

Standard Work Sheet

Process: **Cleaning Chart Binders, Dividers & Laminated Sheets**

Desired Goal or Outcome: To prevent cross contamination by cleaning/disinfection of these items, at least weekly for long stay patients/residents/clients and upon every patient/resident/client discharge.

Step#	Description	Key Points / Images	Who
1	Perform Hand Hygiene (HH). Don PPE as required.		Designated staff
2	Obtain facility approved disinfectant wipes.		Designated staff
3	Clean/disinfect by wiping all binder surfaces, dividers, and laminated sheets by using 3 passes in a back and forth motion.	Wipe inside and outside of binders. Wipe front and back of all dividers and laminated sheets. Laminated sheet examples may include, but not limited to HH posters, visitor restriction signage, and so on.	Designated staff
4	Discard disinfectant wipes. Remove and discard gloves as required. Perform HH.		Designated staff
5	Return chart to storage.		Designated staff
6	Replace worn binders		Designated staff
7	Upon completion, document that required cleaning and disinfection has occurred in the designated location.		Designated staff



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Verification

All employees that are new to the Program must be coached in this Standard Work. Employees are to sign below that they have read and understand the standard work procedure.

Name		Signature	Date