

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-803

APPROVED BY: STEPHANIE L JAMES  
CHIEF PROBATION OFFICER

REPLACES: 2/23/2016

ISSUE DATE: 1/28/2019

**SUBJECT: HOUSEKEEPING**

**POLICY**

Juvenile Detention and the Camp shall be maintained at an acceptable level of cleanliness.

**PROCEDURES**

**A. Clean Up of Bodily Fluid Spills**

1. If a youth spills his/her blood, urine, or feces, another youth shall not clean up that spill.
2. A youth who spills his/her own blood, feces, or urine should be encouraged to clean up his/her own spill, if he/she is physically and mentally capable of doing so.
3. If a youth is unwilling or unable to clean up his/her spill, staff may elect to perform the clean-up. Staff are to wear gloves and any other protective equipment if necessary.
4. If housekeeping is requested, staff are to contact the Duty Officer. The Duty Officer will contact [REDACTED] to have housekeeping staff clean the spill. A Housekeeping Form (Attachment A) shall be completed each time the hospital is contacted.

[REDACTED] Housekeeping staff at the [REDACTED] are available 24-hours per day; however, there may be limited response between the hours of 11:00 p.m. and 7:00 a.m. Housekeeping staff may be reached by [REDACTED]  
[REDACTED]

6. When housekeeping arrives, a Detention Officer will escort him/her to the unit; standby while housekeeping cleans the spill, and will escort him/her out of the facility.
7. If a spill occurs and housekeeping is unavailable to respond, the spill should be cordoned off and left until housekeeping arrives.

B. Cleaning of the Medical Clinic

1. Correctional Health Services is responsible for cleaning the medical clinic offices and exam rooms, as well as the examination rooms on Units 4, 5 and 6 on a weekly basis.
2. In the event a patient care area requires cleaning at a time other than when the Correctional Health Care contracted housekeeper is on-site, the facility Charge Nurse shall contact the San Joaquin General Hospital housekeeping department for assistance.

C. Repairs of the Medical Clinic

1. Juvenile Detention is responsible for making arrangements for any needed repairs in the Medical Clinic area.

D. Cleaning Fluids

1. All cleaning fluids must be stored in containers that are easily identifiable and clearly marked.
2. Once a container has been used for a particular product, it cannot be used to hold a different product. When refillable containers are used, they can only be refilled with the exact same product.
3. Cleaning fluids are not to be mixed.
4. Staff should always follow the directions on the label.
5. In case of accidental spills, staff should refer to the Material Safety Data Sheets located on each unit.

# HOUSEKEEPING FORM

Date of Incident: \_\_\_\_\_ Unit: \_\_\_\_\_  
Time of Incident: \_\_\_\_\_ Shift: \_\_\_\_\_

Incident: \_\_\_\_\_  
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Housekeeping contacted by: \_\_\_\_\_

Housekeeping arrived at: \_\_\_\_\_ Housekeeping left at: \_\_\_\_\_

\_\_\_\_\_  
Duty Officer

**Distribution:**  
Original: Administrative Assistant Deputy Chief Probation Officer  
Copy: Financial Services Unit

Attachment A