

**REGULATION  
GUIDELINES FOR CUSTODIANS  
WHEN HANDLING BODY FLUIDS**

The body fluids of all people should be considered to contain potentially infectious agents. The following guidelines are established for the protection of all personnel.

**Handwashing Procedures**

Handwashing is the most important single way to prevent the spread of infectious diseases. Hands should be washed frequently during the day –always before eating, after going to the restroom, after any dirty cleaning job and particularly after cleaning up body fluids whether you touched the fluids or not.

1. Use liquid soap and water with vigorous washing under a stream of running water for about 10 seconds.
2. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet. Discard towel in proper container.
3. Use hand lotion as needed. Dry, cracked hands leave openings in skin for bacteria to enter.

**Cleaning Spilled Body Fluids**

1. Put on disposable latex gloves.
2. Pour sanitary absorbent on the fluid. Allow a few minutes to absorb the liquid.
3. Vacuum or sweep up the absorbent.
4. The vacuum bag or sweepings should be disposed of in a plastic bag. Brooms or dustpans should be rinsed in a disinfectant made of 1 cup of bleach to 1 gallon of water. No special handling is required for the vacuuming equipment.
5. Grasp each glove by its cuff and turn it inside out as you remove it from your hand. Discard the gloves in a plastic bag lined trashcan. Seal tightly before disposal.
6. Wash your hands with liquid soap and water.

**Disinfecting Hard Surfaces**

1. Put on disposable latex gloves.
2. Remove soil and apply a disinfectant (one cup of bleach to one gallon of water). This disinfectant must be freshly prepared for each use.
3. Soak mops in disinfectant after use and rinse thoroughly.

4. Discard disposable cleaning equipment in a plastic bag. Contaminated water should be flushed down the toilet.
5. Non-disposable cleaning equipment should be thoroughly rinsed in disinfectant.
6. Pour used disinfectant solution promptly down a drain pipe.
7. Remove gloves and discard in plastic bag.
8. Wash your hands with liquid soap and water.

### **Disinfecting Rugs**

1. Put on disposable, latex gloves.
2. Apply sanitary absorbent; let it dry and vacuum.
3. Apply a germicidal rug shampoo with a brush and vacuum again. If necessary wash vacuum brush with soap and water.
4. Discard gloves. Wash your hands with liquid soap and water.

### **Laundering Clothing Soiled with Body Fluids**

1. Wash items separately from other clothing. Pre-soak if heavily soiled.
2. Wash in hot soap and water. Add one-half cup of bleach to the wash cycle. If articles are not colorfast, add one-half cup of non-Clorox bleach to the cycle.
3. Discard gloves. Wash your hands with liquid soap and water.

### **Miscellaneous**

1. Line all trashcans with a plastic bag. Discard at the end of each day.
2. Wear plastic gloves to clean toilets and urinals.
3. Do not use re-usable plastic gloves to handle body fluids. It is impossible to clean them sufficiently to prevent the spread of bacteria.