2410 LINEN

Chapter: **Sununu Youth Services Center**  
Section: **Sanitation and Hygiene**

New Hampshire Division for Children, Youth and Families Policy Manual  
Policy Directive:  
Effective Date: **January 1, 2009**  
Scheduled Review Date: **January 1, 2011**  
Approved: William W. Fenniman, DJJS Director

**Related Statute(s):** RSA 621, and RSA 621-A  
**Related Admin Rule(s):**  
**Related Federal Regulation(s):**  
**Related Form(s):** Bridges’ Screen(s) and Attachment(s):

All linen shall be handled as if potentially contaminated.

**Purpose**

The purpose of this policy is to establish the SYSC linen procedure.

**Policy**

I. Linen Inspection: All linen shall be inspected for non-linen items (i.e., sharps, medical equipment, formed stool) by nursing or residential staff prior to placing in hampers. Soiled areas shall be folded toward the inside of the bundle.

II. Linen Exchange: Linen exchange, including towels, shall be done at least weekly. Blankets shall be exchanged at least quarterly.

III. Soiled Linen: Soiled linen shall be handled as little as possible and with a minimum of agitation and placed in appropriate colored bags in the following manner:

   A. Linen that is soiled with any blood, stool, or other body fluids shall be placed in a red, leak-proof laundry bag at its location of use and labeled.

   B. Linen is to be placed in cloth bags, which hang from hampers.

   C. Cloth linen bags shall be replaced when full.

IV. Laundry Personnel: Laundry personnel handling dirty linen bags shall wear gloves. Since all laundry is handled as if it were contaminated, additional precautions are rarely necessary for the resident on isolation precautions.

V. Physical Education Linen: Appropriate clothing will be issued to residents participating in physical education classes in the following manner:

   A. At the beginning of each class, residents participating in physical education classes will be issued appropriate clothing (PE clothes) by the Physical Education Teacher.

   B. At the end of each class, the resident shall place his/her PE clothes and soiled towel in the appropriate hamper provided for that purpose.
C. The staff assigned to the Laundry shall check daily with the Physical Education Teachers to determine if PE clothing and/or towels need to be picked up and laundered.

D. Clean PE clothing and towels will be delivered to the Physical Education Teachers in a hamper.

E. The Physical Education Teachers are responsible for removing, sorting, folding, and storing the clean PE clothing and towels.