

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 23, 2021
NUMBER:	L.4.G
SUBJECT:	HOUSEKEEPING PLAN

PROCEDURE

Daily, deputies shall maintain a regular cleaning schedule. Deputies shall supervise inmate workers, ensuring cleaning is completed in a timely manner. Housing deputies are responsible for maintaining the cleanliness of the following areas: corridors, walkways, holding cells, multipurpose room, medical exam, medical holding cell, hair care, recreation yard, janitor closet, and storage areas. Facility custodians will clean deputy stations and deputy station restrooms

The following cleaning schedules shall be followed in order to ensure facility cleanliness.

I. RESPONSIBILITIES OF THE LINE STAFF/CUSTODIANS

AREA	AM	PM
Visit Lobby and bathrooms		
Upstairs Visitor Area and hallways		
Admin		
Conference Room		
Briefing Room		
Locker Rooms		
Central Control		
Booking		
Medical Visiting Area		
Release Corridor/Cells		
Medical Offices		
Medical Corridor		
Medical Bathroom		
Medical Exam Rooms		
Safety Cells		
Medical Horseshoe		
Medical Corridor Bathroom		
Smoking section		
North/South Breezeway		

Medical/SIM Rover shall be responsible for cleaning safety cells and isolation cells after every use with hospital grade disinfectant and once every 24-hour period when occupied. In the event any of the above areas are occupied on a continuous basis for a period of 24 hours or more, the area shall be observed for unsanitary conditions and cleaned as appropriate to maintain the health and safety of the inmate occupying the area.

Inmates in the Medical Observation and Special Inmate Module, who are physically able, shall maintain a clean and safe environment in their cell/room areas. Inmates who are extremely ill or physically unable to manage their cell/ room environment, shall be assisted by deputies, housekeeping staff, and/or nursing staff as needed.

An inmate work crew supervised by the Support Services or Medical Rover shall do all general cleaning, as described under Inmate Worker Duties.

II. VISIT DEPUTY'S GENERAL CLEANING OF VISIT LOBBY AND VISIT CORRIDOR (WEEKENDS/HOLIDAYS)

- A. The visit deputy shall ensure the visit lobby is cleaned and disinfected on weekends and holidays. [REDACTED]

General cleaning shall include but is not limited to:

1. Sweeping and mopping of visitors' lobby and corridors.
2. Mopping and cleaning of both women's and men's bathrooms.
3. Emptying all trash receptacles in the visitor lobby and corridors.
4. Restocking supplies in bathrooms.

III. CUSTODIAL STAFF WEEKLY WORK SCHEDULE

A. [REDACTED]

1. Empty all trash
2. Sweep and mop floor with disinfectant
3. Clean all glass surfaces
4. Dust all surfaces
5. Clean and disinfect sink
6. Clean and disinfect toilet
7. Wax Floor as needed

- B. Gym: The gym will be cleaned daily [REDACTED] The gym will be cleaned and disinfected daily. The gym will also be deep cleaned three days a week. Hand sanitizer wipes and sprays shall be provided in the gym and replenished by custodial staff.

IV. INMATE WORKER ASSIGNED TO HOUSE CUSTODIAL DUTIES

A. [REDACTED]

1. House Medical Exam Room and Holding cell:
 - a. Sweep and mop floor with disinfectant
 - b. Clean and disinfect sink and countertop

- c. Empty trash can
 - d. Clean any graffiti off the walls
2. Multi-Purpose Room:
- a. Sweep and mop floor
 - b. Empty trash
 - c. Disinfect, straighten and organize tables and seating area.
3. Hair Care Room:
- a. Sweep and mop
 - b. Clean sink
4. House walkways:
- a. Sweep scrub and/or power wash walkways from module gates to the house corridor gate.
5. Recreation Yard:
- a. Pick up all debris from yard area
 - b. Clean any graffiti off the walls
 - c. Sweep yard area
 - d. Wash down yard area
 - e. Clean and disinfect toilet and sink
 - f. Restock toilet paper
6. Storage Shed:
- a. Pick up all trash
 - b. Sweep and scrub floor
 - c. Disinfect used mattresses on “Used Mattress Shelf”
 - d. Store clean mattresses on “Clean Mattress Shelf”
 - e. Stock cleaning carts
7. Janitor’s Closet:
- a. Clean shelf unit
 - b. Scrub floor-sink
 - c. Wipe down cleaning fluid dispenser
 - d. Sweep and mop floor
8. Security Trash:
- a. Collect security trash from deputy station and deposit in security trash bins (only) at the corridor gates under the direct supervision of sworn staff.

V. HOUSING UNIT SHOWERS

- A. The Grounds-Utilities deputy shall supervise an inmate work crew to ensure housing unit showers are cleaned as needed per the administrative sergeant.

VI. CLEANING CARTS FOR HOUSING UNITS

- A. All housing units within the facility shall have access to a cleaning cart and cleaning supplies.

1. HOUSES 1 through 6 (Except House 5): Each Housing module shall have a complete cleaning cart assigned to its area. Each cart shall have the following supplies:

- 1- Broom
- 1- Mop
- 1- Scrub brush w/handle
- 1- Fox tail brush
- 1- Dustpan
- 2- Spray bottles
- 1- Mop bucket w/wringer
- 1- Sponge
- 1- Pair of gloves

2. HOUSE 5: If necessary and deemed safe (classification and in-custody behavior), Inmates assigned to House 5 shall have a modified cleaning cart to clean their cells with the following supplies:

- 1- Fox tail brush
- 1- Dustpan
- 2- Spray bottles
- 1- Mop and bucket w/wringer
- 1- Sponge

3. Medical/SIMS (101, 102 and 103): Shall have access to a complete cleaning cart as needed.

- B. If any of these items become damaged or needing replacement, the storekeeper shall be notified for replacement.
- C. If it is necessary but deemed unsafe to provide cleaning materials to the inmate(s), the inmate(s) shall be placed in the secured dayroom enclosure and inmate workers shall be utilized to clean the cell.
- D. Sworn staff will ensure all cleaning materials are accounted for prior to and when each inmate(s) is done cleaning. ONLY inmate workers assigned to clean House 5 shall have access to a complete cleaning cart to clean the dayrooms under direct supervision of sworn staff.

MRSA Precautions and Cleaning

Whenever an inmate infected with the MRSA virus comes in to contact with jail property such as holding cells, mattresses, vehicles if transported, and clothing; adequate cleaning and disinfecting measures shall be adhered to.

Ensure that equipment used and rooms of patients with MRSA are prioritized for cleaning and disinfection with focus on frequently touched surfaces. Dedicate cleaning equipment exclusively for MRSA Cleaning.

Quat- 64 is the cleaning solution used by the county. Quat-64 is effective against MRSA. Inmates transferring out of the MRSA ward (Isolation Cell) should shower, be issued new bed rolls, jail clothing, footwear and hygiene kits prior to transferring to mainline housing.