

## CLOTHING ISSUE AND LAUNDRY PROCEDURES

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1480 through 1484  
California Code of Regulations, Title 15, Section 1500 through 1502
- RESCINDS:** Procedure Manual Item 3-2-006, dated 10/29/15
- FORMS:**
- |  |              |
|--|--------------|
| Girls Clothing Request                       | (F057-6212)  |
| Boys Clothing Request                        | (F057-6202)  |
| Record of Clothing Sizes, Boys               | (F057-6274)  |
| Record of Clothing Sizes, Girls              | (F057-6197)  |
| Boys/Girls Personal Property                 | (F057-6004)  |
| Incoming/Outgoing Personal Property          | (F057-6018)  |
| County Clothing to Be Returned               | (F057-6265)  |
| Schedule for Issuing Clean Clothes and Linen | (Attachment) |
- PURPOSE:** To furnish guidelines for providing youth in Juvenile Facilities with clean clothing in a fair and equitable manner and direction for the safe handling of contaminated laundry.

### I. GENERAL INFORMATION

- A. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:
1. Each youth will be issued facility clothing that is clean, reasonably fitted, durable, easily laundered, in good repair and free of holes and tears.
  2. The Standard issue of climatically suitable clothing for youth shall consist of but not limited to:
    - a. Socks and serviceable footwear
    - b. Outer garments
    - c. **New non-disposable underwear will be issued and shall remain with the youth throughout their stay.**
    - d. Undergarments are to be freshly laundered and free of stains, including underwear for males and bra and panties for females. Maintain accurate up-to-date list of clothing sizes for all youth assigned to the unit on the Record of Clothing Sizes form.
    - e. **Suitable clothing is issued to pregnant youth.**

- 3. Clothing is laundered at the temperature required by local ordinances for the commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.**
  - 4. Clothing exchange of T-shirts, bras and underwear will occur daily and all youth will receive their own underwear back.**
- B. The mechanics of this operation may be delegated to the unit staff and/or youth under proper supervision. Universal precautions, such as vinyl gloves, are to be used by staff and youth when handling any used laundry.
- C. All contaminated clothing that is a biohazard will be disposed of appropriately. Contaminated clothing are items:
1. Soiled with urine, feces, or vomitus.
  2. Used by a youth with lice/scabies contamination.
  3. Used by youth on Medical Isolation Status due to a communicable disease.
  4. Soiled with small amounts of blood, including menstrual period.
  5. Involved in an OC (Oleoresin Capsicum) Spray incident.
- D. Water-soluble bags, designed to isolate contaminated clothing, are a safe transport device to manage contaminated laundry while protecting Juvenile Hall staff and wards.

## II. PROCEDURE

- A. Unit staff will:
1. Submit Clothing Request forms to the housekeeping staff by 5:00 a.m., Monday through Friday, by placing it in the "Linen Orders Box" by the Control Station.
  2. Frequency – Unit staff issue clothing and linen to each youth as outlined in Section B 1 (below).
    - a. Notify the clothing room staff by phone before 12 noon of any discrepancies in the order. Minor deviations can be expected; so if usable clothing is substituted, it should not be considered a discrepancy (i.e., pants that are one or two inches longer or shorter than ordered or a T-shirt that is a size larger than ordered).
    - b. Provide adequate storage for clothing issue.
    - c. When transferring a youth to another unit, refer to the distribution schedule to determine the necessity of taking sheets, clothing, etc. (i.e., if a youth has just been issued clean linen or clothing, it should be taken to the new unit).

- d. Do not request clothing or linen from any other living unit. In cases of emergency obtain items, other than bedding, from Receiving Units Y & Z, and all other items from the laundry warehouse.
  - e. Submit a Special Incident Report if there is malicious or accidental damage of clothing or linen by youth. Route a copy to the unit supervisor.
  - f. Make the youth aware that **they** will be responsible for the condition of all clothing upon release/transfer from that area. Check each item for damage when issued and again when the youth is released/transferred.
  - g. Place all items (clothing) that need to be repaired or discarded in the laundry. Do not discard, attempt repair or alter clothing, i.e., do not cut the legs from pants to make shorts.
3. Handle and route soiled non-contaminated laundry as follows:
- a. Staff and youth are to use vinyl gloves when handling soiled/used clothing.
  - b. Place T-shirts, boys' socks, pants and sweatshirts in trash bags for transport. Items should be sorted, separating colors from whites. Place wet items in the bags with other items.
  - c. Place washcloths, dish towels, rags, blankets, sheets, pillow cases, towels, white socks in a laundry cart (equipped with a liner) for laundry service vendor.
    - (1) Do not sort items.
    - (2) Place wet, non-contaminated items in a plastic trash bag and add to items already in cart.
      - (a) Turn clothing items right side out before placing in the laundry carts.
      - (b) Store soiled laundry in an appropriate place away from clean clothing and linen in the unit delivery to the laundry room each night.
4. Handle contaminated clothing and linen at Intake or in regular units as follows:
- a. When contaminated personal clothing is identified at Intake:
    - (1) Upon receiving a new intake that has been diagnosed by the nurse as having lice or other health problems:
      - (a) List the clothing on the Boys/Girls Personal Property Inventory form F057-6004. Also, on the form, using

red felt tip pen, write "Clothing in Red Bag due to \_\_\_\_\_ (list reason)".

- (b) Secure contaminated clothing in red plastic bag. Attach masking tape to bag with the reason for the red bag's use. Upon release, do not open red bag. Issue the youth donated clothing available from the IRC Property Clerk. If donated clothing is unavailable, the youth may wear Juvenile Hall clothing after "County Clothing to Be Returned" Form 0502-6265 has been completed.

b. When contaminated clothing is identified in a youths regular living unit:

- (1) Put contaminated linens in a water-soluble bag and place it on top of the laundry cart. If the contaminated item is moist or wet, wrap the damp item in a drier laundry item, before placing it in the bag. Do not tie or knot the bag draw string as a means of securing the bag. Write on the water-soluble bag with a marker indicating what type of contaminate is in the bag. Always place the water-soluble bags on the top of items on the laundry cart.

- (2) If an item is soiled so badly (i.e., soaked in feces) that it appears to be unusable, place the item in a red bag for trash disposal. Staff may wish to double bag, if there is a concern the item may leak.

c. Store water soluble bags in their protective plastic bags until ready for use. Avoid all accidental exposure to moisture from the bags during handling or storage.

B. The clothing room staff will:

1. Fill all linen and clothing orders Monday through Friday as follows:

a. Male Units

(1) Daily:

T-shirts	Bath towels
Washcloths	Rags
Socks	Undergarments
Dish towels	

**Youth shall receive their own undergarments back after being washed.**

- (2) Twice a week: Pants per schedule (emergency needs may be met by obtaining needed items from the laundry warehouse). Polo Shirts for Youth shall also be exchanged

twice a week. Shorts **will be exchanged weekly, unless climate conditions dictate more frequent exchanges.**

(3) Once a week:

Sheets (2)  
Pillowcase (1) per schedule  
Blanket  
(Emergency needs may be met by obtaining items from Receiving Unit.)

(4) As needed:

- (a) Sweatshirt – for school and/or outdoor activity.
- (b) Shoes – are issued and reissued from the Receiving Unit.
- (c) All other items.

b. Female Units

(1) Daily:

T-Shirts	Bath towels
Bras	Wash towels
Undergarments	Rags
Socks	Dish towels

(2) Twice a week:

Pants per laundry schedule. Polo Shirts for Youth shall also be exchanged twice a week.

(3) Once a week:

Night wear  
Shorts  
Sheets (2) per laundry schedule  
Pillowcase (1)

(4) Once every 2 weeks:

All other items.

c. Receiving Units

All items issued as needed.

- 2. Make necessary exchange of any order discrepancies.
- 3. Maintain an adequate supply of clothing and linens for each day's use. Notify supply supervisor when items taken from stock.

4. Route all information concerning clothing procedure to the supervisor.
  5. Follow the above schedule for issuing clean clothes and linen.
- C. The supplies/store room staff will:
1. Ensure that a sufficient number of water-soluble bags/red bags for contaminated clothing are issued to every Unit.
- D. The **Sr. Storekeeper** will notify the Supervising Juvenile Correctional Officers:
1. In advance of any change in clothing issue or laundry day (i.e., mandatory changes caused by holidays).
- E. The receiving unit staff will:
1. Issue shoes upon a youth's admission.
    - a. Maintain an adequate supply of shoes for all youth who enter the **facility**.
    - b. Shoes will be returned to the Receiving Unit once the youth receives **their** athletic shoes from **their** parents or is released.
    - c. Athletic shoes may be brought to reception, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m. Staff receiving shoes will fill out Incoming/Outgoing Personal Property Form. The person bringing in the shoes will be required to sign the form. Place copy of form in youth's folder.
  2. Clean all shoes before re-issuance. Spray with disinfectant spray and thoroughly dry shoes previously worn.
  3. If shoes are soiled or no longer appear usable, return them to Receiving and exchange them for another pair before a youth's release. Receiving staff will requisition replacement shoes from supply room staff.
- F. Laundry Room Staff:
- Handle contaminated clothing and linen as follows:
1. Laundry staff to bring in dirty laundry carts each day at 1:00 p.m. from Unit K area and prepare by sorting clothing for laundry pickup by vendor for next day.
  2. Prepare the laundry for pick up by vendor by separating color clothing from white clothing.
  3. Upon receipt of contaminated items in water soluble bags from unit laundry carts, staff will separate the water soluble bags from the other laundry items, using care not to tear the bags. Should a water-soluble bag be torn

or otherwise compromised, place the items in another water-soluble bag and discard the torn bag.

4. All water-soluble bags should be on the top of vendors' pick-up carts. Dispose any clothing or linen that is no longer usable.
5. Stage carts for pick up from vendor.

**REFERENCES:**

Procedures:	1-3-308	Bloodborne Pathogens: Preventive Measures & Exposure Guidelines
	3-5-004	Youths' Rights/Orientation
	3-5-001	Intake – Juvenile Hall
	3-5-002	Releases
Policies:	F-7	Personal Property of Minors in Juvenile Institutions
	G-8	Distribution and Use of County Service, Supplies and Equipment

Attachment

N. Avila

**APPROVED BY:**

**SCHEDULE FOR ISSUING CLEAN CLOTHES AND LINEN**

**MONDAY**

**Male Units**

T-shirts  
undergarments  
socks

**Female Units**

T-shirts  
bras  
undergarments  
socks

**All Units**

bath towels  
washcloth  
rags  
dish towels  
all other items as  
needed daily

**Units C,G,H,J,O,R,S**

pants

**Unit M,Q**

bedding

**Receiving Unit**

all items as  
needed

**TUESDAY**

**Male Units**

T-shirts  
undergarments  
socks  
T-overalls

**Female Units**

T-shirts  
bras  
undergarments  
socks

**All Units**

bath towels  
washcloth  
rags  
dish towels  
all other items as  
needed daily

**Units A,B,I,K,M,T,Q**

pants

**Units A,I,O**

bedding

**Receiving Unit**

all items as  
needed

**WEDNESDAY**

**Male Units**

T-shirts  
undergarments  
socks

**Female Units**

T-shirts  
bras  
undergarments  
socks

**All Units**

bath towels  
washcloth  
rags  
dish towels  
all other items as  
needed daily

**Units B & C**

bedding

**Receiving Unit**

all items as  
needed

**THURSDAY**

**Male Units**

T-shirts  
undergarments  
socks

**Female Units**

T-shirts  
bras  
undergarments  
socks

**All Units**

bath towels  
washcloth  
rags  
dish towels  
all other items as  
needed daily

**Units C,G,H,J,O,R,S**

pants

**Units R & S**

bedding

**Receiving Unit**

all items as  
needed

**FRIDAY**

**Male Units**

T-shirts  
undergarments  
socks  
T-overalls

**Female Units**

T-shirts  
bras  
undergarments  
socks

**All Units**

bath towels  
washcloth  
rags  
dish towels  
all other items as  
needed daily

**Units A,B,I,K,M,T,Q**

pants

**Units T,G,H,J,K**

bedding

**Receiving Unit**

all items as  
needed

Date \_\_\_\_\_