

	<b>JUVENILE JUSTICE SERVICES</b> Facility Medical and Behavioral Health Services	<b>Effective Date: 11/30/08</b>
		<b>Issue Date: 11/30/08</b>
	<b>Title: Environmental Health and Safety and Infection Control</b>	
	<b>Procedure #: P.4.10</b>	

1. **ISSUING AGENCY:** Children, Youth and Families Department (CYFD)
2. **SCOPE:** Juvenile Justice Services (JJS)
3. **STATUTORY AUTHORITY:** 8 NMAC 14.4
4. **FORMS:** Reserved
5. **APPLICABLE POLICY:** 8.14.4.10 **Environmental Health and Safety and Infection Control:** documents processes to minimize infections and diseases in facilities.
6. **CONTENTS:**

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7. **DEFINITIONS:** Reserved
8. Infection Control Program: There is an effective infection control program that minimizes the incidence of infectious and communicable diseases among clients and staff in facilities.
  - 8.1 The facility has a written exposure/infection control plan, approved by the Medical Health Authority. The plan is reviewed and updated annually.
  - 8.2 The responsible Medical Health Authority and Superintendent ensure that:
    - 8.2.1 Appropriate medical, dental, and laboratory equipment and instruments are decontaminated.
    - 8.2.2 Sharps and biohazardous wastes are disposed of properly.
    - 8.2.3 Surveillance to detect clients with serious infectious and communicable disease is in place and effective.
    - 8.2.4 Immunizations to prevent disease follow recommendations of the Advisory Committee on Immunization Practices of the CDC or New Mexico Department of Health.
    - 8.2.5 Infected patients receive medically indicated care.
    - 8.2.6 Clients with communicable diseases are medically isolated if appropriate.
  - 8.3 When medical contact isolation is provided on site, clients are checked frequently for changes in physical and mental status, and are accommodated in a separate room with:

- 8.3.1 a separate toilet;
  - 8.3.2 hand-washing facility;
  - 8.3.3 soap dispenser; and
  - 8.3.4 single-service towels
- 8.4 Standard precautions and personal protective equipment (PPE) are always used by health care practitioners to minimize the risk of exposure to blood and body fluids of infected patients.
  - 8.5 All sanitation/maintenance workers are trained in appropriate methods for handling and disposing of biohazardous materials and spills.
  - 8.6 The responsible Medical Health Authority and Superintendent ensure that clients who are released with communicable or infectious diseases are provided with community referrals.
  - 8.7 The responsible Medical Health Authority and Superintendent completes and files all reports as required by local, state, and federal laws and regulation.
9. Sanitation and hygiene: Each facility ensures that clients are housed, work, study, recreate, and receive health care in a clean, safe, and healthy environment. Health staff works in safe and sanitary conditions. Each facility is in compliance with applicable federal, state, and local sanitation and health codes.
- 9.1 An overall environmental inspection of the facility is conducted at least monthly.
  - 9.2 Corrective actions are documented and completed within requisite timeframes.
  - 9.3 The New Mexico State Occupational Safety and Health Bureau (OSHB) inspects each facility annually.
  - 9.4 Each facility has a written housekeeping and maintenance plan and procedures, updated annually, that conforms with sanitation, fire and safety codes, and that maintains hygienic living conditions for clients.
    - 9.4.1 The Superintendent is responsible for weekly inspections of the facility, including living units, to determine compliance with sanitation codes. Facility staff responsible for daily inspections.
    - 9.4.2 The facility has a written housekeeping and preventive maintenance plan that includes provisions for lockout/tag out.
    - 9.4.3 The Superintendent is responsible for assigning staff to daily cleanup and sanitation activities.
    - 9.4.4 Designated staff assigns clients to specific cleanup and sanitation duties. Staff posts the schedule with client's name, dates, and duties to be performed. Assigned staff supervises all client cleanup and sanitation activities, insuring all equipment and materials are properly secured after use.
    - 9.4.5 In client-restricted areas, assigned staff will complete all cleanup activities.
    - 9.4.6 At the end of each shift, a checklist is completed by staff scheduled to complete the cleanup and sanitation activity. The checklist is kept on the units in a logbook.
    - 9.4.7 Assigned staff reviews the checklists weekly to determine that all the appropriate corrective actions are completed.

- 9.4.8 Assigned staff submits a work order to the maintenance staff if necessary.
  - 9.4.9 Deficiencies that staff believes pose a life safety threat or hazard are immediately referred to the Fire, Sanitation and Safety Officer (FSSO) and Superintendent, for immediate corrective action.
  - 9.4.10 Facilities contract through an approved vendor for monthly vermin/pest inspection for routine and emergency exterminations.
- 9.5 The FSSO completes a monthly inspection of all areas.
- 9.6 The New Mexico State Fire Marshal’s Office inspects all facilities annually.
- 9.7 Each facility provides a waste disposal system in accordance with an approved plan by the appropriate regulatory agency.
- 9.7.1 Trash receptacles are provided in all areas and are plastic lined. Trash pick-up is scheduled based on the need to maintain sanitary conditions; in living units trash is removed daily to an approved receptacle. All living unit trash receptacles are fire rated.
  - 9.7.2 Facilities use local trash pick-up services or contract for trash pick-up weekly.
  - 9.7.3 Food Services controls waste as follows:
    - 9.7.3.1 most food waste is disposed of through a garbage grinder;
    - 9.7.3.2 plastic can liners are installed in trash receptacles; each receptacle is used for paper and scrap wastes and has a lid;
    - 9.7.3.3 liners are tied at the top and placed in dumpsters after each meal or when full; and
    - 9.7.3.4 used grease from the kitchen is collected in approved containers with a tight fitting lid.
      - 9.7.3.4.1 When the container is full, the food service staff contact the contractor for removal; and
      - 9.7.3.4.2 the contractor replaces the container.
  - 9.7.4 Medical services areas have approved receptacles for disposal of biohazard waste.
    - 9.7.4.1 Biohazard waste and storage comply with national guidelines.
    - 9.7.4.2 Biohazard waste receptacles are color-coded red and labeled “Biohazard Waste”.
    - 9.7.4.3 Only trained staff handles biohazard waste, using standard precautions.
    - 9.7.4.4 Biohazard waste is stored in locked receptacles until picked up by a contracted vendor licensed to dispose of biohazard waste.
- 9.8 The facility potable water source and supply, whether owned and operated by the public water department or the facility, is approved by an independent outside source to be in compliance with applicable federal, state, and local laws and regulations and must have up-to-date testing of backflow devices as required by law.
- 9.9 Maintenance of client clothing, linens, and bedding conforms to acceptable hygiene standards:

- 9.9.1 The stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum client population.
- 9.9.2 The non-facility clothing of newly admitted clients is sent to the client's permanent residence.
- 9.9.3 Facility staff is accountable for individual client clothing or linen. checklist. Inspections for accountability, sanitation, and wear and tear for exchange purposes are conducted monthly.  
A client in a secure facility exchanges unusable clothing for new issue.
- 9.9.4 Each client receives two (2) sheets, a pillow and a pillowcase, one (1) mattress and sufficient blankets to provide comfort under existing temperature controls.
- 9.9.5 Client dirty linen is exchanged weekly for clean linen.
- 9.9.6 Client mattresses are disinfected at least monthly and prior to being issued to a new client, and documented per protocol. The mattress disinfectant process is approved by the Medical Health Authority.
- 9.9.7 Clients who lose or destroy clothing negligently are required to pay for the lost or destroyed items or perform community service. Disciplinary and due process action is taken in negligent cases.
- 9.9.8 Stolen clothing is replaced at no cost to the client only after assigned staff conducts a complete and thorough investigation and determines that there is no client negligence. The investigation results and re-issue recommendation is reviewed by the next level supervisor who forwards it to the Superintendent for final review and approval.
- 9.9.9 Clothing is washed every three (3) days using the living unit washer and dryer. Assigned staff establishes a weekly wash schedule, assigns clients to conduct laundry duty, and assigns staff to oversee the operations. Facilities that do not have living units equipped with washers and dryers use a contracted vendor.
- 9.9.10 The laundry schedule assures that clients have a clean set of clothing daily.
- 9.9.11 Clients are provided appropriate protective clothing and equipment when assigned to food service, storage, facility physical plant, and other special work. These items may include overalls, shoe protection, hearing protection, goggles, gloves, and other devices to protect client clothing and physical well being.
- 9.10 Effective ectoparasite control procedures are used to treat infected clients and to disinfect bedding and clothing.
  - 9.10.1 The Superintendent contracts with an approved vendor for monthly vermin and pest inspections with routine and emergency extermination.
  - 9.10.2 Clients, bedding, and clothing infected with ectoparasites are disinfected.
  - 9.10.3 Prescribed treatment given to infected clients is ordered only by qualified medical staff.
  - 9.10.4 CYFD does not routinely delouse clients.
- 9.11 Clients are housed, work, and study in areas which provide:
  - 9.11.1 lighting at least 20 foot-candles at desk level and in the personal grooming area;
  - 9.11.2 natural light through windows or skylights;

- 9.11.3 adequate lighting for all tasks assigned to clients and staff;
  - 9.11.4 access to drinking water; and
  - 9.11.5 adequate heating, ventilation and acoustical systems for comfortable living and working conditions for clients and staff.
10. Food hygiene and safety food storage, handling and preparation: Meals are nutritionally balanced, well-planned and prepared and served in a manner that meets all established federal, state and local codes and regulations regarding nutrition, safety and hygiene. Contract providers comply with CYFD rules.
- 10.1 The food service supervisor is a full-time staff member or contractor trained and experienced in food service management. The food services supervisor supervises food service operations, including budgeting, purchasing, accounting practices and compliance with applicable child labor laws, sanitation, and health codes.
  - 10.2 The food service supervisor monitors and supervises food services and maintains an accurate record of:
    - 10.2.1 meals served daily and the categories of persons (clients, staff, guests) served the meals;
    - 10.2.2 menus and cycle of menus;
    - 10.2.3 food costs and nutritional value of meals;
    - 10.2.4 vendors (including current products and pricing);
    - 10.2.5 daily, weekly and monthly sanitation and cleaning of food service facilities;
    - 10.2.6 inspections by state health officials;
    - 10.2.7 food service employee information; and
    - 10.2.8 contingency plans and emergency plans for continuing food service during interruptions and emergencies.
  - 10.3 The food service supervisor has current knowledge of applicable federal, state, and local sanitation and health laws, codes and regulations and maintains compliance of the food service with the laws, codes, regulations and CYFD policy and procedure.
  - 10.4 The food service supervisor maintains a copy of all sanitation and health inspections of the food service. These records are kept in the food service office in accordance with New Mexico Administrative Code (NMAC) records retention rules and regulations.
  - 10.5 The food service supervisor inspects the food service premises and operation at least weekly and assigns food service staff to conduct daily sanitation inspections including pest control, monitoring the daily food storage and refrigeration and water temperature, provision of special and religious diets, and food service line procedures.
  - 10.6 The food service supervisor or designee documents the daily inspections and requires the timely completion of the appropriate corrective action for any deficiency. The food service supervisor documents, in writing, the daily inspection, deficiencies and corrective action.
  - 10.7 The food service supervisor provides an orientation and periodic in-service training for food service staff, contract food service providers, and clients working in food services. The food service supervisor documents the orientation and training, including the content of the material presented and attendance, in the administrative food services file. The food services

supervisor provides a two (2) hour on-site orientation for new staff that includes the following information.

- 10.7.1 personal health and cleanliness;
  - 10.7.2 correct hand washing procedure;
  - 10.7.3 sources of food borne illnesses;
  - 10.7.4 route of transmission of bacteria in equipment;
  - 10.7.5 cleaning and sanitizing of equipment;
  - 10.7.6 use and care of equipment;
  - 10.7.7 techniques to minimize sanitation hazards during handling, storage, preparation and serving of food;
  - 10.7.8 care and storage of supplies; and
  - 10.7.9 safety techniques, including tools and utensils.
- 10.8 The food service supervisor requires health and safety protection for all clients, guests and staff in the food services area of the facility, including contract food service providers.
- 10.9 The food service supervisor notifies the facility Superintendent immediately of health or safety hazards or failures of health and safety protection in the food service area and documents the report in writing immediately upon the discovery or occurrence. These records are kept in the food service office.
- 10.10 The food service supervisor or designee monitors food service staff and clients daily for health and cleanliness:
- 10.10.1 minor skin eruptions and cuts are covered completely with an impervious (waterproof) dressing ;
  - 10.10.2 hair nets are worn; and
- 10.11 The food service supervisor stores food at the temperature and under the conditions required by local and state health regulations. The food service supervisor uses the more stringent of the local and state health regulations or the following standards.
- 10.11.1 For the storage of staples or non-perishable food: in a ventilated storeroom temperature controlled to no lower than 45 degrees or higher than 80 degrees Fahrenheit, documented daily, with durable, easily cleaned shelves for storage located at least six inches off the floor
  - 10.11.2 For the storage of perishable food: in a reach-in or walk-in refrigerator the temperature is controlled to no lower than 35 degrees or higher than 40 degrees Fahrenheit, with a thermometer in plain view, and in a freezer temperature controlled to remain at 0 degrees or below Fahrenheit, documented daily.
  - 10.11.3 For the storage of perishable food: in a reach-in or walk-in refrigerator the temperature is controlled to no lower than 35 degrees or higher than 40 degrees Fahrenheit, with a thermometer in plain view, and in a freezer temperature controlled to remain at 0 degrees or below Fahrenheit, documented daily.
  - 10.11.4 The food service supervisor requires that refrigerated and frozen foods are stored in compliance with local and state health authority laws and

regulations, documents daily temperature monitoring of food, refrigeration and water to meet local and state laws and regulations.

- 10.11.5 A sample tray is prepared after each meal and placed in the freezer for 72 hours; the meals' service time and date is documented.
- 10.12 Weekly, the food service supervisor prepares and publishes to food service personnel a written equipment and food service area cleaning schedule assigning specific duties.
- 10.13 Sanitation and good housekeeping practices are employed to prevent vermin and pest infestations:
  - 10.13.1 leftover food scraps, used disposable napkins, utensils, and plates are placed in plastic lined containers with the ends tied and disposed of in closed lid dumpsters which are located outside; and
  - 10.13.2 the food service director inspects food service locker room(s) and lockers weekly for cleanliness.
  - 10.13.3 The Superintendent or designee contracts with an approved vendor for monthly vermin and pest inspections with routine and emergency extermination.
- 10.14 Staff supervises clients during meals.
- 10.15 Health protections are provided to all clients and staff in the facility and clients and others working in food services, including:
  - 10.15.1 The Superintendent or designee requires medical clearance of food service personnel, including clients, as allowed and required by state law and regulation, including annual tuberculosis testing, and the retention of records of the required medical screening by the food service supervisor. Medical screening information is secured in a confidential file.
  - 10.15.2 All kitchen workers, including clients, are checked daily by supervising kitchen staff to assure they are free from diarrhea, open sores, or skin infections, and other illnesses transmissible by food or utensils.
    - 10.15.2.1 Workers follow hygienic practices and wear hairnets or caps when working with food.
    - 10.15.2.2 Food service staff do not use tobacco or consume food or beverages while engaged in food preparation and service.
    - 10.15.2.3 All food handlers are instructed and expected to wash their hands upon reporting for duty, after using toilet facilities, and after work breaks.
    - 10.15.2.4 When food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with state and local regulations regarding food service.

**11. AUTHORIZED SIGNATURE:**

A handwritten signature in cursive script that reads "Dorian Dodson".

**APPROVED:** \_\_\_\_\_

**Dorian Dodson, Cabinet Secretary  
Children Youth and Families Department**