diseases every year.

The only way to control these microscopic germs and keep them from making us sick is to keep our environment and ourselves clean.

Other reasons to have a clean environment:

a. Safety—clutter is dangerous to everyone.
b. Neatness and cleanliness are pleasing to the senses. People feel better when they live and work in a clean, good-smelling place. Guests and families will feel better about their loved one's care in a clean facility.
c. Health and safety regulations require a clean and sanitary facility.

Cleaning and Disinfecting: What's the Difference?

Cleaning means to remove debris, soil, and some germs by mechanical (not chemical) methods. It may include vacuuming, dusting, washing with water or scrubbing with soap and water.

Disinfecting means to use chemicals to kill germs, providing an extra margin of safety over ordinary cleaning. You should disinfect whenever an area has a high concentration of dangerous germs and a possibility that they will be spread to others. Even surfaces that look clean can still have many infectious germs on them, and these germs can live for hours or even days in the right conditions, giving plenty of time for people to come in contact with them. Disinfecting is most effective on areas that have already been cleaned of debris.

Disinfectants are chemicals with ingredients that destroy bacteria and other germs.

Routine Cleaning and Disinfecting Procedures for Hard Surfaces

1. Wear gloves. Observe safety precautions.
2. Follow directions on product labels.
3. Wipe up spills and remove debris by appropriate means. Do not pick up broken glass with your hands—use a brush and dustpan or other device.
4. Clean the surface with soap and water or wipe with an approved cleanser. Many cleansers contain disinfectants and do routine cleaning and disinfecting in one step.
5. If this area should be additionally disinfected, apply the disinfectant and let it stand for a few minutes or longer, depending on the instructions. The disinfectant can kill more germs by staying in contact with the surface for a longer time. It is best if the disinfectant is allowed to air dry, but this may not be possible. Put up warning signs on wet floors.
6. Wipe the surface with disposable paper towels, or with cloth towels that will be washed.
7. Store cleaners and disinfectants properly.
8. Wash hands.

Cleanser and Disinfectant Safety

1. Never mix cleaning supplies. Many chemicals become dangerous when they are mixed. Bleach and ammonia, for example, produce toxic gases when mixed together.
2. Store cleaning supplies in a locked area, away from food, and out of reach of residents. They often contain chemicals that are harmful if swallowed, inhaled, or put on the skin.
3. Store products in their original containers and never remove the product labels.
4. Put products away immediately after use.
5. Rinse containers well after using cleaning products in them.
6. Dispose of empty cleaning containers carefully, following label instructions.
7. Read the Material Safety Data Sheets (MSDS) for your cleaning and disinfecting products.

Where Are the Hot Zones in Your Facility?

Hot zones are areas that are prone to heavy contamination from germs. It is easy to spread bacteria from these areas to other surfaces that you touch, and then to other people.

Hot Zone #1: Kitchens. The kitchen is a dangerous place because of the bacteria in raw foods and meats.

Hot Zone #2: Bathrooms. Human waste materials are a source of many germs.

Hot Zone #3: Laundry Rooms. Bed linens, towels, and clothing are often contaminated with body fluids.

Other Hot Zones: _____

Cleaning Schedules

Facilities must develop specific written cleaning schedules that include appropriate methods of disinfection and tasks to be performed. You should become very familiar with your facility's schedule. Here is one that is commonly used:

Every Day

1. Pick up clutter and trash in all common use areas, empty waste containers and replace liners, straighten as needed.
2. Spot clean anywhere you see the need.
3. Kitchen: sweep and mop floor, clean floor mats, clean and disinfect sinks, drains, faucets, tables, countertops, appliances, and cutting boards after use
4. Public restrooms: mop floor, clean mirror, clean and disinfect sink and toilet, clean toilet pipes and base, refill paper products.
5. Dining areas: vacuum carpets or sweep and mop floors. Clean and disinfect tables and containers (salt, pepper, sugar, etc.).
6. Entryways: vacuum carpets or sweep and mop floors in frequently used areas.
7. Medication room: clean and disinfect sinks and countertops, sweep and mop or vacuum the floor
8. Pick up litter on the grounds as needed, and keep garbage and delivery areas neat.
9. Change nondisposable sponges, dishcloths, and towels as they become wet and soiled, or at least daily. Do not take used kitchen cloths or sponges to use in other areas.
10. Dry wet areas after cleaning.

Tip: Dust before you vacuum or sweep, so the dust from the furniture is then swept off the floor.

Three Times a Week

1. Common areas: dust furniture and pictures, vacuum carpets, wipe windowsills, doorknobs, and handrails
2. Laundry areas: sweep and mop floor, clean and disinfect sinks and hoppers, wipe washers, dryers, and windowsills.
3. Clean front door glass and sweep porch.
4. Check vacuum bags and change if needed.

Once a Week

1. Dust common area baseboards and table and chair bases.
2. Office areas: dust furniture and pictures, vacuum carpet or sweep and mop floors
3. Storage closets: sweep and mop floors, organize contents as needed
4. Wipe kitchen appliances and cupboards.
5. Dust vents and light fixtures.
6. Wipe outlets, telephones, and thermostats.
7. Clean resident rooms and bathrooms according to facility procedures.

As Needed, or According to Policy

1. Clean window coverings and drapes.
2. Vacuum furniture, including under removable cushions.
3. Clean carpets.
4. Wax and buff vinyl floors.
5. Clean walls, doors, doorframes, and cabinet exteriors.
6. Defrost and clean refrigerators & freezers.

Safety First: Do not leave equipment unattended. Do not leave cords extending unattended across areas where people walk. Never stand on furniture to reach high shelves or light fixtures. Avoid wet floors.

Cleaning Biohazardous Substances

A biohazardous substance is any blood or other body fluid, such as vomit, urine, feces, saliva, sweat, tears, sputum, mucus, semen, vaginal secretions, wound drainage, or spinal fluid. These substances are potentially full of infectious germs. Anything that comes into contact with these substances must be cleaned and disinfected as soon as possible. Use the routine cleaning and disinfecting procedure, but note the following:

1. If you use disposable items to clean the area, place the items (such as paper towels) in a plastic bag at the place of use and dispose of it in a trash container at once. If the items are **saturated** with blood or any **bloody** body fluid (visible signs of blood in the fluid), they must be placed in a red biohazardous plastic bag or a plastic bag that is labeled "contaminated," and this bag must be disposed of in the biohazardous waste container.
2. If you use any nondisposable items to clean the area, they must be cleaned and disinfected as soon as possible. Sponges and cloth towels should be laundered, and brushes should be cleaned and soaked in disinfectant. Until this can be done, the items must be placed in a red biohazardous bag or in a plastic bag that is labeled "contaminated." This bag should be stored wherever dirty linens are stored until the items can be disinfected. After use, this storage bag should be disposed of in the biohazardous waste container.

Cleaning Biohazardous Spills

If a large amount of blood or body fluids must be cleaned up, do it as soon as possible, using this procedure:

1. Assemble your supplies. You will need gloves (you may need extra-heavy or utility gloves), gown, mask, paper towels, red biohazardous waste bags or strong plastic bags that are labeled "contaminated," and the disinfectant used by your facility. If your facility uses spill kits, use these according to the instructions in the kit.
2. Wash your hands, put on your gloves, and wear the gown and/or mask if splattering or soiling is likely.
3. Wipe up the spill with dry paper towels.
4. Place the paper towels in the red or labeled plastic bag.
5. Apply disinfectant to the area, following the directions on the label.
6. Wipe up the disinfectant according to the directions on the label.
7. Place the used paper towels in the red or labeled plastic bag. The plastic bag you use must be strong and intended for extra-heavy use, or use two bags together, one inside the other.
8. Clean and dry the area according to the product directions (may require rinsing or soap and water cleaning).
9. Place your gloves and any remaining paper towels in the plastic bag and close it securely, then dispose of it in the biohazardous waste container.
10. Wash your hands.

Cleaning Equipment Contaminated with Biohazardous Substances

Equipment that has come in contact with biohazardous substances must be cleaned and disinfected with an appropriate germ-killing disinfectant as soon as possible.

1. Until it can be disinfected, soiled equipment should be placed in a red biohazardous plastic bag or in a strong or doubled plastic bag that is labeled "contaminated." This bag should be kept wherever dirty linens are kept. After use, dispose of the emptied bag in the biohazardous waste container.
2. Any contaminated equipment that must be sent somewhere else for cleaning or servicing should be labeled with a statement that identifies the contaminated parts of the equipment. This label must be attached to the equipment and be easily seen. Anyone who might handle the equipment should be informed of the contamination.

CREATING A CLEAN ENVIRONMENT: TEST

Name: _____ Date: _____ Score: _____
(number correct)

Circle the right answer or fill in the blank space.

1. A disinfectant is:
    a. Bleach or ammonia
    b. A chemical that destroys germs
    c. Useless on biohazardous spills
    d. The only way to clean anything

2. It is dangerous to mix:
    a. Any cleaning supplies
    b. Cleaning supplies and water
    c. Blood and bleach
    d. Ammonia and urine

3. How is cleaning different from disinfecting?
    a. Cleaning and disinfecting are the same thing
    b. Cleaning doesn't accomplish anything, but disinfecting kills germs
    c. Cleaning doesn't have to be done if you are disinfecting an area
    d. Cleaning removes debris; disinfecting kills germs

4. A Hot Zone is:
    a. The area in the facility that is closest to the heating unit
    b. Places in your facility that are too warm for germs to survive
    c. An area that is prone to heavy contamination from germs
    d. An area on the stove that is too hot to touch

5. A biohazardous spill is:
    a. A chemical spill
    b. An oil leak
    c. A large amount of body fluids
    d. Broken glass

6. If you are cleaning up a small amount of nasal secretion and you notice blood in it, you must use a spill kit to clean up the area. True or False

7. The main reasons for maintaining a clean environment are health and safety. True or False

8. To do your housekeeping safely, remember not to leave cleaning chemicals and cleaning _____ unattended.

9. To prevent falls, keep floors and walkways dry and free of trailing or extended _____.

10. You should wear _____ for all cleaning and disinfecting procedures.

CREATING A CLEAN ENVIRONMENT: TEST ANSWERS

Name: _____ Date: _____ Score: _____
(number correct)

Circle the right answer or fill in the blank space.

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7. The main reasons for maintaining a clean environment are health and safety. True or False

8. To do your housekeeping safely, remember not to leave cleaning chemicals and cleaning ___equipment_____ unattended.

9. To prevent falls, keep floors and walkways dry and free of trailing or extended ___cords_____.

10. You should wear _____gloves_____ for all cleaning and disinfecting procedures.

Certificate of Achievement

Awarded to: _____

For Completing the One-Hour Course Entitled "Creating a Clean Environment"

Date of Course: _____ **Facility:** _____

Presented by: _____

(Signature of presenter, or write “self-study”)