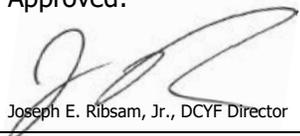


2406 HOUSEKEEPING AND SANITATION	
Chapter: Sununu Youth Services Center	Section: Sanitation and Hygiene
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 20-11 Effective Date: March 2020 Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): RSA 621 , and RSA 621-A Related Admin Rule(s): Ed 1114.16 Related Federal Regulation(s):	Related Form(s): Bridges' Screen(s) and Attachment(s):

This policy establishes procedures to ensure proper cleanliness and sanitation of the John H. Sununu Youth Services Center (SYSC).

Policy
<p>I. All areas within SYSC shall be maintained in accordance with recognized industry standards relative to cleanliness and sanitation.</p> <p>A. All areas and departments of SYSC, including the gymnasium, internal courtyards, and storage areas shall be kept clean at all times.</p> <p>B. All areas of SYSC shall have designated trash receptacles, and trash and other waste shall be collected and disposed of at least daily.</p> <p>C. Hazardous infectious waste or other hazardous materials will be disposed of in accordance with State law and in keeping with widely accepted best practices.</p> <p>1. All staff shall follow universal precautions relative to potentially hazardous waste as outlined in policies 2251 Universal Precautions and 2272 General Techniques and Recommendations for Isolation Precautions.</p> <p>II. Potential health or safety issues shall be addressed immediately.</p> <p>III. Stained or damaged flooring/furniture will be brought to the attention of the Maintenance Department as soon as possible.</p> <p>IV. Housekeeping supplies and equipment shall be stored in a locked storage area when not in use.</p> <p>A. All chemicals shall be clearly marked and in their original container.</p> <p>B. Equipment will be maintained in good working order and any damage will be promptly reported to the Maintenance Department.</p> <p>V. The SYSC will utilize recycling and a trash compactor to reduce the volume of the waste it creates from its operations.</p>

Procedure – Housekeeping Services

In addition to the procedures outlined in Trash Collection and Disposal, Building Service Workers (housekeeping), with the support of the Maintenance Department as needed, are responsible for inspecting and providing the following services in the specified areas of SYSC as indicated below:

- I. Offices and other individual work spaces (including medical and dental examination rooms):
 - A. Floor care (daily); and
 - B. Glass care (as needed);
 - C. Housekeeping is not responsible for picking up or dusting individual workspaces;
- II. Hallways and common spaces (the lobby, school commons, dining room, medical department, admissions unit, staff lounge, and conference rooms):
 - A. Floor care (daily);
 - B. Glass care and dust/wipe surfaces (as needed); and
 - C. Empty and clean the refrigerator in the staff lounge (monthly);
- III. Restrooms (except those located in the residential buildings):
 - A. Floor care, glass care, and clean and disinfect toilets and sinks (daily if in use/as needed otherwise); and
 - B. Dust surfaces (as needed);
- IV. Classrooms:
 - A. Floor care (daily); and
 - B. Glass care (as needed);
 - C. Building Service Workers not responsible for picking up, dusting, or washing classroom surfaces such as desks, bookcases, or other work surfaces;
- V. Vocational shops (auto shop, building trades shop, culinary arts classroom, campus store):
 - A. Floor care for floors that are tile, vinyl, or carpeted (as needed when in use);
- VI. Closets and storage spaces:
 - A. Floor care (as needed); and
- VII. Residential units (when in use):
 - A. Clean and disinfect showers, toilets, and sinks, glass surfaces, dusting, and floor care of each residential unit bathroom once per week;

- B. Glass surfaces, dusting, and floor care of the dayroom once per week; and
- C. Damp mop the Unit Counselor's office floor once per week.

Procedure – Staff Responsibilities

- I. In addition to the procedures outlined in Trash Collection and Disposal, SYSC staff, including staff within the Educational Department, are responsible for their specified work areas and common areas as indicated below:
 - A. Offices and other individual work spaces, including the Unit Counselor's Office:
 - 1. Pick up/tidy items (as needed); and
 - 2. Dust (as needed); and
 - B. Classrooms (including the Resource Room):
 - 1. Wash classroom surfaces such as desks and other work surfaces (as needed);
 - 2. Dust (as needed); and
 - 3. Pick up/tidy items (as needed).
- II. Staff assigned to the kitchen, gymnasium, warehouse, laundry and maintenance areas, and the automotive, building trades, and culinary arts classrooms are responsible for the cleanliness and order of these spaces.
 - A. Pick up/tidy items, dust, and clean floors (as needed).
- III. Staff within the residential units are responsible for the overall cleanliness and sanitation of their assigned unit.
 - A. Each residential unit is provided with housekeeping equipment (brooms, mops, buckets, clothes, sponges, etc.) and cleaning supplies to be used by youth and residential staff to fulfill their housekeeping responsibilities.
 - 1. Residential Staff are responsible for supervising and guiding youth as they complete housekeeping tasks assigned to them (policy 2405 Housekeeping for Residential Units).
 - B. Cleaning supplies are to be kept in the level's locked supply closet when not in use. Residential staff are responsible for ensuring appropriate use and storage.
 - C. Residential staff shall provide access to the vacuum cleaner, and inspect it before and after its use to ensure it is being appropriately used and maintained.
- IV. Staff utilizing the kitchenette are expected to pick up after themselves, including wiping up spills on the counter or in the microwave, and washing any dishes they may use at the time of use.

- A. Night staff are expected to clean the kitchenette each night, including wiping down counters, and wiping out the microwave oven and sink.
- V. Staff who utilize the staff lounge are expected to maintain the space in a tidy and clean manner:
- A. Dispose of trash, and wipe down tables/counters after use;
 - B. Wash, dry, and put away dishes and utensils after use;
 - C. Wipe up any spills/splatter in the microwave or fridge after use; and
 - D. Discard unwanted or expired items in the fridge.
- VI. Staff using classrooms and other educational space outside of regular school activities shall leave the space and any equipment used at least as clean as they were at the onset of the activity.
- A. It is expected that those utilizing these spaces will bring with them the supplies and materials needed for the activity and that they will only use the equipment expressly authorized for use.
 - B. Operations staff are responsible for inspecting classrooms and educational spaces used outside school hours to verify the condition of the spaces and that the spaces are ready for use for school activities daily.
- VII. Before leaving any building or interior courtyard space (residential spaces, classrooms, shared office spaces, exercise pens, workrooms, lounges, other), staff are expected to take appropriate actions to ensure that the space is clean and in proper order. This responsibility applies regardless of who was responsible for the initial condition of the space.
- VIII. Staff are responsible for maintaining all storage spaces assigned to their program areas in a clean and orderly manner.
- IX. Staff are expected to notify the Maintenance Department right away of:
- A. Any spills that cannot easily be cleaned up or that could stain surfaces; and
 - B. Any damage to floors, carpets, walls, windows, furniture, fixtures, or equipment.
- X. Residential Unit Managers (or designee) are responsible for inspecting the following before the end of their shift to ensure the areas are tidy and clean:
- A. Youth rooms, the unit dayroom, and youth bathrooms; and
 - B. The multipurpose room and adjacent offices.
- XI. The SYSC Principal or designee is responsible for inspecting classrooms, educational spaces, and the gymnasium at the end of each school day to ensure the areas are tidy and clean.
- XII. The SYSC Administrator or designee, and Maintenance Supervisor will conduct periodic inspections of various units within SYSC to ensure appropriate cleanliness and sanitation.

Procedure – Trash Removal and Recycling

- I. All staff are responsible for knowing universal precaution procedures and for the appropriate disposal of potentially infectious waste (discarded in specific “red bags”). This includes having a working knowledge of what is and is not considered infectious waste to ensure “red bag” procedures are implemented appropriately.
 - A. Potentially infectious waste is bagged appropriately and brought to the infectious waste containment building (by the person who bagged the materials) and boxed with other potentially infectious waste.
 1. Staff may seek the assistance of the Building Service Worker (housekeeping) or the Maintenance Department if unable to leave their assigned area.
 - B. Once the box is full, the last person filling the box will seal it and set it aside for incineration.
 - C. The Maintenance Department is responsible for contacting the disposal company to arrange for pick-up as appropriate.
- II. Building Service Workers, with the support of the Maintenance Department as needed, are responsible for daily trash collection from classrooms, residential units, offices and work areas (including within the Medical Department), Operations, Admissions, and staff areas.
 - A. Individual trashcans (each area will have at least 1) are to be consolidated into the large collection barrel (this will be done by youth within the residential units) and the barrels brought to the trash compactor once collection is complete.
- III. The kitchen and dining hall will be equipped with appropriate trash receptacles as determined by the Food Services Manager. Food waste generated in the kitchen is separated from other trash.
 - A. At the end of each day, or earlier as needed, kitchen staff remove all trash from the kitchen and dining hall and dispose of it in the trash compactor.
 - B. Cardboard will be put by the loading dock for removal to the recycling area by Maintenance.
- IV. Staff assigned to work in the warehouse, laundry, and maintenance areas are responsible for trash collection and disposal in those areas (on an as-needed basis).
- V. Staff in the Medical Department will maintain separate waste containers for office waste and medical-related waste and are responsible for the appropriate collection, storage, and disposal of all medical-related waste generated in the Medical Department.
- VI. Residential staff are responsible for ensuring that all individual trashcans are emptied into the larger receptacle prior to the time scheduled for trash collection by the Building Service Worker.
- VII. School staff are responsible for supervising youth in the collection of recyclable cardboard.
 - A. The cardboard is brought to the loading dock by youth;
 - B. The Maintenance Department then brings it to the recycling area at the facility; and
 - C. School staff bring the recycling to the recycling center.