I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to have established laundry services at each juvenile facility to provide appropriate care of resident clothing and facility issued property.

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V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Centralized Laundry
1. Centralized laundry shall be responsible for the following:
   a. All Detention Unit clothing;
   b. All bedding for the facility;
   c. Any articles generated from the Special Management Unit, Medical and Food Service; and
   d. Any contaminated clothing or linen.

2. Staff shall directly supervise residents when they are performing work details associated with centralized laundry services.

3. The centralized laundry shall be subject to the facility’s security, safety, and sanitation inspection(s) on a daily basis.

4. The facility’s Maintenance Supervisor shall be responsible for coordinating and ensuring all minor and major repairs of laundry machines and other equipment. Workers from the contracted service provider shall be used as necessary to meet all equipment warranty and/or service agreement terms.

5. Laundry machines and equipment shall be operated in a safe manner in accordance with manufacturer’s specifications and, where applicable established facility or unit rules and regulations.

Procedure B: Housing Unit Laundry Operations

1. Facilities shall implement practices and post orders for decentralized laundry services where laundry machines are provided in or adjacent to the housing pods. Residents shall be required to use the housing units self-serve laundry machines to clean and care for issued, purchased, or other approved clothing.

2. At each facility, housing unit staff shall supervise decentralized laundry services. Residents shall be required to reimburse the facility for all property determined to be altered or destroyed beyond normal wear and tear, which includes, but is not limited to: graffiti markings, intentional discoloration, intentionally torn clothing, unreported damage to facility-issued property and damage to another residents’ facility-issued property.

3. For residents in Special Management Housing, arrangements shall be made to use the Centralized Laundry services to comply with Departmental expectations for clothing, linen, and bedding exchange.

Procedure C: Laundry Staffing

1. Each facility’s laundry service areas shall be properly staffed and supervised at all times. Staff designated with responsibility for supervising laundry services
shall report equipment malfunctions and other problems to the Deputy Superintendent of Support Services. Work orders shall be completed and submitted to the Maintenance Supervisor according to facility procedures.

2. When decentralized laundry services are used, supervision shall consist of regular checks of the work area by the Juvenile Program Specialists/Workers assigned to the unit.

**Procedure D: Laundry Training for Residents**

1. Facilities shall implement practices to ensure that residents assigned to laundry detail in the centralized and decentralized laundry operations are trained in the following areas:

   a. Use and cleaning of machines and equipment according to manufacturer’s warranties and service agreements;

   b. Instruction for assisting other residents in inventory control practices and proper securing of laundry bags;

   c. Identification and reporting of malfunctioning problems to appropriate staff; and

   d. Identification and reporting clothing that has been damaged, altered, or destroyed.

**Procedure E: Schedule for Clothing and Linen Exchange**

1. Each facility shall prepare a schedule for clothing and linen exchange by residents. The current schedule for the facility shall be communicated to residents during their unit orientation and posted on each housing unit bulletin board. Staff shall supervise clothing and linen exchange in accordance with facility-specific practices and post orders.

2. Gym/exercise clothing (i.e., sweat suits, shorts, bathing suits, etc.) shall be distributed by the Recreation staff and/or supervising Juvenile Program Specialists/Workers during usage of the gymnasium, in accordance with facility-specific practices, post orders and laundry schedules.

3. Residents shall receive opportunities to exchange facility-issued clothing at least three (3) times weekly where decentralized laundry service is not provided. Additional clothing exchanges may be required at facilities where residents perform food preparation and meal service responsibilities and in instances where medical precautions are enacted for contaminated clothing. The Juvenile Program Specialists/Workers shall directly supervise the resident(s) assigned to
work in clothing and linen exchange for the Special Management Unit.

4. Each facility shall implement practices and post orders providing for residents to exchange linen, including towels, sheets, pillow cases, for laundering purposes at least weekly. Blankets shall be exchanged for laundering at least monthly or more frequently when medical personnel determine the need as a precautionary measure.

5. Residents shall be properly clothed at all times in accordance with facility and unit rules and regulations. Residents are allowed to exchange uniforms or clothing on a one-for-one basis, provided they are able to remain properly clothed. In cases where a resident has submitted clothing for laundry exchange and the clothing being worn becomes soiled with bodily fluids, staff shall follow the Bloodborne Pathogen Control Plan and issue clothing to replace contaminated items.

Procedure F: Laundering of Contaminated Clothing/Linens/Bedding

1. Clothing or linen contaminated with blood or other bodily fluids or other potentially infectious materials shall be laundered in accordance with the Department’s Bloodborne Pathogen Control Plan or other precautionary guidelines developed to prevent exposure. Residents and staff performing laundry services of clothing contaminated with blood or other potentially infectious materials shall adhere to all requirements or guidelines including, but not limited to, the following:

   a. Wearing or using appropriate protective clothing when handling the contaminated material;

   b. Procedures for washing, cleaning and drying these items separately from other items, when required;

   c. Operating the equipment at prescribed temperatures that are appropriate for decontamination;

   d. Reporting cases where the blood or potentially infectious materials were not successfully removed during the laundering process;

   e. Disposing of latex gloves or face masks used in handling the potentially infected clothing or linen in the appropriate bio-hazardous refuse container for removal from the facility;

   f. Reporting exposures, violations of the Plan and inconsistent practices to the appropriate supervisory personnel;
g. Performing personal decontamination procedures (e.g., washing hands with soap and water, showering) when required by the Plan or medical personnel to prevent the risk of exposure; and

h. Complying with all other guidelines for decontamination issued by the Department or facility medical personnel.

2. The Deputy Superintendent of Support Services, in conjunction with the Medical Director, shall implement procedures of the Bloodborne Pathogen Control Plan to ensure confidentiality requirements for residents and others with infectious diseases are maintained at all times, including during the decontamination of the affected resident’s clothing or linen.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-4B-03 Juveniles are provided the opportunity to have three complete sets of clean clothing per week with provision for clean underwear and socks daily. Clothing is properly fitted, climatically suitable, durable, presentable, and not degrading.

4-JTC-4B-08 Juveniles are issued suitable, clean bedding and linen, including two sheets, pillow, one pillowcase, one mattress (not to exclude a mattress with an integrated pillow) and sufficient blankets to provide comfort under existing temperature controls. There is provision for clean linen exchange at least weekly and towels are exchanged at least three times per week.