


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Physical Plant Mgt.</u> STATEMENT NUMBER <u>758</u>
SUBJECT: LAUNDRY SERVICES PROPONENT: <u>Administrator of Logistics</u> <i>Name/Title</i> <u>Services Office 271-1868</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>10/20/2021</u> REVIEW DATE <u>10/20/2024</u> SUPERSEDES PPD# <u>9.06</u> DATED <u>7/1/2013</u>
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
 To provide for the cleaning and, when necessary, disinfecting of New Hampshire Department of Corrections (NHDOC) resident clothing, bedding, linens, and any other washable items.
- (b) **APPLICABILITY:**
 To all NHDOC residents and staff.
- (c) **POLICY:**
 It is the policy of the NHDOC that each facility will provide appropriate laundry services for all residents, for both State-issued clothing and authorized personal clothing purchased from an authorized vendor, blankets, linens, and any other washable items. Residents are not permitted to do their own laundry, outside of established laundry facilities and procedures.
- (d) **PROCEDURES:**
- (1) **Laundry Schedule.**
 - a. Resident laundry will be done according to a specified schedule established by the Laundry Manager in consultation with the Housing Unit Captains, Program Coordinator, or other designated staff. The schedule will be posted in the housing units, and to the tablets; and, reviewed and revised as needed.
 - b. Residents at the Transitional Housing Units will follow established procedures, which shall be posted in a common area, to have their clothing items laundered either on-site or using community laundromats.
 - c. Blankets and sheets from the North End House Transitional Housing Unit and Shea Farm Transitional Housing Unit will be laundered inside the NH State Prison for Men.
 - d. Blankets, linen, towels, and all other clothing items from the C-2 Transitional Work Center will be laundered inside the NH State Prison for Men.
 - e. All laundry items awaiting entry into the secure perimeter of a prison facility must be searched to prevent the introduction of contraband (per PPD 306.01 *Contraband*).

- (2) Housing Unit Captain/Program Coordinator Duties. Each Housing Unit Captain/Program Coordinator or other designated security staff will:
- a. Ensure all residents have a clean towel daily; and, two (2) clean sheets, a pillow case, and at least three (3) full changes of clean clothing weekly.
 - b. Ensure that each resident is aware of the laundry schedule and the designated area for dirty laundry. No contaminated laundry shall be placed in these designated areas; it must be immediately taken to the laundry.
 - c. Ensure that a proper number of unit residents are assigned to collect the dirty laundry and distribute the clean laundry.
- (3) Laundry Manager Duties. Each Laundry Manager will:
- a. Receive, direct and supervise the cleaning of resident clothing, undergarments, linens, bedding, and towels.
 - b. Ensure that proper cleaning techniques are followed to sufficiently clean, sanitize, and disinfect as necessary, pursuant to Attachment 1 *Laundry Process*.
 - c. Direct and supervise resident workers for quality control of processed laundry.
 - d. Ensure that a proper number of residents are assigned to process the laundry, pursuant to PPD 681 *Individual Work Assignments*.
 - e. Ensure clean laundry is returned in a timely manner.
 - f. Take appropriate action to correct any deficiencies.
- (4) Contaminated Laundry.
- a. Contaminated laundry will be handled by the specially-trained, designated resident Infection Protection workers (PPD 681) when they are available and trained at the facility.
 - b. The Laundry Supervisor will be notified by the sending unit before contaminated laundry is sent to the laundry.
 - c. All laundry soiled with blood or other body fluids is considered "contaminated," and will be handled under the procedures outlined below.
 1. If there is a question regarding contamination, the Health Services Center (HSC) staff will assist in determining if the laundry should be considered contaminated.
 - d. Any time HSC is treating someone with an infectious organism and it is deemed necessary, the infection control nurse shall notify the housing unit that all of that person's laundry, with or without blood or bodily fluids, is considered "contaminated" and should be handled in accordance with this policy.
 - e. The HSC staff will notify the Shift Commander and the laundry staff in the event of an infestation of lice, scabies, or bedbugs.
 - f. All laundry that is contaminated will be placed in a water-soluble bag, then in a red plastic bag, provided by the Warehouse.
 1. Each housing unit will have a supply of these bags readily available for use in preparing contaminated laundry for the prison laundry.
 2. Only one tied water-soluble bag is to be placed in a red plastic bag. This will alert the laundry staff that the bag contains contaminated laundry.
 - g. Anyone handling contaminated laundry will wear gloves and all appropriate personal protective equipment (PPE), such as a gown.
 - h. The bag of contaminated laundry must be labeled. The label will contain the resident's name, their assigned housing unit, the date/time, and information regarding the cause of the contamination.
 - i. Contaminated laundry must never be unsupervised, and must be immediately brought to the laundry.
 - j. An Incident Report shall be completed for contaminated laundry, pursuant to PPD 378 *Notification of Incidents and/or Events*.
 1. The report will not be attached directly to bags of contaminated laundry.
 2. A copy of the Incidents Report shall be forwarded to the Laundry Manager via in-house mail or e-mail.

- k. The contaminated items will be washed in a special decontaminate cycle pursuant to Attachment 1, and returned to service.
- l. Contaminated clothing shall not be destroyed without receiving permission from the HSC and the Warehouse.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4340

Standards for Adult Community Residential Services
Fourth Edition Standards
4-ACRS-4B-02

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

PPD 378 *Notification of Incidents and/or Events*

PPD 681 *Individual Work Assignments*

NCCHC P-B-02 – Infectious Disease Prevention and Control (6)

NCCHC P-C-06 Inmate Workers

Attachments:

Attachment 1 *Laundry Process*

HANSON/jrs