

Standard Worksheet

**Process:** Scheduled Water Pass

**Desired Goal or Outcome:** To prevent cross contamination

STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO
1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform Hand Hygiene (HH).</li> <li><input type="checkbox"/> Retrieve dietary cart for soiled water containers.</li> </ul>		Designated staff
2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove soiled water containers from patient rooms and place on soiled dietary cart. Do not discard remaining water into sink in patient's room.</li> </ul>	If contact with the patient or environment and not just the soiled containers is anticipated, perform HH before and after contact.	Designated staff
3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform HH.</li> <li><input type="checkbox"/> For patients on Additional Precautions, don appropriate Personal Protective Equipment (PPE) to enter room</li> </ul>	Remove PPE as required and perform HH prior to moving to the next patient room.	Designated staff
4	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discard remaining water in the soiled utility room sink; place soiled water containers in the unit's designated soiled dietary area.</li> </ul>	Remove soiled containers from the appropriate designated holding area.	Designated staff
5	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform HH</li> </ul>		Designated staff
6	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wipe dietary cart with facility approved disinfectant if the same cart will be used.</li> <li><input type="checkbox"/> Discard wipe/s.</li> </ul>	Accelerated Hydrogen Peroxide is appropriate (e.g., Accel Intervention <sup>®</sup> ) Allow for appropriate contact time prior to restocking (1 minute for Accel Intervention <sup>®</sup> )	Designated staff
7	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform HH</li> </ul>		Designated staff
8	<ul style="list-style-type: none"> <li><input type="checkbox"/> Place clean, empty water containers on the cleaned cart or a new clean cart for filling.</li> </ul>	Use clean cart and clean water containers.	Designated staff

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STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO
9	<input type="checkbox"/> At water/ice machine, fill new reusable or disposable water containers with water and ice and place on the cleaned cart or a new clean cart for distribution.	<p><b>DO NOT REFILL USED CONTAINERS</b></p> <p>Water/ice machine buttons are considered contaminated:</p> <p>Use one hand for pressing buttons and one clean hand for holding the container</p> <p style="text-align: center;"><b>or</b></p> <p>Clean and disinfect the buttons prior to filling all the water containers</p>	Designated staff
10	<input type="checkbox"/> Perform HH	<p>HH required as hand is soiled from touching the water/ice machine buttons.</p>	Designated staff
11	<input type="checkbox"/> Apply lids (if available) to water containers with clean hands.		Designated staff
12	<input type="checkbox"/> Distribute water containers to patient rooms and place on patient's bedside/overbed table.	<p>If only touching the clean water container and placing it on the patient's table, HH is not required between handling water containers.</p> <p>If contact with the patient or the patient environment, perform HH before and after contact.</p> <p>For any patient on Additional Precautions, wear the appropriate PPE. Remove PPE and discard. Perform HH prior to moving to the next patient room/bed space.</p>	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 work procedure.*

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Name	Position	Signature	Date