



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 10
Clothing and Personal Hygiene
§1483**

Topic Clothing, Bedding, and Linen Supply

Policy Probation management shall ensure an appropriate quantity of clothing, bedding, and linens are available and replacement needs of the facility population.

1. The facility shall maintain an adequate amount of clothing, bedding and linens. Staff shall monitor supplies and shall notify Housekeeping staff if additional items need to be purchased. The Superintendent shall approve for the purchase of clothing, bedding and linens from an approved County vendor.
2. Staff shall transport or supervise the transportation of soiled laundry to the laundry room (Juvenile Hall) or laundry area (Camp Kemp). Housekeeping staff shall arrange for the transportation of some or all youth bedding and clothing at the Camps to and from Juvenile Hall laundry facilities. Housekeeping staff shall launder items or facilitate laundering through a contracting agency chosen through the Department's and County's purchasing and contract procedures.
3. Soiled clothing, bedding, and linen shall be kept separate from clean items in the exchange and storage of items. Clean clothing, bedding, and linen shall be kept in the storage closets allocated for this purpose.
4. Staff shall use latex gloves and use the Biohazard Response Personal Protective Equipment Kits to clean the area and place items that are soiled with potentially infectious materials or contain vermin in a plastic bag that is clearly marked "contaminated" or "Sugar Bag" and shall contact Housekeeping regarding the disposal of such items. Staff shall ensure that such items are contained in a sealed container. Housekeeping staff will work with trash disposal authorities regarding the disposal of biohazard materials and medical waste. All units and Camp are supplied with Biohazard Response Personal Protective Equipment Kits and Germ Kits for their protection when dealing with cleaning up biohazardous waste and must notify an Institution Services Manager or authorized designee for replacement after soiled suits have been discarded.