

	State of Alaska Department of Corrections Policies and Procedures	Index #: 806.01	Page 1 of 6	
		Effective: 6/17/2013	Reviewed:	
		Distribution: Public	Due for Rev:	5/2017
	Chapter:	Sanitation Hygiene		
Subject:	Institutional Sanitation			

I. Authority

In accordance with 22 AAC 05.155, the Department of Corrections will establish and maintain a manual of policies and procedures to interpret and implement the statutory and regulatory duties of the department.

II. References

Alaska Statutes

AS 33.30.031

AS 44.28.030

III. Purpose

To establish written health and sanitation procedures and to designate individuals responsible for identifying, monitoring and correcting conditions and practices which may affect the health and welfare of the prisoners and staff at an institution.

IV. Application

To all employees, especially those who manage or inspect the sanitation and housekeeping of operations or programs.

V. Definitions

A. Contaminated Medical Waste

Consist of those disposable materials that have been in contact with or exposed to body fluids. Examples are needles, blades, gauzes, sponges, disposable thermometers, dental saliva ejectors, gloves, disposable garments, etc.

B. Environmental Health

All conditions, circumstances and surrounding influences which affect the health of persons required to be in an area.

C. Independent Audit

An examination and findings report which compares established standards with existing practices. The examiner(s) shall not be employees of the institution being audited.

D. Pest

Any destructive insect, plant or animal.

E. PCO

A pest control operator that is licensed, insured and a member of a pest control association.

VI. Policy

A sanitary, clean and healthful environment shall be maintained at each institution. Formal and regular inspections of institutional buildings and grounds are essential to ensure good sanitation and housekeeping practices.

VII. Procedures

A. General Requirements

1. Water (supplied by a utility or external provider): Institutions served by a municipal water system shall obtain and retain periodic written statements

- from the system's administrators affirming that the water supply is safe and meets requirements of applicable laws and regulations.
2. Water (source exclusive to the facility): The institution's water supply shall be sampled according to applicable requirements of national, state and local regulation. It is the responsibility of the Superintendent to ensure that staff assigned to sample water from a facility source hold the appropriate certification from the Department of Environmental Conservation (DEC).
 3. Plumbing: Plumbing shall be installed and maintained in accordance with applicable national, state and local regulatory standards.
 - a. There shall be no cross connections between potable water supplies and non-potable or questionable water supplies, nor shall there be a source of pollution through which potable water supplies might become contaminated.
 - b. Permanent anti-siphon devices shall be installed to protect against backflow or back siphonage, such as where a chemical feed system provides soap to a dishwasher, or where national, state or local regulations require.
 - c. Hoses shall not be attached to any faucet unless that faucet is labeled or marked as having a backflow prevention device installed. A temporary back siphonage prevention device such as an approved hose connection vacuum breaker may be used on a faucet for the occasional connection to a garden hose.
 - d. Pipe chases shall be maintained free of standing water and cleaned regularly.
 4. Water Temperature:
 - a. Hand-washing and shower facilities shall be supplied with hot water and cold water through a mixing faucet, at a temperature between 110 and 120 degrees F.
 - b. Commercial dishwashing machines shall be supplied with 180 degrees F. water through use of a heat boosting mechanism for the final rinse cycle or an approved chemical sterilization system.
 - c. Laundry washing machines shall be supplied with water at least 160 degrees F. and/or a chemical sterilization system.
 5. Sewage: Treatment of effluent and sewage shall be managed in compliance with the requirements of the Federal Clean Water Act and applicable local and State regulations. Prior to start up, sewage treatment systems must be approved by the Department of Environmental Conservation. Sewage lines shall be properly closed and clean-out ports properly maintained.
 6. Refuse:
 - a. Institutional methods for handling and disposing of refuse, including garbage, rubbish, trash, ashes and other solid waste shall be in compliance with requirements of local state agencies and Policy 1208.05, Control of Tools, Equipment and Hazardous Materials. Institutions may dispose of combustible refuse by incineration in approved units and other methods which ensure the following:

- (1) Organic waste is burned thoroughly;
 - (2) The incinerator and surrounding area is kept free of litter;
 - (3) Non-incinerated matter and ashes are disposed of in a sanitary landfill.
 - b. Storage areas for garbage and refuse containers shall be designed to permit thorough cleaning. Storage areas shall be large enough to accommodate all containers used for refuse management.
 7. Containers: Garbage and refuse shall be kept covered in durable, easily cleaned, fire safe, pest proof containers that do not leak or absorb liquids. Plastic bags may be used to line garbage containers.
 - a. Trash, garbage and refuse containers, except individual officer or prisoner trash containers used inside the buildings, shall be kept covered, emptied and cleaned daily, including Saturday, Sundays and holidays.
 - b. Refuse collected from kitchens and dining rooms shall be removed at least twice a day.
 - c. Containers stored outside the facility including dumpster shall be easily cleaned, have tight fitting lids, doors or covers and shall be kept covered or lined.
 - d. Institutions hauling their own refuse to approved sanitary landfills are to use a covered truck or containers to prevent scattering during transportation, to keep the vehicles and/or containers clean and to control odor and pests.
- B. Pest Control**
1. To guard the institution against pests, institutional procedures should concentrate on the following three areas:
 - a. Physically preventing pests from entering by closing off any openings in the buildings and by inspecting incoming supplies. This also means that birds, cats, dogs and other animals, except those raised or cared for as part of special therapy/training programs or security units, should not be fed, housed or watered at institutions.
 - b. Eliminating sources of food and water, as well as breeding and hiding places, through proper housekeeping measure.
 - c. Establishing at least annual inspections of institutional areas that may present conditions favorable to pests and to safely and effectively eradicate pests.
 2. Use of Pesticides and Herbicides
Prompt corrective action shall be taken to ensure eradication of pests when they or their droppings are discovered. Staff shall read and be familiar with the Materials Safety Data sheet associated with a pesticide or herbicide to be used. The following specific points are to be incorporated into institutional procedures:
 - a. Pesticides and herbicides shall be "off the shelf" and not require staff assigned to duties which require use of these materials to hold special

- certifications or training that might be required in order to use the products safely.
- b. Staff shall comply with all requirements, including storage, marking, requirement for protective equipment, etc., stated on the Materials Safety Data sheet attached to each product.
 - c. Staff shall follow manufacturers recommendation for application, and take note of the method of application required for safe use, for example sprayed or applied by hand.
 - d. Pesticides and herbicides shall not be stored in the food service area or where food is prepared. All pesticides and related equipment must be stored in a secure location and removed only for use by designated employees. Chemicals drawn from storage must be limited to the amount needed from the specific application with any unused chemicals returned to the secure storage area.
 - e. Although trained employees may be directed to apply pesticides on occasion, a pest control operator (PCO) must be employed for more complex or hazardous extermination tasks. Employees employing herbicides shall follow product instructions. In the case of use under special circumstances, outside experts including the Department of Environmental Conservation shall be consulted.
 - f. Application of pesticides to individual cells/housing units where prisoners are confined for prolonged period of time is discouraged. Such chemicals should be used in the pipe chase rather than direct spraying or spreading in living units.
 - g. Open flames shall be extinguished in the vicinity of spraying pesticide and herbicide liquids, powders and vapors which are potentially explosive.
 - h. Questions about appropriateness of using certain pesticides and herbicides should be referred to local health and sanitation authorities or to representatives of the Department of Environmental Conservation.
 - i. A listing of all pesticides and herbicides within the institution and a copy of the proper treatment for the ingestion of such products shall be on file in the institutional medical office. Anyone swallowing or breathing pesticides or herbicides shall be immediately evaluated and treated by medical personnel.
- C. Disposal of Medical Waste
- All waste and refuse created within medical/dental areas shall be disposed of in accordance with national, state and local regulations and according to the provisions of Policy and Procedure 202.03 "Blood Borne Pathogens."
- D. Housekeeping Procedures
- Superintendents shall ensure institutional procedures are developed to include:
- 1. A cleaning schedule for each area of institution.
 - 2. Identification of specific tasks for prisoners and employees assigned to housekeeping duties. When possible, each institution

- shall maintain small work crews to accomplish housekeeping tasks along with painting and minor maintenance.
3. A time schedule for task completion.
 4. Specific instructions for cleaning techniques and correct formula for solutions used to clean:
 - a. Floors, ceilings and doors
 - b. Prisoner cells, rooms or dormitories
 - c. Walls and windows
 - d. Toilet and shower facilities
 - e. Equipment
 - f. General storage areas
 - g. Food preparation and storage areas
 - h. Health care service areas
 5. Proper cleaning technique for any area with asbestos containing material.
 6. Waste disposal procedures which provide for collection, storage and disposal of liquid and solid waste accumulation.
 7. Pest control procedures.
 8. Follow-up procedures that ensure correction of noted deficiencies.
 9. Decontamination protocols to include universal precautions.
- E. Institutional housekeeping plans shall be approved by the Superintendent or designee.
- F. Institutional Inspections:
1. Superintendents shall ensure that the entire institution is inspected at least weekly in accordance with Policy 803.04, Institutional Inspections. The inspection shall ensure:
 - a. All areas of the facility are clean, orderly and pest free;
 - b. Lighting, ventilation, heating and cooling equipment function properly;
 - c. No fire, safety or health hazards exist; and
 - d. Plumbing equipment operates properly.
 2. Prior to each inspection, those individuals conducting the inspection should review previously reported deficiencies to determine if necessary corrections have been made. An inspection report shall be prepared and forwarded to the Superintendent. The report will identify areas seriously deficient in housekeeping and sanitation.
- G. Health Care Officer Inspection: The institutional health Care Officer shall conduct a monthly inspection of all housing units and food service areas. A written report shall be submitted to the Superintendent for review and action as appropriate as well as a copy to the health care administrator and central office compliance administrator.
- H. Daily inspection of living units shall be conducted by shift supervisors/unit managers or their designees. Prisoners shall be informed of their

responsibility to keep their individual living areas clean; one who fails to do so will be subject to discipline under 22 AAC 05.400 d-10.

VIII. Implementation

This policy and procedure is effective on the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

6/17/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Original 10/25/1985

Revised 10/1/1990

Revised 5/5/2008