

Standard Work: *Cleaning the Environment after Patient Encounter in Outpatient Settings by Outpatient Area Staff*

Document Owner(s):

Department: Infection Prevention and Control

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Performed By: All Healthcare Providers and/or staff members

Other Roles Involved: Housekeeping

All HCPs and staff members are responsible for maintaining and ensuring Routine Practices are followed in all settings.

Process Summary: Exam/clinic room environment is cleaned properly when the patient/family/caregiver/support person leaves the environment.

Objective: Ensure a timely, safe and clean environment (exam/clinic room) between patients to reduce the risk of transmission of micro-organisms and prevent healthcare associated infections

#	Major Steps	Details/Pictures/Visuals	Rationale, Quality or Safety Considerations	Resources
1	Preparation for cleaning	<ol style="list-style-type: none"> 1. Assess cleaning needs and cleaning supplies required based on patient encounter in exam/clinic room. 2. Follow all hospital grade disinfectant or cleaning product instructions for proper cleaning. 		
2	Hand hygiene	<ol style="list-style-type: none"> 1. Perform hand hygiene using alcohol-based hand sanitizer (ABHR) or soap and water after all patient contact. 2. Support/Encourage patient/family/caregiver/support person to perform hand hygiene when leaving the exam/clinic environment. 	Proper hand hygiene is consistent with Principles of Routine Practices	Routine Practices: Hand Hygiene
3	For visible soiling of exam/clinic environment, blood or body fluids (BBF) or any Additional Precautions, call Housekeeping.	<ol style="list-style-type: none"> 1. Ensure proper Additional Precautions isolation signage is communicated to Housekeeping staff and placed on exam/clinic room environment to ensure housekeeping staff can identify room and determine Personal Protective Equipment (PPE) required. 	<p>Proper communication and precautions signage supports staff and patient/family safety</p> <p>Two step cleaning procedure required for visibly soiled or Additional Precautions.</p>	
4	Exam table linen/paper covering and soiled items removal	<ol style="list-style-type: none"> 1. Remove all linen/paper covering by rolling gently and placing in linen hamper and/or remove exam table paper cover by rolling carefully and tearing gently before placing in garbage. Use appropriate PPE as required 	Careful removal and proper disposal reduces contamination risk	

		2. Dispose of all soiled items (ie. dressing wrapper, tongue depressors, alcohol wipes, etc) in garbage.		
5	Surface and equipment cleaning	<ol style="list-style-type: none"> 1. Don gloves 2. Using hospital grade disinfectant wipes, wipe thoroughly all surfaces and equipment that the patient contacted (bed, exam table, reclining chair, stretcher, radiation treatment table, chair, blood pressure cuff, etc.) 3. Saturate the surface with the disinfectant wipe to have the appropriate contact time as per the product instructions. Allow all cleaned surfaces to dry as per product instructions. 	Gloves are donned to protect HCP.	Donning (Putting On) Personal Protective Equipment
6	High touch surface cleaning	<ol style="list-style-type: none"> 1. Using hospital grade disinfectant wipes, wipe any high touch surface the patient/family/caregiver/support person may have touched. This includes but is not limited to, door handles, light switches, tables, etc. 2. Allow all cleaned surfaces to dry as per product instructions. 		
7	Hand hygiene	<ol style="list-style-type: none"> 1. Doff gloves 3. Perform hand hygiene using alcohol-based hand sanitizer (ABHR) or soap and water. 	Proper hand hygiene is consistent with Principles of Routine Practices	Routine Practices: Hand Hygiene
8	Exam/clinic table preparation	<ol style="list-style-type: none"> 1. Ensure exam table is dry. 2. Place clean linen/paper covering on exam table. 		

Cross-References

[Principles of Routine Practices](#)

[Donning \(Putting On\) Personal Protective Equipment](#)

[Doffing \(Taking Off\) Personal Protective Equipment](#)

References

Provincial Infection Control Network of British Columbia (PICNet). 2016. *British Columbia Best Practice for Environmental Cleaning for Infection Prevention and Control of Infections in All Healthcare Settings and Programs*. Retrieved from <https://www.picnet.ca/wp-content/uploads/British-Columbia-Best-Practices-for-Environmental-Cleaning-for-Prevention-and-Control-of-Infections-in-All-Healthcare-Settings-and-Programs.pdf>

Version History

DATE	DOCUMENT NUMBER and TITLE	ACTION TAKEN
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