



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Linen Management		MMC – IPC – 07 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
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APPLIES TO		RESPONSIBILITY	
NURSING		NURSING, LAUNDRY, INFECTION CONTROL	

1. PURPOSE

1.1. To prevent gross microbial contamination of air, and of persons handling linen. The laundry facilities will follow the clinic infection control policies, employee health policies and apply Standard Precaution to ensure the safety of the employees and the patients.

2. DEFINITION

2.1. Clean Linen – Linen that has gone through the proper laundry processing to be rendered safe to be handled by staff and for patient use.

2.2. Soiled Linen – Soiled linen is linen that has been used or has come into contact with a patient, patient equipment or any dirty surface.

2.3. Contaminated Linen – Linen that is saturated with body fluid, blood or linen that are being used in the care of patients with diseases requires any type of the transmission bases isolation precaution. Such as viral hemorrhagic illness, cholera plaque, infectious dysentery with diarrhea, methicillin resistant staphylococcus aureus colonization ... etc.

2.4. Laundry bags – Bags for laundry used in the general care of patients; that is dry, damp or is not wet enough to drip when squeezed.

2.5. Water soluble bags – Bags used for laundry which are saturated with blood or body substances.



3. RESPONSIBILITY

3.1. Nursing

3.2. Laundry

3.3. Infection Control

5. POLICY

5.1. Only housekeeping staff shall handle patient linen.

5.2. Laundry shall be sorted at point of use.

Use protective barriers when necessary in the handling of contaminated linen.

5.3. All linen will be handled in an appropriate manner to avoid the transmission of infectious diseases.

5.4. All linen shall be checked for the patient's personal belongings before sending to the laundry.

5.5. Laundry personnel will maintain standards of quality in the preparation and processing of clinic linen.

5.6. All linen shall be handled with minimum agitation throughout the process of handling and cleaning.

5.7. Contaminated linen shall not be counted and shall be placed in soluble bags immediately.

5.8. Personal protective equipment shall be worn during the collection of the contaminated linen.



6. PROCEDURE

6.1. Clean Linen:

- 6.1.1. Hand washing is mandatory before handling clean linen.
- 6.1.2. Clean linen will be stored in closeable cupboards or designated clean linen rooms or covered linen carts. The covers of the carts will be leather for the easy of disinfection.
- 6.1.3. No other items to be stored in clean linen room, except the clean linen supplies from the housekeeping department. [Other items are dirty linen, store supplies, equipment, shoes, patient's own clothing, etc.].
- 6.1.4. Arrangement of linen is done by laundry personnel on refilling daily.
- 6.1.5. Nursing staff is responsible for the tidiness of the linen rooms at all times.
- 6.1.6. Wiping of the linen shelves and cleaning of the linen rooms is done by housekeeping on a regular basis with Hospital Approved Disinfectant.
- 6.1.7. The door of the clean room must be closed at all times.
- 6.1.8 Transported from laundry in clean, covered carts.
- 6.1.9. Wash hands before taking any linen out from the clean linen rooms.
- 6.1.10. Only required clean linens will be taken out for immediate use.
- 6.1.11. Linen that has been taken out for use [but not used] will not be returned to the clean linen storage.
- 6.1.12. Patients will be on clean and dry linen at all times.
- 6.1.13. Pillows and mattresses must be free of rips and tears. Mattress pad and covers are to be cleaned and disinfected between patients using Hospital Approved Disinfectant by the cleaning team. Pillow covers are sent to laundry for cleaning.
- 6.1.14. Exhaust points for clean and dirty laundry rooms are done at regular intervals by the maintenance department.



6.2. Dirty [Soiled] Linen:

- 6.2.1. Soiled linen is transported to laundry inside the Blue linen bags in separate covered carts with identifiable covers.
- 6.2.2. Take the bag directly to the appropriate holding area; do not leave inside rooms with soiled linen in them.
- 6.2.3. Standard Precautions are to be used for all linen handling, including soiled laundry in isolation areas.
- 6.2.4. Soiled linen will be stored separately from clean linen.
- 6.2.5. No clean items to be stored in dirty laundry area.
- 6.2.6. Contaminated linen will be placed in water-soluble bags and then placed in identifiable biohazard bags and transported to laundry inside the RED linen bags in separate covered carts
- 6.2.7. Minimize handling and agitation of soiled linen to prevent gross microbial contamination of the air and of persons handling the linen.
- 6.2.8. In the event of staff uniforms being soiled, fresh new uniforms will be provided by the laundry department immediately. The soiled uniform will be put in the appropriate bags according to their level of infectivity separately from the floor linen and sent back to the laundry as soon as possible.
- 6.2.9. Doors for the dirty laundry rooms must be closed at all times.
- 6.2.10. Cleaning of dirty linen rooms is done by Housekeeping staff with Hospital Approved Disinfectant at regular intervals.
- 6.2.11. The linen hamper/trolleys are to be cleaned by Housekeeping staff daily.
- 6.2.12. Linen hampers must be covered.
- 6.2.13. Any linen that is dropped shall be considered soiled

**EQUIPMENT**

1. Laundry hampers linen bags, soluble bags and covered trolleys

REFERENCES

The GCC Infection prevention and control manual 3rd edition 2018

APPROVAL:

APPROVALS & REVIEWS:			
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