

YGC LAUNDRY PROCEDURES

- AUTHORITY:** California Code of Regulations, Title 8, Section 5193 (OSHA)
California Code of Regulations, Title 15, Section 1480 through 1484
- RESCINDS:** Procedure Manual Item 3-3-010, dated 04/20/15
- FORMS:** None
- PURPOSE:** To describe a standardized procedure to operate both the Main Laundry Room utilizing ROP youth and Unit Laundry Rooms.

I. GENERAL INFORMATION

- A. The purpose of the procedure and schedule is to maximize the efficient use of both the unit laundry and the main laundry. It is imperative that all staff comply with these guidelines and notify administration when problems arise.

Each unit will keep an up-to-date clothing size list and will maintain a stock of the following clothes (N = numbered) in the unit:

2 pairs pants (N)	3 pairs of socks
3 colored T-shirts (N)	3 pairs undergarments
2 pairs shorts (N)	1 pair tennis shoes
1 pair thongs	2 bras
1 white T-shirt (boys)	1 sweatshirt
1 pair boots	

Extra pants; socks; undergarments; T-shirts; shorts; tennis shoes; thongs, 2 sheets; 2 blankets; 3 towels; 3 washcloths and 1 pillowcase are kept on hand in the unit, per youth. The numbered items belong exclusively to the youth to whom they are assigned. Each youth is issued a clean pair of socks, T-shirt and undergarments nightly. Freshly laundered undergarments, including undergarments and T-shirts for males and bras and panties for females, all must be free of stains.

The main laundry room is equipped with two commercial washers and dryers. The ROP Laundry Program is supervised by the supply clerk. Each unit has a residential style washer and dryer. Unit laundry rooms are for routine laundering of items of county-issue and personal clothing. The following clothing items are to be washed by the units:

1. socks and undergarments
2. dress T-shirts
3. white T-shirts
4. work T-shirts
5. ROP shirts

B. The procedure allocates set time frames for unit clothing to be washed. The units must adhere to the assigned time frames in order for the schedule to be effective. ROP laundry youth will be the only youth using the washing machines and dryers in the main laundry room. If the ROP laundry youth are not available, then unit staff must supervise another assigned youth while washing/drying in the main laundry room during their assigned times.

C. Juvenile Hall Clothing

Youth assigned to unit laundry will collect Juvenile Hall clothing from transfer youth upon admission to YGC. They will place this clothing in a plastic bag and deposit the bag in the marked bin located inside the main laundry room door.

D. Contaminated Clothing

Any clothing that has been exposed to blood, body fluids, lice, etc., will be considered contaminated clothing and must be placed in a red bag and labeled with the suspected contaminate. Place the red bag in the contaminated marked bin located in Main Laundry. **Any clothing contaminated with OC spray will be placed in a soluble bag and washed as usual.**

E. Damaged Clothing

Torn or otherwise damaged clothing will be repaired and/or replaced. If damage was caused by a youth, an SIR is to be written, and the article is to be repaired by the youth or restitution will be sought. Freshly laundered undergarments that are stained are not to be reissued to a youth and must be discarded and replaced with unstained undergarments.

II. DETAILED PROCEDURE

A. Main Laundry Room Rules

ROP youth will be washing clothing from [REDACTED] Monday through Friday. [REDACTED] The youth will be issued an orange vest to wear when [REDACTED]

1. Do not allow youth other than ROP laundry youth to go into or remain in the laundry room unsupervised.
2. Do not permit youth to enter the supply room from the laundry room for any reason.
3. Never take laundry that belongs to another unit.
4. Notify the supply clerk of any laundry supply problems or equipment malfunctions.
5. ROP youth must check the lint screens on both dryers before using.
6. Operating instructions for the equipment is posted in the laundry room.

7. ROP youth are responsible for ensuring the laundry room is kept neat and clean after the day's laundry is finished.

B. Main Laundry Room Information

Maximum Load and Cycle Time:

1. Washer #1 -Big and full loads; approximate cycle time is 30 minutes.
2. Washer #2 - Approximate cycle time is 30 minutes.
3. Dry cycle times for these loads are approximately 30 minutes each.

C. Contaminated Laundry

Universal precautions must be followed. Handle the clothing as little as possible. Protective latex gloves are to be used by all persons who have contact with the laundry. Hands must be washed prior to and after the use of gloves. Hands should be washed with soap under a steady stream of water for at least 20 seconds. If contact occurs with blood or bodily fluids, hands should be washed with germicidal soap or antiseptic cleaner as soon as possible. If contaminated clothing is left in the laundry room, the colored bag must be labeled with the following information:

1. Youth's name
2. Unit
3. Type of suspected contamination

The closed, leak proof bag must be placed in the bin marked "Contaminated Laundry." The clothing should be washed as soon as possible in the main laundry room. The standard laundry detergent and wash cycles used at YGC are sufficient for washing contaminated laundry. **This also applies to clothing that is contaminated with OC spray and placed in a soluble bag.**

- D. Unit staff will be responsible for ensuring laundry is separated. Unit staff will place laundry carts containing soiled sheets, pillowcases, blankets, towels, washcloths, shirts, pants, robes, and sweatshirts in Main Laundry prior to the time scheduled for the washing of those items, preferably by **8:30** a.m. in the morning.

Each unit will be washing T-shirts, undergarments, socks, and rags using the unit machines. These items should not be sent to the main laundry for washing.

- E. Allow each unit to wash their routine laundry on their own schedule. Each unit will ensure that socks, undergarments, white shirts, work shirts, dress shirts, ROP clothing and rags are washed in the unit laundry room in a timely manner as each unit's schedule permits.

REFERENCES:

Procedures:	1-3-308	Bloodborne Pathogens: Preventive Measures and Exposure Guidelines
	3-1-001	Care and Use of County-Owned Facilities/Equipment

M. Heil

APPROVED BY: