

CLOTHING AND LINEN

AUTHORITY: Administrative Directive
California Code of Regulations, Title 15, Sections 1480 through 1484
California Code of Regulations, Title 15, Section 1500 through 1502

RESCINDS: Procedure Manual Item 3-2-006, dated 08/12/13

FORMS:

Girls Clothing Request	(F057-6212)
Boys Clothing Request	(F057-6202)
Record of Clothing Sizes, Boys	(F057-6274)
Record of Clothing Sizes, Girls	(F057-6197)
Boys/Girls Personal Property	(F057-6004)
Incoming/Outgoing Personal Property	(F057-6018)
County Clothing To Be Returned	(F057-6265)
Schedule for Issuing Clean Clothes and Linen	(Attachment)

PURPOSE: To furnish guidelines for providing youth in Juvenile Hall and YLA with clean clothing and bedding in a fair and equitable manner and direction for the safe handling of contaminated laundry.

I. GENERAL INFORMATION

- A. The mechanics of this operation may be delegated to the unit staff and/or youth under proper supervision. Universal precautions, such as vinyl gloves, are to be used by staff and youth when handling any used laundry.
- B. Contaminated clothing and linen are items:
 - 1. Soiled with urine, feces, or vomitus.
 - 2. Used by a youth with lice/scabies contamination.
 - 3. Used by youth on Medical Isolation Status due to a communicable disease.
 - 4. Soiled with small amounts of blood, including menstrual period.
 - 5. Involved in an OC (Oleoresin Capsicum) Spray incident.
- C. Water-soluble bags, designed to isolate contaminated linen and clothing, are a safe transport device to manage contaminated laundry while protecting Juvenile Hall staff and wards.

II. PROCEDURE

- A. Unit staff will:
 - 1. Order and distribute clothing and linen as follows:

- a. Issue clothing and linen that is clean, reasonably fitted, durable, easily laundered and in good condition. Undergarments are to be freshly laundered and free of stains, including underwear for males and bra and panties for females.
 - b. Maintain accurate up-to-date list of clothing sizes for all youth assigned to the unit on the Record of Clothing Sizes form.
 - c. Submit Clothing Request forms to the housekeeping staff by 5:00 a.m., Monday through Friday, by placing it in the "Linen Orders Box" by the Control Station.
 - d. Frequency – Unit staff issue clothing and linen to each youth as outlined in Section B 1 (below).
 - e. Notify the clothing room staff by phone before 12 noon of any discrepancies in the order. Minor deviations can be expected; so if usable clothing is substituted, it should not be considered a discrepancy (i.e., pants that are one or two inches longer or shorter than ordered or a T-shirt that is a size larger than ordered).
 - f. Provide adequate storage for clothing issue.
 - g. When transferring a **youth** to another unit, refer to the distribution schedule to determine the necessity of taking sheets, clothing, etc. (i.e., if a **youth** has just been issued clean linen or clothing, it should be taken to the new unit).
 - h. Do not request clothing or linen from any other living unit. In cases of emergency obtain items, other than bedding, from Receiving Units Y & Z, and all other items from the laundry warehouse.
 - i. Submit a Special Incident Report if there is malicious or accidental damage of clothing or linen by youth. Route a copy to the unit supervisor.
 - j. Make the youth aware that he/she will be responsible for the condition of all clothing/linen upon release/transfer from that area. Check each item for damage when issued and again when the youth is released/transferred.
 - k. Place all items (clothing or linen) that need to be repaired or discarded in the laundry. Do not discard, attempt repair or alter clothing, i.e., do not cut the legs from pants to make shorts.
2. Handle mattresses and pillows as follows:
- a. Each youth shall be afforded one mattress and one pillow. All mattresses shall be a minimum of 30 inches wide and 76 inches long and shall be enclosed in an easily cleaned, non-absorbent ticking.

- b. Do not store mattresses on the floor or outside in the enclosed patio area, or outside the unit. If other units do not need them for population increase, they may be stored in a unit store room, or sent back to the supply warehouse for storage.
- c. In units having incontinent youth make sure the youth cleans and disinfects the mattress and pillow after each episode. Exchange linens as needed. Contact Clinical Evaluation and Guidance Unit (CEGU) for consult.
- d. Keep a constant check on the number of mattresses in the unit so that the highest expected population (determined by the Supervising Juvenile Correctional Officers) may be accommodated at all times. Each living unit should have 22 mattresses at all times, unless the rated capacity of that unit is higher.
- e. Wipe mattresses with disinfectant or spray each time a youth is transferred, released or moved to another room.
- f. Mattresses and pillows that are torn, punctured or split should be returned to the supply room for **immediate** disposal and replaced with a new mattress or pillow.

3. Handle blankets as follows:

In addition to routine issue/re-issue, send blankets to the laundry any time a youth is released or a blanket is soiled. Request replacements on the clothing request from according to laundry schedule.

4. Handle and route soiled non-contaminated laundry as follows:

- a. Staff and youth are to use vinyl gloves when handling soiled/used linens and clothing.
- b. Place T-shirts, boys' socks, pants and sweatshirts in trash bags for transport. Items should be sorted, separating colors from whites. Place wet items in the bags with other items.
- c. Place washcloths, dish towels, rags, blankets, sheets, pillow cases, towels, white socks in a laundry cart (equipped with a liner) for laundry service vendor.
 - (1) Do not sort items.
 - (2) Place wet, non-contaminated items in a plastic trash bag and add to items already in cart.
 - (a) Turn clothing items right side out before placing in the laundry carts.

- (b) Store soiled laundry in an appropriate place away from clean clothing and linen in the unit delivery to the laundry room each night.
 5. Handle contaminated clothing and linen at Intake or in regular units as follows:
 - a. When contaminated personal clothing is identified at Intake:
 - (1) Upon receiving a new intake that has been diagnosed by the nurse as having lice or other health problems:
 - (a) List the clothing on the Boys/Girls Personal Property Inventory form F057-6004. Also, on the form, using red felt tip pen, write "Clothing in Red Bag due to _____ (list reason)".
 - (b) Secure contaminated clothing in red plastic bag. Attach masking tape to bag with the reason for the red bag's use. Upon release, do not open red bag. Issue the youth donated clothing available from the IRC Property Clerk. If donated clothing is unavailable, the youth may wear Juvenile Hall clothing after "County Clothing To Be Returned" Form 0502-6265 has been completed.
 - b. When contaminated clothing is identified in a youths regular living unit:
 - (1) Put contaminated linens in a water-soluble bag and place it on top of the laundry cart. If the contaminated item is moist or wet, wrap the damp item in a drier laundry item, before placing it in the bag. Do not tie or knot the bag draw string as a means of securing the bag. Write on the water-soluble bag with a marker indicating what type of contaminate is in the bag. Always place the water-soluble bags on the top of items on the laundry cart.
 - (2) If an item is soiled so badly (i.e., soaked in feces) that it appears to be unusable, place the item in a red bag for trash disposal. Staff may wish to double bag, if there is a concern the item may leak.
 - c. Store water soluble bags in their protective plastic bags until ready for use. Avoid all accidental exposure to moisture from the bags during handling or storage.
- B. The clothing room staff will:
 1. Fill all linen and clothing orders Monday through Friday as follows:
 - a. Male Units

- (1) Daily:

T-shirts	Bath towels
Undergarments	Washcloths
Socks	Rags
Dish towels	

- (2) Twice a week: Pants per schedule (emergency needs may be met by obtaining needed items from the laundry warehouse). Polo Shirts for XSR Youth shall also be exchanged twice a week. Shorts are issued as needed.

- (3) Once a week:

Sheets (2)
Pillowcase (1) per schedule
Blanket
(Emergency needs may be met by obtaining items from Receiving Unit.)

- (4) As needed:
 - (a) Sweatshirt – for school and/or outdoor activity.
 - (b) Shoes – are issued and reissued from the Receiving Unit when a youth does not have acceptable personal shoes.
 - (c) Shoes will not be given to youth who have acceptable athletic shoes upon entry.
 - (d) All other items.

b. Female Units

- (1) Daily:

T-Shirts	Bath towels
Bras	Wash towels
Undergarments	Rags
Socks	Dish towels

- (2) Twice a week:

Pants per laundry schedule. Polo Shirts for XSR Youth shall also be exchanged twice a week.

- (3) Once a week:

Night wear
Shorts
Sheets (2) per laundry schedule
Pillowcase (1)

(4) Once every 2 weeks:

All other items.

c. Receiving Units

All items issued as needed.

2. Make necessary exchange of any order discrepancies.
3. Maintain an adequate supply of clothing and linens for each day's use. Notify supply supervisor when items taken from stock.
4. Route all information concerning clothing procedure to the supervisor.
5. Follow the above schedule for issuing clean clothes and linen.

C. The supplies/store room staff will:

1. Ensure that a sufficient number of water-soluble bags/red bags for contaminated clothing are issued to **every** Unit.
2. Issue replacement mattresses and pillows and instruct staff on proper disinfection procedure for mattresses and pillows. Discard pillows soaked with urine, feces, vomitus or used by a child on Medical Isolation Status due to a communicable disease **in** a red bag.

D. The linen room supervisor will notify the Supervising Juvenile Correctional Officers:

1. In advance of any change in clothing issue or laundry day (i.e., mandatory changes caused by holidays).
2. Of damage to linen, mattresses, clothing or other procedural problems.

E. The receiving unit staff will:

1. If the youth does not have acceptable athletic shoes, the Receiving Units will issue shoes upon a youth's admission.
 - a. Maintain an adequate supply of shoes for all youth who enter the Hall who do not have acceptable shoes of their own.
 - b. Shoes will be returned to the Receiving Unit once the youth receives his athletic shoes from his parents or is released.
 - c. Athletic shoes may be brought to reception, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m. Staff receiving shoes will fill out Incoming/Outgoing Personal Property Form. The person bringing in the shoes will be required to sign the form. Place copy of form in youth's folder.

2. Clean all shoes before re-issuance. Spray with disinfectant spray and thoroughly dry shoes previously worn.
3. If shoes are soiled or no longer appear usable, return them to Receiving and exchange them for another pair before a **youth's** release. Receiving staff will requisition replacement shoes from supply room staff.

F. Laundry Room Staff:

Handle contaminated clothing and linen as follows:

1. Laundry staff to bring in dirty laundry carts each day at 1:00 p.m. from Unit K area and prepare by sorting clothing for laundry pickup by vendor for next day.
2. Prepare the laundry for pick up by vendor by separating color clothing from white clothing.
3. Upon receipt of contaminated items in water soluble bags from unit laundry carts, staff will separate the water soluble bags from the other laundry items, using care not to tear the bags. Should a water-soluble bag be torn or otherwise compromised, place the items in another water-soluble bag and discard the torn bag.
4. All water-soluble bags should be on the top of vendors' pick-up carts. Dispose any clothing or linen that is no longer usable.
5. Stage carts for pick up from vendor.

REFERENCES:

Procedures:	1-3-308	Bloodborne Pathogens: Preventive Measures & Exposure Guidelines
	3-1-022	Youths' Rights
	3-2-E	Supplies Assistant (Job Description)
	3-2-011	Intake
	3-2-018	Releases
Policies:	F-7	Personal Property of Minors in Juvenile Institutions
	G-8	Distribution and Use of County Service, Supplies and Equipment

Attachment

J. Stokely

APPROVED BY:

SCHEDULE FOR ISSUING CLEAN CLOTHES AND LINEN

MONDAY

Male Units

T-shirts
undergarments
socks

Female Units

T-shirts
bras
undergarments
socks

All Units

bath towels
washcloth
rags
dish towels
all other items as
needed daily

Units C,G,H,J,O,R,S

pants

Unit M,Q

bedding

Receiving Unit

all items as
needed

TUESDAY

Male Units

T-shirts
undergarments
socks
T-overalls

Female Units

T-shirts
bras
undergarments
socks

All Units

bath towels
washcloth
rags
dish towels
all other items as
needed daily

Units A,B,I,K,M,T,Q

pants

Units A,I,O

bedding

Receiving Unit

all items as
needed

WEDNESDAY

Male Units

T-shirts
undergarments
socks

Female Units

T-shirts
bras
undergarments
socks

All Units

bath towels
washcloth
rags
dish towels
all other items as
needed daily

Units B & C

bedding

Receiving Unit

all items as
needed

THURSDAY

Male Units

T-shirts
undergarments
socks

Female Units

T-shirts
bras
undergarments
socks

All Units

bath towels
washcloth
rags
dish towels
all other items as
needed daily

Units C,G,H,J,O,R,S

pants

Units R & S

bedding

Receiving Unit

all items as
needed

FRIDAY

Male Units

T-shirts
undergarments
socks
T-overalls

Female Units

T-shirts
bras
undergarments
socks

All Units

bath towels
washcloth
rags
dish towels
all other items as
needed daily

Units A,B,I,K,M,T,Q

pants

Units T,G,H,J,K

bedding

Receiving Unit

all items as
needed

Date _____