


Standard Worksheet

**Process:** Infection Prevention and Control Practices for WypALL® Boxes in Patient Care Rooms

STEP	DESCRIPTION	KEY POINTS / IMAGES	WHO
1	<input type="checkbox"/> Perform Hand Hygiene (HH).		
2	<input type="checkbox"/> Gather supplies as needed, e.g., clear 20lb plastic bag; clean/change sticker; scissors.	Clear 20lb plastic bags can be ordered through SAP # 208076	Housekeepers or Health Care Aides (HCAs)
3	<input type="checkbox"/> Remove the WypALL® box from the holder.	Change the plastic bag and remove two WypALL® wipes with <b>every new patient</b> admission or transfer into any room.	Housekeepers or HCAs
4	<input type="checkbox"/> Place WypALL® box on a clean, dry surface	Wipe the surface with facility-approved disinfectant if needed (e.g., Accel Intervention).	Housekeepers or HCAs
5	<input type="checkbox"/> Untie or cut the plastic bag at the bottom of the WypALL® box and pull the plastic ends up over the box, turning inside out.	Removing the plastic bag from the bottom to the top of the WypALL® box reduces contamination.	Housekeepers or HCAs
6	<input type="checkbox"/> Discard plastic bag in the garbage		Housekeepers or HCAs
7	<input type="checkbox"/> Remove two WypALL® wipes and discard in the garbage	Be careful not to touch the box with your hands when removing the two WypALL® wipes	Housekeepers or HCAs
8	<input type="checkbox"/> Perform HH		Housekeepers or HCAs
9	<input type="checkbox"/> Slide a new plastic bag over top of the WypALL® box with opening to the bottom of the box. <input type="checkbox"/> Turn the WypALL® box with opening to the bottom of the box.		Housekeepers or HCAs

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10	<input type="checkbox"/> Cut an opening at the top of the box with clean scissors to allow access to the WypALL® wipes		Housekeepers or HCAs
11	<input type="checkbox"/> Date and sign a Clean/Change sticker and place on the front of the plastic bag.		Housekeepers or HCAs
12	<input type="checkbox"/> Clean the WypALL® holder with a facility approved disinfectant wipe. Allow to air dry.		Housekeepers or HCAs
13	<input type="checkbox"/> Return the WypALL® box to the holder	Be sure the box opening is facing down (for ease of removal of the WypALL®).	Housekeepers or HCAs

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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	Position	Signature	Date