

DATE: APRIL 17, 2023
NUMBER: L.4.L
SUBJECT: HOUSEKEEPING PLAN

PROCEDURE

The entire facility will be cleaned on a regular basis by incarcerated workers under the direct supervision of facility custodians, an incarcerated worker deputy or any sworn staff member.

I. CLEANING OF FACILITY ENTRANCES, EXITS, HALLWAYS, PROFESSIONAL STAFF AREAS, AND THE LOBBY

- A. The LCDRF administrative offices will be cleaned by the custodians only. In the absence of a custodian, the incarcerated worker deputy will facilitate cleaning LCDRF administrative offices with incarcerated workers. The DPD custody records office, staff booking area, staff medical area, pre-intake area and facility entrance areas will be cleaned by the incarcerated workers under the supervision of a custodian or sworn staff.
- B. The release deputy will supervise the PM incarcerated custodial workers during nightly cleaning. If the release deputy is not available, central control will assign another deputy to complete the task. Nightly cleaning will consist of the following tasks:

Safety/Security Interests - 7922.000

- Admin Sally Port: Sweep & mop
 - Admin Hallway: Sweep & mop
 - DTU Hallway: Vacuum & collect trash
 - DTU Restrooms: Clean sweep, mop & restock supplies
 - DTU Breakroom: Clean sweep, mop & restock supplies
 - Trash Run: Admin sally port, clinic area & intake
 - Briefing Room: Remove trash & vacuum
 - Locker Room: Remove trash & restock supplies
- C. Prior to returning to housing, the PM incarcerated custodial workers will be strip searched **Safety/Security Interests - 7922.000**
- D. A "Nightly Cleaning" checklist must be filled out by the assigned deputy and signed by the intake sergeant to verify the nightly cleaning has been completed. The "Nightly Cleaning" checklist can be found under LCDRF DOCUMENTS, FORMS on the LCDRF SharePoint website. The assigned deputy will scan the signed document and save it to the LCDRF "V" drive under the "Nightly Cleaning Logs" folder. The document will be saved using the current date.

- E. Assigned incarcerated workers, under the general supervision of a food service employee, will clean the kitchen and staff dining areas after every meal period.

II. CLEANING OF INCARCERATED PERSON HOUSING AREAS AND DEPUTY STATIONS

- A. All housing units will be assigned incarcerated/module workers for cleaning by the incarcerated worker deputy. The housing unit deputy will supervise the assigned incarcerated module workers during cleaning. At no time should mainline incarcerated persons clean alongside incarcerated workers. All housing units will have a dedicated janitor closet on site.

Each janitor closet will contain the following:

- (1) Mop bucket with wringer
- (1) Mop
- (1) Broom
- (1) Dustpan
- (1) Scrub brush
- (3) Squirt bottles
- (1) Chemical dispenser in various locations (containing disinfectant, all-purpose cleaner and bathroom cleaner)

- B. Incarcerated/module workers will clean after each meal. At a minimum, the incarcerated/moduleworkers will be given cleaning solution and clean rags to clean the tables. After the dinner meal, the incarcerated/module workers will utilize the supplies in the janitor closet to clean the dayroom and shower areas to include: multipurpose rooms, telephones, tables, chairs, stair railings, door handles etc. During this time, the incarcerated/module workers will utilize the bleach solution or Virex disinfectant to clean and disinfect all surfaces. Incarcerated workers utilizing the bleach solution must wear personal protective equipment.
- C. The janitor closet must be inspected before and after each use by the housing deputy to ensure all supplies are accounted for. The janitor closet door shall remain secured at all times when not in use. Any incident of damage or vandalism shall be documented.
- D. The incarcerated worker deputy shall develop a schedule for the incarcerated/module worker cleaning crews that allow for no fewer than three daily cleaning rounds. They may also be called on as needed, at any time.
- E. Deputy stations in House 3, House 4, House 5 and PSU will be cleaned in accordance with the custodial schedule by the custodian. All other deputy stations and restrooms will be cleaned by incarcerated workers under the supervision of sworn staff.
- F. Central control shall only be cleaned by a custodian in accordance with their custodial schedule.

III. CLEANING OF MEDICAL HOUSING, STAFF AREAS, AND EXAM ROOMS

- A. Medical wards will be cleaned and disinfected daily by the intake incarcerated workers under the general supervision of the MOB deputy.
- B. Negative and positive air pressure and isolation cells will have supplies dedicated to the sole purpose of cleaning and disinfecting that area. Intake incarcerated workers will clean the cells daily. These cells will be thoroughly cleaned and disinfected each time an incarcerated person is moved out and prior to a new incarcerated person being housed.
- C. The medical exam rooms, lobby, nurse's station, and offices shall be cleaned and disinfected nightly by the intake incarcerated workers under the supervision of a facility rover and by the custodian in accordance with the custodial schedule.

IV. MANDATORY DAILY CLEANING BY INTAKE INCARCERATED WORKERS

An intake deputy will supervise the intake incarcerated workers during the A and B shift cleaning duties. The MOB deputy and a House 5 Housing deputy will supervise the intake incarcerated person workers during the C shift cleaning duties. If either deputy is not available, intake control will assign another deputy to supervise the cleaning. Once the cleaning has been completed, the watch commander will be notified.

The A-Shift (0700-1500) intake incarcerated workers will complete the following duties daily:

- Intake control/Booking: Remove trash, sweep & mop, disinfect all surfaces with Virex disinfectant or bleach solution.
- Medical/Pro-Visit Room: Remove trash, sweep & mop, disinfect all surfaces with Virex disinfectant or bleach solution.
- Break Room: Remove trash, sweep & mop
- Intake/Supervisor Restrooms: Clean, sweep, mop & restock supplies
- Supervisor Office: Remove Trash

The B-Shift (1500-2300) intake incarcerated workers will complete the following duties daily:

- Vehicle Sally-Port: Remove trash
- Pre-intake Area: Clean, sweep, mop & restock supplies, disinfect all surfaces with Virex disinfectant or bleach solution.
- Open Booking/Holding Cells/Hallways: Clean, sweep, mop & restock supplies, disinfect all surfaces with Virex disinfectant or bleach solution.

The C-Shift (2300-0700) intake incarcerated workers will complete the following duties daily:

- MOB: Clean, sweep, mop dayroom & showers & restock supplies, disinfect all surfaces with Virex disinfectant or bleach solution.
- House 5: Clean, sweep, mop dayrooms & showers, disinfect all surfaces with Virex disinfectant or bleach solution.
- Clinic: Clean & disinfect, sweep, mop & remove trash from waiting room, nurse's station, exam rooms, restrooms and offices. Disinfect all surfaces with Virex disinfectant or bleach solution.

V. MODULE CLEANERS

Module cleaners may be assigned to mainline housing units. The incarcerated worker deputy will be responsible for the assignments and incentives for the module cleaners.