

**BEDDING AND LINEN**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1483, 1500 through 1502
- RESCINDS:** New Item
- FORMS:** Schedule for Issuing Clean Clothes and Linen (Attachment)
- PURPOSE:** To furnish guidelines for providing youth in Juvenile Facilities with clean bedding in a fair and equitable manner and direction for the safe handling of contaminated laundry.

**I. GENERAL INFORMATION**

- A. There shall be a quantity of bedding and linens available for the actual and replacement needs of the facility's population. Each youth who is expected to stay overnight and enters a living unit will be issued the following:
1. One mattress or mattress-pillow combination
  2. One pillow and a pillowcase
  3. One mattress cover and a sheet
  4. One towel
  5. One blanket or more, upon request
- B. Consideration shall be given to the mattress type for pregnant youth or youth with other medical-related needs. Medical conditions necessitating a special mattress type will be at the direction of the contract medical provider. Bedding and linens will be laundered and exchanged as per the procedures listed below.

**II. PROCEDURE**

- A. Mattress and pillows
1. Each youth shall be afforded one mattress and one pillow. All mattresses shall be a minimum of 30 inches wide and 76 inches long and shall be enclosed in an easily cleaned, non-absorbent ticking.
  2. Do not store mattresses on the floor or outside in the enclosed patio area, or outside the unit. If other units do not need them for population increase, they may be stored in a unit store room, or sent back to the supply warehouse for storage.
  3. In units having incontinent youth make sure the youth cleans and disinfects the mattress and pillow after each episode. Exchange linens as needed. Contact Clinical Evaluation and Guidance Unit (CEGU) for consult.
  4. Keep a constant check on the number of mattresses in the unit so that the highest expected population (determined by the Supervising Juvenile

Correctional Officers) may be accommodated at all times. Each living unit should have 22 mattresses at all times, unless the rated capacity of that unit is higher.

5. Wipe mattresses with disinfectant or spray each time a youth is transferred, released, or moved to another room.
6. Mattresses and pillows that are torn, punctured or split should be returned to the supply room for immediate disposal and replaced with a new mattress or pillow.

B. Handle blankets as follows:

In addition to routine issue/re-issue, send blankets to the laundry any time a youth is released or a blanket is soiled. Request replacements on the clothing request from according to the laundry schedule.

C. Handle and route soiled non-contaminated laundry as follows:

1. Staff and youth are to use vinyl gloves when handling soiled/used clothing.
2. Place washcloths, dish towels, rags, blankets, sheets, pillow cases, towels, white socks in a laundry cart (equipped with a liner) for laundry service vendor.
  - (a) Do not sort items.
  - (b) Place wet, non-contaminated items in a plastic trash bag and add to items already in cart.
    - (1) Store soiled laundry in an appropriate place away from clean clothing and linen in the unit delivery to the laundry room each night.

D. Handle contaminated linen in regular units as follows:

1. When contaminated linen is identified in a youths regular living unit:
  - (a) 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.
  - (b) 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.
2. 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.

E. The clothing room staff will:

1. Fill all linen orders Monday through Friday as follows:
  - (a) Male and Female Units
    - (1) Once a week:
      - Sheets (2)
      - Pillowcase (1) per schedule
      - Blanket
      - (Emergency needs may be met by obtaining items from Receiving Unit.)
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.

F. The supplies/store room staff will:

1. Ensure that a sufficient number of water-soluble bags/red bags for contaminated linen are issued to every Unit.
2. Issue replacement mattresses and pillows and instruct staff on proper disinfection procedure for mattresses and pillows. Discard pillows soaked with urine, feces, vomitus or used by a child on Medical Isolation Status due to a communicable disease in a red bag.

G. 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).
2. Of damage to linen, mattresses, clothing or other procedural problems.

H. 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
	3-5-001	Intake – Juvenile Hall
	3-5-002	Releases
	3-5-004	Youth's Rights/Orientation
Policy:	A-1	Policy, Procedure and the Law
	F-7	Personal Property of Minors in Juvenile Institutions
	G-8	Distribution and Use of County Service, Supplies and Equipment

Attachment

P. Suzuki

**APPROVED BY:**

SCHEDULE FOR ISSUING CLEAN CLOTHES AND LINEN

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Male Units

Male Units

Male Units

Male Units

Male Units

T-shirts  
undergarments  
socks

T-shirts  
undergarments  
socks  
T-overalls

T-shirts  
undergarments  
socks

T-shirts  
undergarments  
socks

T-shirts  
undergarments  
socks  
T-overalls

Female Units

Female Units

Female Units

Female Units

Female Units

T-shirts  
bras  
undergarments  
socks

T-shirts  
bras  
undergarments  
socks

T-shirts  
bras  
undergarments  
socks

T-shirts  
bras  
undergarments  
socks

T-shirts  
bras  
undergarments  
socks

All Units

All Units

All Units

All Units

All Units

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

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

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

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

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

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

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

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

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

pants

pants

pants

pants

Unit M,Q

Units A,I,O

Units B & C

Units R & S

Units T,G,H,J,K

bedding

bedding

bedding

bedding

bedding

Receiving Unit

Receiving Unit

Receiving Unit

Receiving Unit

Receiving Unit

all items as  
needed

all items as  
needed

all items as  
needed

all items as  
needed

all items as  
needed