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ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
		Section / Department LINEN SECTION
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Policy Title: POLICY AND GUIDELINES ON COLLECTION OF SOILED LINEN BY PROTECTING THE WORKER FROM INFECTIOUS DISEASES.	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director	
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OBJECTIVES: To protect the worker from exposure to potentially infectious materials during collection.

Guideline for the Management of Linen Laundry

- I. Used linen with Healthcare setting, it is important that the appropriate precautions are taken to ensure the contamination to/from Linen does not occur that might lead to transmission of micro-organism to people environment potentially causing infections.

Important precaution applies to all stages of Linen management

Storage - Linen must be stored on shelves in a clean linen room to prevent airborne contamination, this way the linen can be kept clean until it is used.

Infected Storage Area- Infected linen storage has the necessary accommodation to enable loaded trolleys to be stored awaiting collection by laundry vehicle.

Handling – When handling soiled or used linen, wet and infectious linen must be placed into leak proof plastic bag, and the bag must be closed on the spot.

Bagging – All soiled linen must be bagged at the location where it was used, and the location bag must be sufficient quality, to contain the wet and soiled linen or NON-INFECTIOUS use white plastic, and yellow plastic for infectious linen and always place it in the designated container.

Transporting – Dirty Linen must be transported to the laundry. Linen handler must wear heavy duty rubber gloves for their protection and wash their hands after removal of the gloves.

- II. Ensure the effective practices when handling, segregating and laundering Linen. Minimize the risk of cross infections by adopting proven washing technology.

Implementation Date: Implemented since 1979

Schedule for Policy Review: Reviewed periodically as necessary

Last Reviewed: March 2011, March 2022