

Policy No.: TIADPolicy_H&S_2021/19

Policy created in September 2020

Policy to be reviewed in September 2021

Important Note: The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2020-21. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

Laundry Management Policy

Overview:

The Indian Academy, Dubai prioritizes the safety and well-being of our students and staff at all walks of the campus and beyond. This policy sets out the requirement for the safe handling and management of all laundry including bed sheets, duvet, pillow covers, curtains, tablecloths and fabric mops. The guidelines ensure the prevention of infection to the healthcare staff, the students and the service crew. In the wake of the COVID-19 pandemic, the policy is evermore significant to ensure the safe business continuity of the Ambassador campus.

The policy scrutinizes all the procedures involved in the handling of cloth items by the school staff and the outside service provider (Third party laundry services).

Policy Contents:

Clean Cloth Items

- Cloth items that are new, have been processed or are otherwise clean and have not yet been used fall under this category
- Storage areas must remain closed and kept secure from unauthorized persons. All clean linen must be stored off the floor in a clean, closed cupboard and must be segregated from used/soiled linen. It must not be stored in washrooms. Cloth cupboards must be kept closed to prevent airborne contamination.
- Clean items must be handled in a safe and delicate manner to prevent contamination of any sort.
- All available items must be duly inventoried for usage.

Condemned Cloth items

- Cloth items that are no longer functional or fit for usage comes under this category.
- All condemned items must be discarded immediately following the safe handling guidelines.
- If a condemned item is suspected to be contaminated, the discarding procedure must align with the municipality regulations, depending on the severity of contamination.

Potentially contaminated cloth items.

- All cloth items which is grossly contaminated with excreta and body fluids must be discarded immediately following the safety precautions.
- All cloth items which is suspected to have been contaminated with any communicable diseases must be sealed in separate carry bags and the third party handler must be duly informed about the hazard. (For example salmonella, hepatitis and pandemic viruses like the COVID-19.)
- All potentially contaminated articles must be handled abiding by the infection control protocol.
- Adequate PPE must be deployed to handle all contaminated items.
- The H&S officer must be duly notified about the potential hazard, who is obligated to negate the occurrence a progressive contamination.
- Necessary handwash procedure to be followed after handling potentially contaminated items.

Frequency of fabric change

- General items distributed across the campus like table clothes and curtains must be dry washed before the respective school reopening or whenever identified to be as soiled.
- All cloth articles in the school clinic must be constantly monitored by the healthcare staff and the discretion for a clean-up is their sole responsibility.
- All cloth mops and associated housekeeping articles must be thoroughly washed using the Dubai Municipality recommended detergents, and sun dried before the next usage.

Storage of used cloth items

- All used items from the school clinic must **not** be stored inside the clinic facility.
- All non-sterile items used in the clinic must always be stored in the designated storage compartments and proper care is to be exercised to prevent any propagation of contamination.
- The articles must be properly inventoried to exercise complete control over the stock in hand.
- All suspected articles exposed to COVID-19 virus, must be sealed inside alginate bags with proper labels for dry wash and the vendor to be informed about the same.

Transfer from school campus to third party laundry

- All used cloth items must be dry cleaned immediately to avoid the buildup of soiled items.
- The school has an agreement with a local laundry service provider who will collect all the pertaining articles from the school, after being duly requested.
- Any and all contaminated items must be placed inside sealed carry bags and the third party laundry service provider must be rightly intimated during collection.
- The pickup point must be dry, secure and separate from the clean linen area.
- Frequency of collection depends on factors like pileup and agreed schedule between both parties.

Return of clean fabric from the third party laundry to the school campus.

- The return schedule must be duly informed to the school collection point to avoid delays in pickup.
- The third party provider is responsible for maintaining the recommended standards in packaging.
- The third party provider shall be responsible for the cleaning and disinfection of the transport vehicle to negate any occurrence of contamination.

Infection control protocol

- No person shall be permitted to handle articles of laundry while suffering from an infection or any possible skin disease.
- Gloves must be worn at all times while handling used laundry.
- Proper PPE must be worn while handling any potentially contaminated items.
- After handling contaminated fabric of any sort, the PPE must be discarded following the protocols and hand hygiene routine to be followed.
- Disposable items must **not** be reused.
- No sharp items shall be placed in the alginate bags to prevent injury to handlers.
- An audit of the laundry handling processes shall be conducted annually by the H&S officer.

Prepared by:

Date: 08.09.2020

Sgd.
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Administration Manager

Signed by:

Date: 10.09.2020

Sgd.
Ms. Susan Rubin Varghese
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