

STAT-MED, Inc.
Procedure Manual

Document Title: Infection Control	Approved by: Jeff Black
Author/Source: Randy Clark	Date Approved: 12-28-10 Revised: 2-17-11, 6-30-11

1. Purpose:

These procedures are designed to ensure clean, disinfected products to protect patients, staff, employees and products from microbial cross-contamination.

2. Policy:

Infection Control Procedures must be followed precisely to ensure safe products.

- a. All new employees must be trained on “Infection Control” memo as included in new hire paperwork. (See Attachment).
- b. All products must be documented as clean prior to patient delivery.
- c. All products must pass and include the signed Quality Control Checklist (Q/C) prior to delivery.

3. Procedure:

A) Training

- 1) All employees must be trained prior to or concurrent with performing infection control activities.
 - a. Employees should receive infection control training as part of their first day orientation. This includes the Infection Control New Hire Training form (see attachment) and this policy.
 - b. Our training methodology is to explain the procedure, watch the procedure being performed, and then have the employee perform the procedure while being watched. These steps may be done individually or simultaneously.
 - c. The training checklist is utilized to track the employees training progress. (see attachment)

B) Equipment: (the following items are used for product decontamination)

- 1) Washer:
 - a. A front loading washer is preferred for laundering product top sheets; a top loading washer may be used. See Laundry Instructions for proper use.
- 2) Dryer:
 - a. A dryer, on low heat, may be utilized for some product items to speed drying time. See Laundry Instructions for proper use.
- 3) Dispensing Systems:
 - a. An automatic dispensing system, supplied by ProClean, is utilized to prepare chemical solutions.
 - b. The dispensers supplying ProQuat and bleach must be tested and documented prior to each days use utilizing the appropriate test strips on the first bucket prepared each day. (See Infection Control Procedure E.2.)
 - c. Every subsequent bucket must be tested prior to use.
 - d. ProQuat test strips are obtained from ProClean. The part number is PB-QT40, Quat Test Strip. Note: Test Strips must be stored in climate controlled area.
 - e. Bleach test strips are obtained from HACH, part number 28902-00, High-Range Chlorine Test Strips. Note: Test Strips must be stored in climate controlled area.

- f. A dispenser system is also supplied for the front loading washers.
- 4) Table(s):
 - a. One or more tables are set-up for supporting mattress and accessories for cleaning.
 - b. Tables must be wiped with a bleach solution immediately prior to use and between each product disinfected.
- 5) Drying Station:
 - a. A table or rack is utilized to support products while drying.
 - b. The table used during cleaning may be used as the drying station as it is wiped with bleach before and during the product cleaning.
- 6) Solution Buckets:
 - a. Solutions must be placed in labeled buckets. Solutions should never be placed in unlabeled or mislabeled containers.
- 7) Measuring Cup:
 - a. Used for proper dilution when manually mixing chemical solutions.
- 8) Hand Pump Sprayer: (Optional)
 - a. A hand pump sprayers may be used for applying ProQuat to some non-powered porous surfaces, but spraying does not replace wiping.
 - b. The sprayer must be labeled with the contents (ProQuat).
 - c. Bleach must never be sprayed.
 - d. Beds and control units must never be sprayed.
- 9) Spray Bottles:
 - a. Any chemical or chemical solution must be in labeled containers.
- 10) Sink:
 - a. A tub style sink is utilized for hand washing, preparing solutions, discarding used solution, and hand washing small non-powered accessories.
- 11) Soap Dispenser/Waterless Hand Sanitizer:
 - a. A soap dispenser is mounted above or near the sink for hand washing.
 - b. Waterless hand sanitizer dispensers are located near work areas and vehicles.
- 12) Mop & Mop Bucket:
 - a. Used for daily decontamination of the dirty area floor, monthly mopping of the service center and trucks.
- 13) Vacuum(s):
 - a. A vacuum with installed filter is utilized to vacuum up debris and air-fluidized beads. NOTE: Do not use vacuums without installed filters.
 - b. Portable vacuums are kept in vehicles for responding to air-fluidized bed service calls.
 - c. Vacuums must not be used without appropriate filters in place.
- 14) Tools:
 - a. Tools: Screwdrivers, torx driver, wrenches, hex drivers, etc., as needed to disassemble parts for cleaning and for Quality Control (QC) procedures.

C. Chemicals (the following items are used for product decontamination)

- 1) ProQuat: ProClean Part # 12304
 - a. Diluted solution is used as our primary disinfectant, and also suffices as a mild detergent for cleaning.
 - b. ProQuat is always used prior to a bleach solution wipe
 - c. ProQuat is always used diluted to 400 ppm (1 ounce per 2 gallons).
 - i. Use the provided dispenser system for preparing the solution.
 - ii. Test every bucket prior to use to ensure proper solution strength.

- iii. If the dispenser system is not available or not working correctly manually prepare the solution and test every bucket to ensure proper solution strength.
 - d. ProQuat is always used prior to a bleach solution wipe.
 - e. ProQuat is ordered from ProClean. An equivalent quaternary compound from another vendor may be used.
 - i. (see attached order form)
- 2) Bleach:
 - a. Diluted bleach solution (to 500ppm) is used as a final disinfectant and sporicide wipe, after the ProQuat wipe down.
 - b. Bleach must be diluted prior to use.
 - c. Bleach (6%) is purchased from Wal-Mart; an alternate vendor may be used.
 - i. (see attached order form)
- 3) Tuff Guy Enzyme Carpet Cleaner:
 - a. TuffCare is used to pre-treat fabrics that are visibly soiled and/or stained prior disinfection, sprayed on and scrubbed vigorously with a wet brush.
 - b. Purchase from Grainger; an alternate vendor may be used.
 - i. (see attached order form)
- 4) ProCitrus:
 - a. Diluted solution used to pre-treat soiled areas on fabrics and hard surfaces prior to disinfection, area may be brushed or wiped.
 - b. Purchase from ProClean; an alternate vendor may be used.
 - i. (see attached order form)
- 5) OxyPro:
 - a. OxyPro is used to pre-treat stains, and to remove stains not removed by the cleaning and/or laundering process.
 - b. Rinsing or re-washing is required after using OxyPro.
 - c. Purchase from ProClean; an alternate vendor may be used.
 - i. (see attached order form)
- 6) Goo-Gone:
 - a. Goo-Gone is used to remove adhesive residues from tape and stickers.
 - b. Goo-Gone leaves an oily residue; a final wipe of the surface must be performed.
 - c. Purchase from Wal-Mart; an alternate vendor may be used.
 - i. (see attached order form)
- 7) Alcohol: 70%
 - a. Alcohol may be used sparingly on some surfaces to remove adhesive or oily residues, or ink marks. Do not apply directly to surfaces, use a rag.
 - b. Care must be used as alcohol will discolor and weaken plastics and remove paint.
 - c. Purchase from Wal-Mart; an alternate vendor may be used.
 - i. (see attached order form)

C. Supplies

- 1) Stickers: Clean, Soiled, Defective
 - a. “CLEAN” equipment and accessories must be labeled immediately with a Clean Sticker indicating: 1) the initials of the person who performed the disinfection, 2) the date disinfected 3) the type/size of equipment, and 4) the STAT-MED serial number (if applicable).
 - i. On framed products the “Clean” sticker should be placed on the inside head of the bed.

- ii. On air mattresses the “Clean” sticker is attached to a wired tag (“toe-tag”). Once bagged, this tag is attached to the end of the clear clean bag so the product may be identified while on a shelf.
 - iii. On Foam mattresses the “Clean” sticker is attached to an outside edge of the plastic covering the mattress.
 - b. “SOILED” stickers may be used to communicate that equipment in process needs decontamination.
 - i. NOTE: In the absence of a “Clean” sticker, assume the equipment is soiled and in need of decontamination.
 - c. “DEFECTIVE” stickers are used to indicate known issues with clean and/or dirty equipment.
 - i. Note: Equipment labeled Defective must still be cleaned prior to moving to the Repair Area.
- 2) Plastic Covers/Bags:
- a. Clear bed covers or plastic bags are used to keep decontaminated equipment and accessories clean, dust free, and to prevent cross contamination.
 - b. Tinted bed covers or plastic bags (e.g. tinted blue, black, brown, or gray) are used to cover soiled and contaminated equipment prior to removing from a patient room or dirty utility room, during transport, and while awaiting decontamination in the service center.
 - c. Equipment must be bagged or covered at all times, unless it is drying.
- 9) Rags:
- a. Laundered rags (low lint, terry cloth or similar) are used for wiping surfaces with ProQuat, Bleach, or other cleaners.
- 10) Cleaning Aids:
- a. Various sizes of scrub brushes, putty knife, plastic scraper, buckets (labeled with intended solution name), broom, mop bucket, mop.
- 11) PPE (Personal Protective Equipment)
- a. Gloves, Nitrile: required when handling all contaminated items.
 - b. Eye Protection: recommended when using dilute solutions, required when handling concentrate and when handling air fluidized beads.
 - c. Gowns: recommended when handling contaminated items.
 - d. Masks, N95: recommended when handling contaminated items and when handling air fluidized beads.

E. Product Decontamination Procedures

- 1) Safety and Infection Control
- a. Review and train on “Infection Control” memo as included in new hire paperwork. (See Attachment).
 - b. Always wear gloves, and any other wear appropriate Personal Protective Equipment when handling dirty products.
 - c. Practice Universal Precautions – Always assume any returned product is contaminated. Never take any short-cuts.
 - d. Wash hands whenever you remove your gloves. Wash hands often, they become soiled from handling carts, loading and unloading trucks, handling cardboard boxes, etc. Wash hands before eating and/or taking a break, before and after using the restroom.
 - e. No food or drink is ever allowed in the dirty area.
 - f. Covered drinks are allowed the general warehouse area.
 - g. Remove gloves when leaving the dirty area. Never handle clean goods with soiled gloves.

- h. Never wear gloves or your lab coat in the office area.
- i. Mop dirty area floors daily with a bleach solution (2 oz per gallon).
 - Empty and rinse mop bucket, allow to air dry.
 - Launder mop head weekly; more often if soiled.

2) General Principles

- a. Products showing soiling or stains should first be pre-treated with Carpet Cleaner, Pro-Citrus, and/or OxyPro.
- b. All products and accessories need to be wiped down with ProQuat solution, followed by a Bleach solution.
- c. All buckets, bottles, and sprayers must be labeled indicating contents.
- d. Never mix chemicals.
- e. Do not use mislabeled containers.
- f. Buckets should be filled $\frac{1}{3}$ to $\frac{1}{2}$ full.
 - Filling less than $\frac{1}{3}$ full allows the solution to get contaminated too quickly.
 - Filling more than $\frac{1}{2}$ full will allow solution to reach above cuff of gloved hand, contaminating technician's skin.
- g. Wipe surfaces with a well-wetted but not dripping cloth. While holding the rag over the solution bucket softly squeeze out excess solution just enough so the rag is not dripping.
 - The surface to be wiped must have enough solution to stay wet for 10 minutes, but not so wet as to leave puddles.
- h. Rinse the cleaning rag often to remove contaminants and keep wet.
- i. On framed products, clean from the top down.
- j. On air mattresses - remove and launder top sheets.
- k. On all mattresses - clean the underside first, the final wipe down is on the patient side of the mattress.
- l. Wipe down work tables with bleach solution between products.
- m. Replace solution buckets after every commode, 2 beds, 2 wheelchairs or walkers, 6 mattresses, or 12 control units, or after 2 hours, or if visibly soiled, which occurs first.
- n. Typical work flow is to immediately QC what you have cleaned.
 - Dispatch or management may dictate otherwise to meet demand.
- o. Mop the dirty area floor at the end of each workday with bleach, diluted two ounces per gallon.

3. Set-Up Procedure for Cleaning Solutions

- a. ProQuat Bucket:
 - i. Use dispenser system for labeled ProQuat container (bucket or sprayer), run the dispenser into the sink for 2 seconds, then fill the bucket $\frac{1}{3}$ to $\frac{1}{2}$ full with solution.
 - Note: If dispenser is non-functional, mix chemicals manually.
 - ii. Test solution with Quat Test Strip.
 - Dip paper in ProQuat solution, not foam surface, for 10 seconds.
 - Don't shake; compare colors at once with test kit color chart.

- Ensure color of strip corresponds to chart color of 400-500 ppm solution strength. Note: If color differs entirely from chart range the solution is too strong.
 - When mixing the first bucket of the day, log the results on the Disinfection Testing Log.
 - Every container prepared must be tested prior to use.
- iii. Manual mixing may be used if the dispenser system is non-functional.
- Mix 1 ounce per 2 gallons of solution.
 - Test solution using above procedure.

b. Bleach Bucket:

- i. Use dispenser system for labeled bleach container (bucket), run the dispenser into the sink for 2 seconds, then fill the bucket $\frac{1}{3}$ to $\frac{1}{2}$ full with solution.
- Note: If dispenser is non-functional, mix chemicals manually.
- ii. Test solution with AquaChek High-Range Chlorine test strips.
- Dip paper in bleach solution and remove immediately.
 - Hold strip level with pad side up for 30 seconds; compare color with color chart on side of bottle.
 - Ensure color of strip corresponds to chart color of 400-600 ppm solution strength. Note: If color differs entirely from chart range the solution is too strong.
 - When mixing the first bucket of the day, log the results on the Disinfection Testing Log.
 - Every container prepared must be tested prior to use.
 - Bleach solution is never to be used in a sprayer for product and personnel safety.
- iii. Manual mixing may be used if the dispenser system is non-functional.
- Mix 2 ounces per 2 gallons of solution.
 - Test solution using above procedure.

4. Foam Mattress Disinfection

- a. Set-up cleaning table and wipe table with bleach solution.
- b. Lay mattress on table with patient side up.
- c. Inspect and pre-treat any stains and/or soiled areas.
 - i. Areas needing pre-treatment should be scrubbed with an appropriate scrub brush, using Tough Guy Carpet Cleaner (e.g. body fluids), ProCitrus (oils & stains), and/or OxyPro (body fluids).
- d. Flip the mattress (i.e. with patient side down), inspect and pre-treat stains and/or soiled areas..
- e. Using a rag wetted with ProQuat solution, wipe entire surface and sides. Rinse and re-wet the cleaning rag frequently.
- f. Flip the mattress (patient side now up) and wipe entire surface and sides with ProQuat wetted rag. Rinse and re-wet the cleaning rag frequently.
- g. Flip the mattress (patient side now down) and wipe entire surface and sides with Bleach solution wetted rag. Rinse and re-wet the cleaning rag frequently.
- h. Flip the mattress (patient side now up) and wipe entire surface and sides with Bleach solution wetted rag. Rinse and re-wet the cleaning rag frequently.
- i. Place the mattress on the drying rack or drying table.

- j. Wipe the cleaning table down with bleach solution.
- i. Immediately document the cleaning (serial number(s), product type, date, time, & initials) on the Cleaning Log.
- j. Immediately fill out a Clean Sticker with the date, initials, product type, and STAT-MED serial number and attach to the mattress.
- k. Note: After pre-treatment removable (zippered) mattresses that are severely soiled may be laundered in the washer and air-dried.

5. Air Mattresses Disinfection

- a. Set-up cleaning table and wipe table with bleach solution.
- b. Lay mattress on table with patient side up.
- c. Inflate the mattress with the appropriate control unit.
- d. Inspect top-sheet and pre-treat any stains and/or soiled areas.
 - i. Areas needing pre-treatment should be scrubbed with an appropriate scrub brush, using Tough Guy Carpet Cleaner (e.g. body fluids), ProCitrus (oils & stains), and/or OxyPro (body fluids).
- e. Remove top-sheet and launder. (see section 10, Laundry Procedures).
- f. Flip the mattress (i.e. with patient side down), inspect and pre-treat stains and/or soiled areas.
- g. Wipe entire surface and sides with Pro-Quat wetted rag. Rinse and re-wet the cleaning rag frequently.
 - i. After pre-treatment it is acceptable (but not required) to prime the underside of the mattress with ProQuat from a sprayer, prior to wiping.
 - ii. Spraying does NOT replace wiping, but ensures area is moistened sufficiently to stay wet for 10 minutes.
- h. Wipe the air hoses with ProQuat rag. Corrugated hose covers must be wiped with a brush to clean between the ridges.
- i. Flip the mattress (patient side now up) and wipe entire top surface, between the air cells, and the mattress sides with ProQuat wetted rag. Rinse and re-wet the cleaning rag frequently.
- k. Flip the mattress (patient side now down) and wipe entire surface and sides with Bleach solution wetted rag. Rinse and re-wet the cleaning rag frequently.
- l. Flip the mattress (patient side now up) and wipe entire top surface, between the air cells, and the mattress sides with Bleach solution wetted rag. Rinse and re-wet the cleaning rag frequently.
- m. Wipe the air hoses with Bleach solution wetted rag. Corrugated hose covers must be wiped with a brush to clean between the ridges.
- n. Document the cleaning (serial number(s), product type, date, time, & initials) on the Cleaning Log.
- o. Fill out a Clean Sticker with the date, initials, product type (& size where appropriate), and STAT-MED serial number and attach to the mattress.
- q. Place the mattress on the drying rack or drying table.
- r. Wipe the cleaning table down with bleach solution.

6. Control Unit Disinfection

- a. Set-up cleaning table and wipe table with bleach solution.
- b. Unplug and remove power cord from control unit; wipe down entire length of cord with ProQuat rag.
- c. Remove and inspect air filter.

- i. Foam filters with visible dust should be cleaned with vacuum or running water.
 - ii. After removing debris the foam filter should be dipped in ProQuat solution and excess moisture squeezed out, followed by the same process in Bleach solution.
 - iii. Paper filters must not be wetted – clean with vacuum.
- d. Wipe down the complete exterior of the control unit with ProQuat wetted rag, being cautious to avoid any solution entering the unit via the power cord receptacle, air filter housing, or any case seams or openings.
- e. Wipe down the power cord with a rag wetted with Bleach solution.
- f. Wipe down the complete exterior of the control unit with Bleach solution wetted rag, being cautious to avoid any solution entering the unit via the power cord receptacle, air filter housing, or any case seams or openings.
- g. Re-install air filter.
- h. Document the cleaning (serial number(s), product type, date, time, & initials) on the Cleaning Log.
- i. Fill out a Clean Sticker with the date, initials, product type (& size where appropriate), and STAT-MED serial number and attach to the control unit.
- j. Place the control unit and power cord on the drying rack, drying table, or Awaiting QC shelf.
- k. Wipe the cleaning table down with bleach solution.
- l. NOTE: Typically 1 control unit is set up, cleaned and QC'd with each mattress. Multiple control units may be cleaned concurrently; each unit will need to be independently QC'd.
- m. QC control unit following QC checklist. When complete, complete a scan (fax) of the checklist, then a copy of the checklist. With the control unit, power cord and pressure card, place 2 folded copies inside clear plastic bag.

7. Framed Product Disinfection

- a. Position the bed in the dirty area, set brakes and plug in bed.
- b. Raise bed to highest level. Unplug bed.
- c. Raise head and foot sections, position side rails, width extensions, or other movable parts for ease of cleaning. (Note: not all beds have all of these features. Remove side rail pads (if equipped).
- d. Using a rag wetted with ProQuat solution wipe down entire bed top to bottom, using caution not to let liquid seep into electrical components or remove grease from actuator shafts or pivot points. Rinse and re-wet the cleaning rag frequently.
 - i. Be thorough, use adhesive remover to remove any tape residue.
 - ii. Move or remove head and foot boards or other bed parts to access hidden areas.
 - iii. Use ProCitrus or carpet cleaner to pre-treat any stains.
 - iv. Wipe down the power cord while unplugged, inspect cord for damage.
 - v. Scrub brake pedals and casters with a scrub brush.
 - vi. Some framed products have built in air mattresses.
 - If this is the case clean and replace the air filter.
 - After removing the top sheet for laundering, clean the air cells as you would for an air mattress.
- e. Using a rag wetted with bleach solution wipe down entire bed top to bottom, using caution not to let liquid seep into electrical components or

- remove grease from actuator shafts or pivot points. Rinse and re-wet the cleaning rag frequently.
- f. Document the cleaning (serial number(s), product type, date, time, & initials) on the Cleaning Log.
- g. Slide in extensions, re-attach side rail pads, lower or fold in side rails.
- h. QC bed following QC checklist. When complete, complete a scan (fax) of the checklist, then a copy of the checklist. Attach 2 copies to the footboard of the bed. Cover bed with clear bed cover; place a completed Clean Sticker (date, initials, product type (and size where appropriate) to the clear bed cover on the inside of the headboard. Secure clear bed cover to the head and foot board with shrink wrap.
 - i. If unable to immediately QC, cover bed and label appropriately with completed Clean Sticker.

8. Air Fluidized Bed Disinfection

- a. Position bed next to decontamination unit, inspect and remove the Gore-Tex top sheet, and launder appropriately. Lower or remove side rails.
- b. Power up the bed to determine bed functionality and bead condition.
 - i. This step is critical to inflate the air wall cushions on the Air Fluidized Beds with the Sit-Up Feature prior to emptying the beads.
 - ii. Turn the fluidization (and/or the bed) off during the following steps.
- c. Inspect and remove the filter sheet, launder appropriately.
- d. Locate the sieve net, bucket(s), dust broom, and brush, all labeled “Dirty”; setup the sieve net over the Decon unit.
- e. Using the “dirty” bucket, empty the air fluidized bed into the Decon unit by pouring the beads through the “dirty” sieve net.
 - i. Use caution around the temperature sensors! They are easily damaged by the bucketing process.
 - ii. In tub style beds it is permitted to turn on the fluidization during this process to ease the bucketing process. When only a few inches of beads remain the fluidization must be turned off.
 - iii. To level the beads in the Decon unit during the bead transfer process, briefly turn the unit on.
 - iv. If a buildup of “cookies” (clumped beads) impedes the sieving process, they should be vacuumed off using the dedicated vacuum.
- f. When the bead level in the dirty bed is nearly empty (less than ~2inches) turn the off the fluidization and/or unplug the bed. Using the “dirty” dust pan, brush, and bucket continue to empty all the beads. Brush the side walls and diffuser board thoroughly.
- g. When complete vacuum all “cookies” off the sieve net, put sieve net away.
- h. Locate the bead tracking ping pong ball and set outside the Decon unit.
- i. Close the Decon unit and start the Decon process.
 - i. Log the start of the Decon process on the Decontamination log.
- j. Using the dedicated vacuum, vacuum all remaining beads from the bed.
 - i. On Air Fluidized Beds with the Sit-Up Feature - ensure beads between the air wall and skirt are all removed, in addition to those in the diffuser board area.
 - ii. On Air Fluidized Beds with the Sit-Up Feature, remove the coverlet and air cushions. Launder the coverlet; clean the air cushions by hand.
- k. With the bed unplugged, remove the air filter(s), inspect, clean or replace. Update the filter changed date on the appropriate sticker.

- i. On some air-fluidized beds a panel will need to be removed to access some filters.
- ii. Air fluidized filters by bed type:
 - Skytron: 3 filters, 1 pleated paper (behind removable panel at head of bed, 1 foam (under pleated paper filter), 1 heat exchanger filter (under center of bed).
 - FluidAir: 2 filters, 1 pleated paper (behind cowling at head of bed), 1 heat exchanger (under center of bed).
 - Blue Tub Style: 2 filters, 1 pleated paper (behind cowling at head of bed), 1 heat exchanger (under center of bed).
 - Air Fluidized Bed with the Sit-Up Feature and casters: 2 filters, 1 pleated paper (under removable panel at foot of bed), 1 foam heat exchanger filter (under head of bed).
 - Air Fluidized Beds with the Sit-Up Feature mounted on pedestal: 1 filter under center of bed. Note: This filter is directional – the waxed side of the filter must face up. This filter cannot be cleaned.
- k. Using a rag wetted with ProQuat solution wipe down entire bed top to bottom, using caution not to let liquid seep into electrical components or remove grease from actuator shafts or pivot points. Rinse and re-wet the cleaning rag frequently.
 - i. Warning: Do not wipe or let the diffuser board get wet.
 - ii. Be thorough, use adhesive remover to remove any tape residue.
 - iii. Move or remove head and foot boards, side rails, or other bed parts to access hidden areas.
 - iv. Use ProCitrus or carpet cleaner to pre-treat any stains.
 - v. Wipe down the power cord while unplugged, inspect for cord for damage.
 - vi. Scrub casters with a scrub brush wetted with ProQuat solution.
- l. Using a rag wetted with Bleach solution wipe down entire bed top to bottom, using caution not to let liquid seep into electrical components or remove grease from actuator shafts or pivot points. Rinse and re-wet the cleaning rag frequently.
 - i. Warning: Do not wipe or let the diffuser board get wet.
- m. Document the cleaning (serial number(s), product type, date, time, & initials) on the Cleaning Log.
- n. When dry, cover bed and label appropriately with completed Clean Sticker.
- o. When beads are decontaminated and cooled to less than 45 degrees Celsius; bucket the cleaned beads into the bed, passing the beads through the sieve net labeled “Clean”. Ensure the proper amounts of beads are in place.
 - i. Blue Tub Style AFT Beds and Skytrons are filled to 11” of beads (measured with Fluidization off – to bottom of rim or marked line).
 - ii. FluidAir is filled to 9” of beads (fluidization off).
 - iii. Air Fluidized Beds with the Sit-Up Feature are filled to 9” of beads (measured with fluidization off, air wall inflated to maximum setting).
- p. Secure the filter sheet to the bed immediately after filling with beads.
- q. QC bed following QC checklist. When complete, complete a scan (fax) of the checklist, then a copy of the checklist. Attach 2 copies to the footboard of the bed. Cover bed with clear bed cover; place a completed Clean Sticker (date, initials, product type (& size where appropriate) to the clear bed cover

on the inside of the headboard. Secure clear bed cover to the head and foot board with shrink wrap.

- i. If unable to immediately QC, cover bed and label appropriately with completed Clean Sticker.

9. Miscellaneous items:

- a. Patient transfer chairs, wheelchairs, patient lifts walkers, commodes: follow same procedure as for framed products.

10. Laundry Procedures

a. General Principles:

- i. Practice Universal Precautions – Always assume any returned product is contaminated. Never take any short-cuts.
- ii. Always wear gloves, and any other wear appropriate Personal Protective Equipment when handling dirty products.
- iii. Pre-treat visibly soiled or stained materials with Tough Guy Carpet Cleaner and/or OxyPro prior to laundering.
- iv. Always wipe down the front of the washer prior to removing clean laundry to avoid contamination.
- v. Do not let the soiled laundry accumulate – keep the washer running. If soiled laundry is present, start a load as soon as possible.
- vi. Use the front load washer for product materials whenever possible.

b. Laundry Instructions:

- i. Review and follow posted instructions for laundering product materials. (See attachment.)

11. All serialized products must have the Quality Control procedures performed and documented on the appropriate QC form prior to delivery.

- a. See individual QC forms for specific QC procedures.

4. Forms/Attachments

Laundry Instructions (to be posted by washer)

Cleaning Log

Clean Stickers

Soiled Stickers

Order Form

QC Forms

Disinfection Testing Log

Signage: Hand Washing, No Food or Drinks

Signage: Washer Wipe Down

Training Form