



 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg <i>Caring for Health À l'écoute de notre santé</i></p> <p><b>Operational Directive</b></p>	<p><b>WRHA Infection Prevention &amp; Control Program</b></p>		
	<p><b>Cleaning and Disinfection of Non-Critical Reusable Equipment/Items for Clients in Community Health Services</b></p>		<p><b>Page</b> 1 of 13</p>
	<p><b>Approval Signature:</b></p>		<p><b>Supersedes:</b></p> <ul style="list-style-type: none"> <li>• Cleaning of Non-Critical, Reusable Items Policy 90.00.040 January 2009</li> <li>• Cleaning and Disinfection of Non-Critical Reusable Equipment/Items for Clients in Hospital Operational Directive February 2009</li> </ul>
	<p><b>Date of Approval:</b> September 13, 2013</p>		
<p><b>Review Date:</b></p>			

**1.0 PURPOSE:**

- 1.1 To reduce the transmission of microorganisms due to contamination of Non-Critical Reusable Equipment/Items in WRHA facilities/programs and WRHA funded facilities/programs.

**2.0 PREAMBLE:**

- 2.1 In the healthcare setting contaminated non-critical equipment and items can play a role in the transmission of potentially harmful microorganisms. Using the indirect mode of transmission, the contaminated non-critical equipment or item is touched and microorganisms are transferred onto hands which can come into contact with a portal of entry (mouth, nose, eyes, etc.).
- 2.2 Thorough and regular cleaning of non-critical equipment and items disrupts transmission to the health care worker and client by decreasing the amount of microorganisms present and thereby decreasing the risk of infection.
- 2.3 Equipment and items within the healthcare setting have a greater potential to spread infection than equipment and items in a non-healthcare related setting mainly due to three factors: the increased presence of potentially harmful organisms, multiple opportunities to come into contact with contaminated equipment/items, and the increased susceptibility of the population served.
- 2.4 Whereas hand hygiene is the single most effective means of decreasing healthcare associated infections, the importance of effective cleaning and disinfection of non-critical equipment and items should not be undervalued.



- 2.5 The frequency of cleaning and disinfecting non-critical equipment and items will vary according to the healthcare setting and the amount of use, regardless of multiple client use or soiling potential.

### 3.0 **DEFINITIONS:**

- 3.1 **Cleaning:** The physical removal of foreign material, e.g., dust, soil and organic material such as blood, secretions, excretions and microorganisms. Cleaning physically removes rather than kills microorganisms. It is accomplished with water, detergents and mechanical action.
- 3.2 **Contamination:** The presence of microorganisms on inanimate objects (e.g., clothing, surgical instruments) or in substances (e.g., water, food, milk) or microorganisms transported transiently on body surfaces (e.g., hands).
- 3.3 **Detergent:** A facility approved synthetic cleansing agent that can emulsify oil and suspend soil. A detergent contains surfactants that do not precipitate in hard water and may also contain protease enzyme and whitening agents (e.g., dish detergent or laundry detergent).
- 3.4 **Disinfection:** The inactivation of disease-producing microorganisms with the exception of bacterial spores. Hospital-grade disinfectants are used on inanimate objects and require a drug identification number (DIN) for sale in Canada.
- 3.5 **Facility Approved Disinfectant:** A disinfectant cleaner that has been approved by the facility or organization.
- 3.6 **Non-Critical Items:** Items that touch only intact skin but not mucous membranes. Reprocessing of non-critical items involves thorough cleaning and/or low level disinfection.
- 3.7 **Non-Critical Wipeable Items:** Non-Critical equipment/items composed of non-porous material able to withstand Facility Approved Disinfectant.
- 3.8 **Non-Critical Hard-to-Clean Items:** Non-Critical equipment/items composed of porous material (e.g., fabric, cardboard, paper, foam).
- 3.9 **Outbreak:** An excess over the expected incidence of disease within a geographic area during a specified time period, synonymous with epidemic.
- 3.10 **Personal Protective Equipment(PPE):** Gloves, gowns, masks and protective eyewear and face protection used according to risk of exposure to prevent transmission of infection and injurious health effects due to exposure to hazardous substances
- 3.11 **Reprocessing:** The steps performed to prepare a used medical device for reuse.
- 3.12 **Reusable:** A device that has been designed and tested by the manufacturer that is suitable for reprocessing prior to use on a client.



- 3.14 **Routine Practices:** A minimum standard of comprehensive infection control precautions and practices used for all routine patient/resident/client care in healthcare settings regardless of the patient's/resident's/client's presumed infection status or diagnosis. Routine Practices aim to minimize or prevent HAIs in all individuals in the healthcare setting including clients, HCWs, other staff, visitors, contractors, etc.

#### 4.0 **OPERATIONAL DIRECTIVES:**

- 4.1 Refer to Regional Infection Prevention & Control (IP&C) Policy: Single-use Medical Devices 90.00.010.  
<http://home.wrha.mb.ca/corp/policy/files/90.00.010.pdf>
- 4.2 Cleaning and maintenance of Non-Critical Reusable Equipment/Items shall follow the manufacturer's recommendations. Manufacturer's recommendations shall be reviewed in consultation with Regional Infection Prevention & Control and made available to all users.
- 4.3 The facility/program shall determine and train the individuals responsible for Cleaning and/or Reprocessing Non-Critical Reusable Equipment/Items.
- 4.4 Individuals responsible for Cleaning and/or Reprocessing shall be trained to follow IP&C approved manufacturer's recommendations and safety handling of cleaning product as specified on the products Material Safety Data Sheet( as Per Part 35 Workplace safety and Health Regulation)
- 4.5 Gather any necessary equipment. Examples include:
- Container of Facility Approved Cleaner and/or Disinfectant (flip top bottle or ready to use wipes)
  - Cleaning cloths
  - Facility approved detergent
  - PPE as required for the task or by MSDS of cleaning product
  - Tap water
  - Adhesive tape remover
  - Isopropyl Alcohol at recommended concentration
  - Brush
  - Any other specific supplies not listed above for the cleaning/disinfection of the item mentioned in the manufacturer's instructions
- 4.6 All health care workers shall follow Routine Practices, including hand hygiene and the wearing of appropriate PPE, when Cleaning and/or Reprocessing Non-Critical Reusable Equipment/Items as outlined in the WRHA Infection Prevention & Control manual.
- 4.7 Non-Critical Reusable Equipment/Items in direct contact with the client or their environment shall be cleaned and disinfected before use in the care of another client.
- 4.8 Visibly soiled Non-Critical Reusable Equipment/Items shall be cleaned and disinfected immediately after use on a client.



- 4.9 When Additional Precautions (Contact, Airborne/Contact or Droplet/Contact Precautions) are in place Non-Critical Reusable Equipment/Items shall be cleaned and/or reprocessed with a Facility Approved Disinfectant prior to removal from the Additional Precautions room/area.
- 4.10 Equipment/items dedicated to one client shall be stored and labeled in a manner that will ensure dedicated use only.
- 4.11 Any damaged Non-Critical Reusable Equipment/Items shall be reported according to facility/program policy to determine the need for replacement, repair or ability for Cleaning and/or Reprocessing
- 4.12 Store clean/disinfected supplies in a designated and separate clean dry area protected from dust. Do not store under sinks and/or near plumbing as leaks may occur.
- 4.13 Develop and maintain a cleaning schedule according to facility/program according to Infection Prevention & Control standards for all routinely shared Non-Critical Reusable Equipment/Items which cannot be cleaned and disinfected or reprocessed between uses.
- 4.14 Cleaning and/or disinfection schedules should be developed unique to each program. The frequency of cleaning should take into consideration:
  - Whether or not surfaces are high-touch or low-touch
  - The type of activity taking place in the environment
  - The infection risk associated with it
  - The vulnerability of the client seen/treated in the area
  - The probability of contamination
  - Whether the item is in the client's home and dedicated to the client
  - If the piece of equipment will be used on multiple clients throughout the course of the day
- 4.15 A record of completion of these scheduled cleaning tasks shall be maintained. The records shall include signatures and dates of completion.
- 4.16 Responsibility and accountability for completion of these tasks and maintenance of the completion records should be assigned by unit/area/department management.
- 4.17 During an outbreak a more extensive Cleaning/Disinfection procedure may be required as directed by site/Regional Infection Prevention & Control.



## 5.0 PROCEDURES

- 5.1 **Inspect** all Non-Critical Reusable Equipment/Items for safety concerns prior to cleaning. Report any damaged items according to program policy.
- 5.2 **Determine surface type:**
- Non-Critical Reusable wipeable Equipment/Items  
OR
  - Non-Critical Reusable hard-to-clean Equipment/Items.
  - Refer to “Appendix A - Cleaning Table for Non-Critical Reusable Client Equipment/Items in Hospitals” for examples to assist in determining surface type, if required.
- 5.3 **For all Non-Critical Reusable Equipment/Items:**
- 5.3.1 Wear PPE according to cleaning activities
- 5.3.2 If necessary disassemble item according to manufacturer’s instructions
- 5.3.3 Use appropriate water and detergents and/or Facility Approved Disinfectant according to Infection Prevention & Control approved product recommendations
- 5.3.4 Remove all tape. Remove any tape residue with adhesive tape remover or detergent
- 5.3.5 If using reusable gloves clean and disinfect the gloves with Facility Approved Disinfectant after use. Allow to air dry before re-use
- 5.3.6 Allow all cleaned and disinfected Non-Critical Reusable Equipment/Items to air-dry prior to use in the care of another client, following manufacturer’s contact time recommendations
- 5.3.7 Refer to specific section below for further cleaning/disinfection procedures according to surface type
- 5.4 **Cleaning** of Non-Critical Reusable **wipeable** Equipment/Items:
- 5.4.1 Clean equipment/items with water and detergent and/or Facility Approved Cleaner/Disinfectant using a scrubbing action
- 5.4.2 Clean grooves on equipment with scrub brush
- 5.5 **Disinfection\*** of Non-Critical Reusable **wipeable** Equipment/Items:
- 5.5.1 After all foreign material has been removed, disinfect the equipment/items by repeating the above process with a Facility Approved Disinfectant
- 5.6 **Cleaning** of Non-Critical Reusable **hard-to-clean - cardboard/paper** Equipment/Items:
- 5.6.1 Discard if not laminated or if lamination not intact
- 5.6.2 Clean laminated cardboard/paper with water and detergent or cleaner/ disinfectant wipes using mechanical action
- 5.7 **Disinfection\*** of Non-Critical Reusable **hard-to-clean - cardboard/paper** Equipment/Items:
- 5.7.1 After all foreign material has been removed, disinfect the laminated cardboard/paper with a Facility Approved Disinfectant



- 5.8 **Cleaning** of Non-Critical Reusable **hard-to-clean - foam** Equipment/Items:
- 5.8.1 Items with foam components should be covered with vinyl or impermeable material prior to use
  - 5.8.2 Limit uncovered foam to single client use only
  - 5.8.3 Discard foam that has become contaminated if it cannot be laundered
  - 5.8.4 Clean impermeable surface with water and detergent or facility approved cleaner/disinfectant using mechanical action to remove all foreign material
- 5.9 **Disinfection** of Non-Critical Reusable **hard-to-clean - foam** Equipment/Items:
- 5.9.1 Disinfect impermeable surface by using the disinfection technique outlined in 5.5
  - 5.9.2 Allow to air-dry, following manufacturer's contact time recommendations
- 5.10 **Cleaning and disinfection** of Non-Critical Reusable **hard-to-clean - fabric** Equipment/Items:
- 5.10.1 Follow IP&C approved manufacturer's cleaning instructions
  - 5.10.2 Do not add bleach unless approved by manufacturer
  - 5.10.3 If no manufacturer's cleaning instructions are available, clean by using one of the following methods:
    - Machine wash using gentle cycle at high temperature (>71.1°C) and machine dry if tolerated or allow to air-dry
    - Machine/hand wash at low temperatures after discussion with Infection Prevention & Control Practitioner/Professional
    - Dry clean
  - 5.10.4 Discard fabric that cannot be cleaned and/or laundered
- 5.11 **Cleaning and disinfection** of Non-Critical Reusable **hard-to-clean – other** Equipment/Items:
- 5.11.1 Consult an Infection Prevention & Control Practitioner and/or Clinical Engineer for equipment/items for which cleaning method is undetermined
- 5.12 Equipment/items with components falling into more than one surface type will require more than one Cleaning/Reprocessing method
- 5.13 **Reassemble** (if necessary) Non-Critical Reusable Equipment/Items for use after cleaning and disinfection
- 5.14 **Store** Non-Critical Reusable Equipment/Items in a designated clean area

**\*Disinfection technique options:**

- Ready-to-use cleaner/disinfectant wipes
- Apply Facility Approved Disinfectant to a clean cloth. Avoid applying disinfectant directly onto equipment/items.

*Allow to **air-dry**, following cleaner/disinfectant manufacturer's contact time recommendations*



## 6.0 REFERENCES:

- 6.1 Centers for Disease Control and Prevention (CDC). (2003) Guidelines for environmental infection control in health-care facilities. Atlanta GA <http://www.cdc.gov/hicpac/pubs.html>. Originally accessed December 13, 2007; re-accessed August 10, 2012 to check for updates for revision.
- 6.2 Health Canada. (1998) Hand washing, cleaning disinfection and sterilization in health care. Ottawa, ON. <http://www.collectionscanada.gc.ca/webarchives/20071124225902/http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98vol24/index.html>. Originally accessed December 13, 2007; re-accessed August 10, 2012 to check for updates for revision.
- 6.3 MB Health. Infection Control for Early Learning and Child Care. Winnipeg MB. [www.gov.mb.ca/fs/childcare/pubs/healthypractices/infection-control.pdf](http://www.gov.mb.ca/fs/childcare/pubs/healthypractices/infection-control.pdf) Originally accessed August 2013.
- 6.4 Manitoba Health. (2012) Routine practices and additional precautions: Preventing the transmission of infection in health care. Winnipeg, MB. <http://www.gov.mb.ca/health/publichealth/cdc/ipc.html> . Originally accessed on July 19<sup>th</sup>, 2012.
- 6.5 Provincial Infectious Disease Advisory Committee (PIDAC). (Revised 2012) Best practices for environmental cleaning for prevention and control of infections. Toronto, ON. <http://www.oahpp.ca/resources/pidac-knowledge> . Originally accessed August 10, 2012.

### ***Operational Directive Contacts:***

Revisions: Chantelle Riddle-Yarycky, Community Infection Control Professional



## Appendix A

Assignment for responsibility and accountability is in accordance with facility/program policy.

### Overall Infection Prevention & Control cleaning principles for Non-Critical Reusable Equipment/Items:

**Inspect** all Non-Critical Reusable Equipment/Items for damage prior to each cleaning.

- **Report** any damaged items according to facility policy
- **Determine** surface type
- **Disassemble** item if necessary
- **Clean and disinfect** non-critical reusable items:
  - When visibly soiled
  - Prior to use by another client
  - *Prior to sending for repair*
  - According to predetermined facility cleaning schedule
- **Reassemble** (if necessary) equipment/items
- **Store** equipment/items:
  - In client's home, room or supply bin while dedicated to a client
  - In a designated clean area if not dedicated

### Cleaning/Disinfection Table for Non-Critical Reusable Client Equipment/Items in Community Health Services

This table is not intended as an all inclusive list.

Equipment/Item	Surface Type (Refer to Procedure)	Comments
Ambulation Aids <ul style="list-style-type: none"> <li>• Crutches</li> <li>• Walkers</li> <li>• Canes</li> </ul>	Hard-to-clean – more than one surface type (5.12)  Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.
Assessment/Outcome Measurement Materials (1) <ul style="list-style-type: none"> <li>• Goniometer</li> <li>• Pinch gauge</li> </ul> Other assessment tools	Wipeable (5.3 & 5.4)  Some items in an assessment tool/battery may require cleaning. Procedures will depend on manufacturer's recommendations.	Ensure cleaning and disinfection between clients.





## Appendix A – page 2

Equipment/Item	Surface Type (Refer to Procedure)	Comments
Assistive Devices <ul style="list-style-type: none"><li>• Button hook</li><li>• Elastic shoe laces</li><li>• Universal cuff</li><li>• Reachers</li><li>• Other Grooming and Dressing Aids</li><li>• Meal preparation assistive devices</li><li>• Raised Toilet Seat</li><li>• Bathseat</li></ul>	Hard to clean – more than one surface type (5.12)  Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients. Clean immediately if visibly soiled.
Blood glucose monitor	Wipeable (5.3 & 5.4)  Procedures will depend on manufacturer's recommendations.	Dedicate to one client when possible. Ensure cleaning and disinfection between clients. May be visibly soiled with blood. Ensure visible soiling is cleaned prior to disinfection.
Computers/laptops	Hard-to-clean – <i>other</i> (5.11)	Some components may be difficult to clean. Contact e-Health prior to cleaning. Follow manufacturer's recommendations.
Electric breast pump	Hard to clean – more than one surface type (5.12)	Ensure cleaning and disinfection between clients. Follow manufacturer's recommendations.
Electronic devices <ul style="list-style-type: none"><li>• Continuous Positive Airway Pressure (CPAP) machine,</li><li>• Bi-Level Positive Airway Pressure (BIPAP)</li> <li>• ABPI Doppler</li></ul>	Hard to clean – <i>other</i> (5.11)  Wipeable (5.3 & 5.4)	Dedicate to one client. Use caution with electronic connections.
High touch surfaces	Wipeable (5.3 – 5.4)	e.g. work surfaces, countertops, treatment chairs and beds
Hygiene items <ul style="list-style-type: none"><li>• Basins</li><li>• Birthing tubs</li></ul>	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.



### Appendix A – page 3

Equipment/Item	Surface Type (Refer to Procedure)	Comments
Infusion pump	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.
Intravenous Poles	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.
Monofilament	Wipeable (5.3.1 & 5.3.2)	Follow manufacturer's instructions.
Other <ul style="list-style-type: none"> <li>• Cardboard/Paper</li> <li>• Fabric</li> <li>• Foam</li> </ul>	Hard to clean: <i>cardboard/paper</i> (5.6 & 5.7) <i>fabrics</i> (5.8 & 5.9) <i>foam</i> (5.10)	
Otoscope	Wipeable (5.3 & 5.4)	Use disposable eartips.
Portable blood pressure machine	Hard-to-clean – more than one surface type (5.12) Wipeable (5.3 & 5.4) and hard-to-clean - <i>other</i> (5.11)	Ensure blood pressure cuff is cleaned, disinfected and air-dried If Velcro™ portion of cuff is visibly soiled, hand wash with liquid soap and water. Clamp off hose ends to ensure water does not enter the cuff. Allow to air dry.
Pressure relief devices <ul style="list-style-type: none"> <li>• gel cushion</li> <li>• pressure relief inflatable wheelchair cushion</li> <li>• pressure relief mattress</li> </ul>	Hard-to-clean – <i>other</i> (5.11)	Dedicate to one client. Must check integrity of cover. <ul style="list-style-type: none"> <li>• Wipeable if intact.</li> </ul> Follow manufacturer instructions.
Pulse oximeter (peripheral probe & cable)	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.
Rehabilitation Resources (1) <ul style="list-style-type: none"> <li>• Educational charts (laminated)</li> <li>• Videos</li> <li>• Treatment Workbooks (laminated)</li> </ul> Rehabilitation Resources (2) <ul style="list-style-type: none"> <li>• Treatment sheets (non-laminated)</li> </ul>	Hard to clean <i>cardboard/paper</i> (5.6 & 5.7)	(1) Clean if visibly soiled.  (2) Discard if visibly soiled.



### Appendix A – page 4

Equipment/Item	Surface Type (Refer to Procedure)	Comments
Scale Standard and baby scale with hard surface	Wipeable (5.3 & 5.4)	
Baby scale with fabric sling	Hard to clean – more than one surface type (5.12) Wipeable (5.3 & 5.4) Hard to clean – <i>fabric</i> (5.10)	Follow established Public Health cleaning and disinfection procedures.
Splint materials a. Shears b. Heat Gun c. Fry Pan d. Padding e. Strapping Materials f. Stockinet g. Velcro	a, b & c Wipeable (5.3 & 5.4)  d, e, f & g preferably dedicated single client item or hard-to-clean - <i>fabric</i> (5.10)	Check for presence of fabric.
Stethoscope	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients.
Tape measure (metal)	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients
Thermometer (electronic)	Wipeable (5.3 & 5.4)	For rectal thermometers, ensure visible soiling is cleaned prior to disinfection.
Toileting device 1. Commodes 2. Raised toilet seat	Wipeable (5.3 & 5.4)	Dedicate to one client. Ensure crevices and/or grooves are cleaned and disinfected.
Tourniquet	Single use	
Toys a) Hard surface toys          b) Mouth toys	a) Wipeable (5.3 & 5.4)          b) Should not be used due to challenges of cleaning	a) Twice weekly Immediately if visibly soiled. Can be cleaned in a dishwasher if toys heat stable. <b>Mouthed toys should be rinsed with potable water after cleaning and disinfection process</b>  b) e.g. musical instruments



### Appendix A – page 5

Equipment/Item	Surface Type (Refer to Procedure)	Comments
c) Large toys, activity counters	c) Wipeable (5.3 & 5.4)	c) Clean weekly.
d) Toy shelves	d) Wipeable (5.3 & 5.4)	d) Clean weekly at the same time contents are cleaned and inspected
e) Soft plush toys	e) Use is discouraged in common play areas Hard to clean fabric and foam (5.8, 5.9 & 5.10)	e) Launder weekly. Use only soft plush toys that are washable.
f) Dress up clothes	f) Use is discouraged in common play areas. Hard to clean fabric (5.10)	f) Launder weekly. During outbreaks of head lice and Scabies, launder and put away until outbreak has stopped.
g) Soothers and pacifiers	g) Single Use	g)
h) Markers, crayons	h)	h) Discard if visibly soiled.
i) Scrap material	i) Hard to clean fabric (5.10)	i)
j) Water activities	j) Hard to clean – more than one surface (5.12)	j) Clean daily.
k) Sand toys	k) Wipeable (5.3 & 5.4)	k) Clean indoor toys daily. Clean outdoor toys weekly.
l) Sand	l)	l) Discard sand visibly soiled with vomit or feces.
Transferring/mobility device a. fabric transfer belt/slider/sling	a. Hard-to-clean - fabric (5.10)	a. Dedicate to client. Clean and disinfect after client use. Immediately if visibly soiled. Ensure fabric portion is removed for laundering. Transfer belts/slings: machine dry at low temperature if tolerated or hang to air-dry.



### Appendix A – page 6

Equipment/Item	Surface Type (Refer to Procedure)	Comments
b. plastic/metal transfer belt/board/slider/sling	b. Wipeable (5.3 & 5.4)	b. Ensure cleaning and disinfection between clients.
Treatment Equipment (1) <ul style="list-style-type: none"> <li>• Stopwatch</li> <li>• Theraband</li> <li>• Dycem</li> <li>• Weights</li> <li>• Plastic or metal manipulatives for hand function or assessment</li> <li>• Treatment Bolster</li> </ul>	Wipeable (5.3 & 5.4)	Ensure cleaning and disinfection between clients. Clean immediately if visibly soiled.
Treatment Equipment (2) <ul style="list-style-type: none"> <li>a. Slings</li> <li>b. Edema gloves</li>   <li>c. Therapy Putty</li> </ul>	Hard to clean fabric (5.10)  Unable to clean	a & b: Dedicate to client if possible Ensure cleaning and disinfection between clients. Clean immediately if visibly soiled. c. Dedicate supply to client if possible If therapy putty is suited to client's needs, client will be advised to purchase own supply. Client must glove if using therapy putty.
Ventilator	Hard-to-clean – more than one surface type (5.12)	
Wheelchair/gerichair	Hard-to-clean – more than one surface type (5.12)	Clean and disinfect between clients Ensure any pressure relief devices and groves are cleaned appropriately.
Wooden manipulatives for hand function or assessment	Hard to clean – more than one surface type (5.12)	Clean and disinfect between clients

[Return to Table of Contents](#)