

List of Policies and Procedures for JCC Review 9-8-25					
Blue (Hospital-wide); Grey (Departmental)					
Status	Dept.	Policy #	Title	Owner/ Reviser	Notes
Revised	LHHPP	01-08	Restraint Free Environment	N. Zahir	1. Replaced "Assistant Hospital Administrator" with "Assistant Nursing Home Administrator (ANHA)" throughout the document. 2. Replaced "Assistant Hospital Administrator" with "LHH PIO" throughout the document 3. Updated references
Revised	EVS	I	Philosophy	S. Yu	1. Change pest “elimination” to “Control”, updated “comfortable” to “homelike” 2. Add “waste management” in PURPOSE 1 3. Add “and respectful” work environment
Revised	EVS	II	Environmental Services	S. Yu	1. Remove AM shift schedule 2. Add “Courier and Messenger service” and “Fleet management”
Revised	EVS	III	Environmental Services Organizational Chart	S. Yu	1. Add “Executive support” 2. Add official title to EVS Director and Operation Manager, and update the report to
Revised	EVS	IV	Job Description	S. Yu	1. Update format and add official titles 2. Correct spelling
Revised	EVS	IX	Waste Management	S. Yu	1. Update format 2. Add containers colors description for medical waste. Update “medical waste” rooms to “Soiled Utility” rooms 3. Add the medical waste type: “d. RCRA Pharmaceutical waste (Black).....”
Revised	EVS	V	EVS Staff General Information	S. Yu	1. Replace “Housekeeping” to “EVS” in C. 2. Remove AM shift in E. Breaktime and Lunch Time 3. Change “the Office” to “HR Leave team” 4. Update the process of posing the time off calendars 5. Update the injury report process 6. Update and rephrase Q. 7. Update the Smoke free policy in S. 8. Replace “helpful” to “Respectful” in Z.
Revised	EVS	VI	Performance Guidelines	S. Yu	1. Correct format, spelling and grammar 2. Removed the outdated guidelines in 3. 3. Update “Pager” with “work cellular phones” in 5. 4. Update “appropriate” to “progressive” disciplinary action. 5. Remove “Making time up due to tardiness or leaving early is not permitted” in 14.
Revised	EVS	VII	Work Rules	S. Yu	1. Add “and the daily huddles” in A. 2. 2. Add “outside of resident care area” in E.4. and add “headset” in E.5. 3. Add “perform hand hygiene” in H. 4. Replace “in barrels” with “in bins covered while transporting” in J.4. 5. Remove “AM shift” section in L.
Revised	EVS	VIII	Safety	S. Yu	1. Replace “patient” with “resident” in B.1.a. 2. Add “or composite toe”, replace “staff” with “SEIU 1021 members in 4. 3. Add “d. EVS employees complete the required trainings periodically and be compliant with all OSHA regulations for waste transportation and disposal” under 7.
Revised	EVS	X	Equipment, Supplies and Chemicals	S. Yu	1. Add “Enzymatic Luster Crème Cleanser” under “Chemicals” 2. Update the soiled mop procedure at 2.
Revised	EVS	XI	Standard Cleaning Procedure	S. Yu	1. Add more surfaces points in 3. 2. Add “perform hand hygiene and gloving as infection control guidance when practice the daily standard cleaning procedure
Revised	EVS	XII	Transmission-based precaution cleaning policy	S. Yu	1. Update “PPE – Perform hand hygiene and follow the infection prevention and control precaution to don/doff appropriate PPE’s” 2. Add steps i, ii, iii, iv, v, vi to the 1. Minimum cleaning procedure 3. Add “this procedure will be performed when the resident come off the isolation or are discharged from the room” in 2. 4. Add “a. Perform hand hygiene.... Follow the transmission precautions signs.” Under 2. 5. Remove “Follow seven step procedure” in 2.f.
Revised	EVS	XIV	Mail Room Procedure	S. Yu	Reorganize the procedures and update the resident packages delivery process.
Revised	EVS	XV	Pest Control Policy	S. Yu	Update service to “three times” a week hospital wide, both EVS and Food services
Revised	EVS	XVI	Ice machine cleaning	S. Yu	1. Replace “on the unit great room” with “in the unit Great Room” 2. Remove “Use chemical (22ppm) “, add “including the racks” in b. 3. Add “use the ratio 1oz. detergent” 4. Reorganize sentence of b.2. 5. Add “b. dust the top of the ice machines” in Weekly cleaning 6. Add color to the 3 buckets

Revised	EVS	XVII	Transport and Delivery for Medical Wast, Trash and Linen	S. Yu	1. Replace “Biohazard” with “Medical Waste” 2. Add types of the “Medical Waste” at LHH
Revised	EVS	XVIII	Microfiber damp mopping cleaning	S. Yu	1. Update format 2. Add brand name “with Easy Trap duster” 3. Add “G. Remove glove and perform hand hygiene after putting away the soiled mops” 4. Add LHH EVS P&P VII Safety as reference
Revised	EVS	XX	Privacy Curtain Replacement	S. Yu	1. Update format 2. Add “D. Perform hand hygiene and don proper PPE” 3. Add “J. Doff PPE and perform hand hygiene before exiting the resident room”
Revised	EVS	XXI	Rejected Linen Procedure	S. Yu	Add “C. All linen deemed unserviceable in the clean linen carts should be placed in to the rejected linen hampers in Clean Utility Rooms”
Deletion	EVS	XXII	EVS Temporary Services	S. Yu	This was a one-time project only
Revised	FNS	1.04	Quality Assurance Communication	M. Adusumalli	1. Deleted Space – Log Book to Logbook 2. Added – 3/2025 3. Deleted- Established and 6/85, 12/87, 1/89, 1/92, 8/04, 7/09. 4. Deleted- Reviewed: 8/13, 8/14. 5. Replaced – Unusual occurrences with Incident report form is completed 6. Removed space- Log book to Logbook 7. Removed space -Log Book to logbook. 8. Replaced – On a daily basis to daily. 9. Deleted footer date- 11/6/2015
Revised	FNS	1.35	Suspected Food Contamination	M. Adusumalli	1. Deleted – Established and 2/89, 5/97, 3/05, 9/06, 9/07, 7/09 2. Added- 3/2025 3. Deleted – Reviewed: 8/13, 8/14 4. Deleted- (See next page for form) 5. Replaced Unusual Occurrence Report with Incident Report. 6. Deleted Footer date -11/6/2015
Revised	FNS	1.58	Body Substance Isolation (BSI) and Universal Precautions.	M. Adusumalli	1. Deleted – Established and 03/87,05/97, 7/09. 2. Added Date- 3/2025 3. Deleted- Reviewed - 8/13, 8/14 4. Replaced warewashing with ware washing 5. Replaced handles with handle 6. Replace etc with etc. 7. Deleted Unusual Occurrence 8. Added Incident 9. Deleted use the Universal Precautions procedure at all times 10. Added always use the Universal Precaution procedure 11. Replaced dishmachine with dish machine 12. Deleted footer date 11/6/2015
Revised	FNS	1.68	Proper Disposal of Garbage	M. Adusumalli	1. Deleted- Established and 3/81, 1/89, 2/94, 5/97,9/06, 7/09, 6/11 2. Deleted- Reviewed :8/13, 814. 3. Added- 8/2024 4. Deleted- are not. 5. Removed space – Cardboard 6. replaced -closed at all times to lids always closed 7. Added- If applicable. 8. Deleted- 30 twice.
Revised	FNS	1.69	Cleaning of the Ice Machine on Tray Line	M. Adusumalli	1. Deleted- Established and 2/83,12/87, 1/89, 5/97, 9/06, 5/08,7/09, 6/11 2. Deleted- Reviewed :8/13, 814. 3. Added- 8/2024 4. Deleted- On a daily basis the exterior ice machines will be cleaned after meal service. Use MikroKlene (25ppm) to sanitize inside of Ice machine. 5. Added- Daily- External cleaning of outside surfaces with department approved cleaner and single use cloth- Ice scoop and container must be washed in dish washer. 6. Added -Monthly 7. Replaced- Service to line. 8. added- Use the Three-bucket method of cleaning and sanitizing for the inside of the ice machines. 9. Replaced- Mikro Klene with department approved sanitizer. 10. Capitalized- C. Added- Ice machine will be cleaned.
Revised	Nursing	E 01.0	Oral Management of Nutritional Needs	J. Selerio	Generalized Policy #9 to state “Staff assigned to observe during meals...” (currently states “Nursing staff assigned to observe during meals”)

Revised	Nursing	H 6.0	After Hours STAT Blood Draw	J. Selerio	<ul style="list-style-type: none">• No major changes• Updated references
Revised	Nursing	I 4.0	Laryngectomy Tube Care	J. Selerio	<ul style="list-style-type: none">• Changed tracheostomy shower collar/shields to “tracheostomy protector”• Clarified to state “Rinse an already clean LaryTube with sterile water...” (Currently states “Rinse the LaryTube...”
Deletion	Outpatient Clinic	C4	High-Level Chemical Disinfection	H. Chen	We no longer use high-level chemical disinfection/Cidex
Deletion	Outpatient Clinic	C5	Flexible Nasopharyngeal Laryngoscope	H. Chen	We no longer use reusable NP laryngoscopes (they are all disposable now)