

**INFECTION CONTROL POLICIES AND PROCEDURES  
FACILITY MANAGEMENT DIVISION**

1. **PURPOSE:** To establish policies, procedures, and guidelines for development and implementation of the Infection Control Program in Facility Management Division.
2. **POLICY:** It is the policy of Facility Management Division to ensure a safe environment for their employees.
3. **RESPONSIBILITIES:**
  - A. The Facility Manager is responsible for compliance with this program as follows:
    1. Providing the required personal protection safety equipment needed by divisional employees.
    2. For monitoring compliance with this program.
    3. For providing annual employee training and review the Infection Control Policy with the PI Coordinator for Infection Control. Validation performed by taking part in the annual Employee Education Fair or on TMS.
4. **PROCEDURES:**
  - A. PERSONNEL HYGIENE
    1. Personnel are required to practice good personal hygiene. Good hygiene includes, but is not limited to, wearing of clean uniforms, washing of hands after use of toilet, handling objects that could contain harmful bacteria, or upon removal of any protective barrier.
  - B. EXPOSURE CONTROL PLAN
    1. This hospital follows the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standards.
    2. The Exposure Control Plan for this hospital is found in Chapter 18 (VIII – 18) of the Exposure Control Binder, which can be found online at Milwaukee VA Homepage, Policies and Procedures, and is accessible to all staff.
    3. In the Exposure Control Plan, all employees of Facility Management have been assessed as to their risk of potential exposure to bloodborne pathogens such as the viruses that cause AIDS, Hepatitis B, and Hepatitis C, and have been assigned one of three risk categories:

- a. Category I (potential exposure on a daily basis) employees of the PM&R Team, Housekeeping Teams, and Textile Care Teams.
  - b. Category II (potential exposure one or more times a month) employees of the Architectural Team, A/C Operators, and all other Trade Teams.
  - c. Category III (no routine tasks are performed that could lead to an exposure) all administrative personnel within Facility Management, Boiler Plant Operators and Engineering.
4. All employees in Risk Categories I and II are eligible for the Hepatitis B vaccine:
- a. These employees are assessed by the Employee Health Clinic upon hire and after an exposure to Hepatitis B.
  - b. The Hepatitis B vaccine is administered in a series of three injections given over a six-month period of time.
  - c. The employee may decline the vaccine; however, a special OSHA form must be signed. The form notes that the employee can still receive the vaccine, at no charge, in the future should the individual change his or her mind.
5. Employees performing tasks where there could be anticipated exposure to blood, body fluids, or encountering equipment/items contaminated with same are to wear appropriate personal protective equipment (PPE) and use the principals of Standard Precautions. These are described in the next section.

#### C. WORK PERFORMED IN PATIENT CARE AREAS

- 1. Standard precautions – refer to Infection Control manual, Chapter 18, are to be followed by all Facility Management employees.

#### D. MAINTENANCE AND REPAIRS OF PATIENT CARE AND NON-PATIENT CARE EQUIPMENT

- 1. Patient care equipment, as well as non-patient care equipment received by Facility Management for repair will not be worked on unless it has been properly cleaned before delivery to the PM&R Team.
  - a. If equipment is received for repair and its external surfaces are visibly contaminated with blood or body fluids, the equipment will be returned by deliverer (SPS) to the point of origin for further decontamination.
  - b. If, after opening the interior of equipment, visible soiling is found, i.e., blood, sputum, etc., the equipment will be returned to the place of origin for further cleaning before work is resumed.

#### E. TRANSPORTATION AND DISPOSAL OF NON-BURNABLE WASTE

1. Items such as construction debris containing heavy wood, concrete, brick, etc., are transported to a holding container located on the medical campus grounds and then transported to a landfill by a contract service.

#### F. TRANSPORTATION OF FOOD

1. Hot and cold prepared foods are transported in a covered Dietary truck used for no other purpose. The foods are in the food transport carts, fully enclosed. No other items are allowed to be transported with food, i.e., food transport cannot be shared with the soiled laundry truck when food truck is inoperable.

#### G. MEDICAL CENTER SEWAGE

1. The hospital sewage system delivers all sewage to City of Milwaukee Sewerage System.

#### H. CLEANING OF ICE MACHINES

1. The exterior surfaces of the ice machine cabinet are to be cleaned by Environmental Management Staff on a regular basis.
2. A/C Mechanics repair ice machines following the manufacturer's protocol for removal/cleaning of all internal electrical and/or mechanical components.

#### I. CLEANING OF HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS

1. The interior surfaces of air ducts in the hospital will be cleaned when deemed necessary FM staff. Based on experience, FM will call in EMS, Safety, and Infection Control for evaluation on an as needed basis.
2. The exterior of air supply diffusers and air exhaust intake grills will be cleaned as often as necessary to maintain a sanitary appearance by Environmental Management Staff.
3. Cleaning of heating convectors in patient rooms:
  - a. Cleaning and repair of heat convectors in hospital patient rooms shall **not** be done when any isolation patient occupies the patient room.
  - b. Employees assigned to clean heat convectors in hospital patient rooms shall consult with the Nurse Manager of the ward before entering **any** patient room. Immediately prior to the start of convector cleaning (or repair) on the ward, the nurse should be asked for the isolation status of each room to have convectors cleaned (or repaired) on that day. The employee shall note in writing for his own reference, all specific isolation ruled in effect for each specific room.

- c. If any room scheduled for convector work is empty, the employee shall ask the Nurse Manager the status of the room (occupied, isolation, non-isolation or clean and empty) in order to assure himself that Environmental Management Staff has decontaminated the room.

**NOTE:** This procedure is intended to prevent infection exposure to the worker in the event the isolation (sign) specifics were removed from the room after patient discharge, but before Environmental Management Staff cleanup.

- d. H-1 and paragraph I-1 through I-3 apply only to hospital patient rooms. Standard precautions are required for employees cleaning convectors or radiators in domiciliary or other areas of hospital, or other buildings.

5. **REFERENCES:** None

6. **RESCISSION:** Facility Management Memorandum FM-2 dated April 2012

7. **REVIEW MONTH:** Every three years in April



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**Distribution:**

All Engineering Supervisors  
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