

Module and Dormitory Cleaning 3-06-020

PURPOSE OF ORDER:

The purpose of this unit order is to establish guidelines and procedures regarding the cleaning and inspections of cells, modules and dormitories.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

TTCF shall maintain a daily schedule for maintaining the cleanliness of all cells, modules, dormitories, offices, and common areas. The logistics unit shall be responsible for and oversee the implementation of a schedule,(to be maintained by the janitorial staff supervisor), for cleaning the common areas in the facility.

Housing areas shall be cleaned by Prisoner Personnel Office (PPO) approved inmate workers who are housed at the designated inmate worker dorms. The Correctional Health Services (CHS) janitorial staff will be responsible for maintaining the cleanliness of medical areas in Tower I, Tower II, and the Correctional Treatment Center (CTC).

The following are directives for facility maintenance:

- Floors shall be swept and mopped daily
- Bars and rails shall be washed frequently
- Walls shall be washed twice a month (with special attention to removing graffiti)
- Unless protected by trashcan liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Windows shall be washed weekly, and screens (where applicable) shall be kept clean at all times
- Toilets, urinals, sinks, showers shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily

Clinic areas and Transfer Center holding cells shall be cleaned and sanitized daily

- Refrigerators shall be monitored on a daily basis for spoiled food, and disinfected on a weekly basis
- Small Management Yards (SMY) shall be cleaned bi-weekly

It shall be the responsibility of each inmate to keep his/her cell clean. Each inmate shall be given access to cleaning supplies as needed. The module personnel shall document on the electronic Uniform Daily Activity Log (e-UDAL) when cleaning supplies are issued to inmates.

High Observation Housing (HOH) inmates shall have their cells cleaned every other day by the HOH Cleaning Crew. Cleaning Crew custody assistants (C/A) shall utilize the UDAL to document all cleaned and not cleaned cells with a brief explanation.

- Small Management Yards (SMY) shall be cleaned bi weekly
- Refrigerators shall be monitored on a daily basis for spoiled food, and disinfected on a weekly basis

Senior Deputies shall complete a weekly TTCF Daily Shift Cell Audit and document the inspection in the module in e-UDAL. Senior Deputies shall review the *C/A* daily cleaning activities from the e-UDAL report system.

Module personnel shall conduct a visual inspection of the entire module at the beginning of each shift to ensure cleanliness and document the cleanliness Inspection in the e-UDAL (CDM4-11/020.00). Any areas that are not clean shall be cleaned on that shift and documented in the e-UDAL.

Unsanitary Conditions and Uncooperative Inmates

In instances where inmates may become uncooperative with custody personnel's efforts to properly clean a cell, module personnel shall make every effort to gain an inmate's cooperation in cleaning their cell. If a cell is unable to be properly cleaned due to an inmate's refusal to cooperate, custody personnel shall notify the floor sergeant, who shall respond to the location and attempt to gain the inmate's compliance.

Should the inmate continue to refuse, the sergeant shall contact the on-duty watch commander. The watch commander shall respond to the inmate's location and attempt to gain the inmate's compliance. If the inmate continues to refuse, the watch commander shall inform healthcare personnel the inmate may be extracted and discuss any viable alternatives. If, after conferring with mental health personnel, the watch commander determines the inmate must be removed from a cell, custody personnel shall follow the procedures set forth in

CDM section 7-01/050.05, "Inmate Extraction Procedures" to facilitate the cleaning of the cell. Custody staff will consult with the nursing supervisor and mental health staff prior to extraction, pursuant to the procedures outlined in the above-referenced section. Once the inmate is removed from a cell containing unsanitary conditions, the cell shall be properly cleaned and all items creating unsanitary conditions shall be properly disposed.

Unsanitary conditions may include infectious waste. Infectious waste can include any used material derived from medical treatment, liquid blood, vomit, or any materials saturated in blood, vomit, or human waste.

Upon observation by custody personnel and/or healthcare personnel that an inmate's cell has become contaminated with infectious waste, custody personnel shall attempt to gain the inmate's cooperation in having their cell cleaned. If the inmate refuses to cooperate in allowing custody personnel to facilitate the cleaning of their cell, the floor sergeant shall be notified. The floor sergeant shall attempt to gain the inmate's compliance in exiting the cell. Should the inmate continue to refuse, healthcare staff shall be contacted to evaluate the inmate. The inmate shall not be allowed to remain within the contaminated cell for more than 48 hours. If 48 hours has lapsed, and the inmate has continually refused to exit their cell, the on-duty watch commander shall be notified. The watch commander shall respond to the inmate's location and make a final attempt to gain their compliance. If the watch commander is unsuccessful in obtaining

the inmate's compliance, the watch commander shall initiate the removal of the inmate from their cell, adhering to the procedures outlined in CDM section 7-01/050.05, "Inmate Extraction Procedures."

The 48-hour refusal period in which an inmate is allowed to remain within a contaminated cell does not preclude medical and/or mental health personnel from requesting an inmate's prompt removal from the cell. In these instances, and if deemed necessary, established procedures related to inmate extractions shall be adhered to. Once the inmate is removed from a cell containing infectious waste, the cell shall be properly cleaned and all infectious waste shall be properly disposed. Cells containing human waste or potentially infectious materials shall be cleaned utilizing personal protective equipment which includes: gloves, masks, and gowns. Blood or items saturated with blood, shall be disposed of in biohazard containers. Vomit, urine, or feces which do not visibly contain blood, shall be disposed of in a double-bagged, standard trash bag and securely fastened. These materials may be combined with other garbage for disposal.

All Title 15 C/A's and deputies shall continuously inspect all cells for the aforementioned conditions as part of their required inmate safety checks and make proper notifications as necessary.

Cleaning Supplies

Cleaning products may become hazardous if mixed together. It is the responsibility of module personnel to ensure that cleaning supplies are **not** mixed together. Safety Data Sheets (SDS) for each cleaning product are available in the logistics office. All cleaning by inmate workers shall be done under the supervision of deputy personnel, custody assistants and/or janitorial staff.

Module cleaning supply closets shall remain secured unless custody or janitorial staff are physically present. Inmate workers shall not remove items from the cleaning supply closets unless directly supervised by custody or janitorial personnel.
