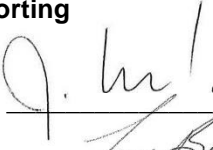
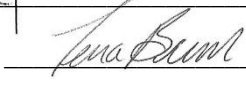


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Laundry	<b>SUBJECT:</b> Soiled Linen Sorting	<b>SECTION:</b> S
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 3
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**SOILED LINEN SORTING**

**POLICY:**

Linens and personal laundry will be separated prior to washing to reduce the risk of the spread of infection and the appropriate cycle/chemicals are selected.

**PROCEDURE:**

Personal Support Workers will:

- 1) Sort soiled linen on the floor using the following coloured coded linen bags:

**SAMPLE:**

- Towels – Red laundry bag
- Sheets & Pads – Blue laundry bag
- Personals – White laundry bag
- Dining Linens – Green laundry bag
- New move in, not yet labelled – Purple mesh bag

- 2) Ensure that personals are placed in linen bags labelled with the floor number.

Laundry staff will:

- 1) Load washing machines to capacity with similar products, i.e. towels, and wash on appropriate cycle.
- 2) Wash laundry bags with personals to prevent bleaching and return bags to the floor.
- 3) Ensure linens are free of stains and in good repair when returned to the floor.
- 4) Report shortages of linens to HKL Supervisor.