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Clean, Safe, and Healthy Environments



1. Describe how housekeeping affects physical and psychological well-being

Providing a safe, clean, and orderly environment has always been an essential part of home health care:

- Illness and disability cause great stress
- Clients feel better physically and psychologically and recover more quickly when their homes and families receive care and support
- Infection and accidents are prevented
- Families who lack some knowledge about how to manage their homes can be taught valuable household management skills

1. Describe how housekeeping affects physical and psychological well-being

Remember:

Clients recover more quickly when homes and families receive care and support.

1. Describe how housekeeping affects physical and psychological well-being

HHAs should know these household management skills:

- Sanitation
- Safety
- Personal hygiene
- Nutrition
- Meal planning
- Shopping
- Child care
- Food preparation
- Communication skills
- Specific healthcare techniques

1. Describe how housekeeping affects physical and psychological well-being

Think about this question:

What is meant by the statement, “Home health aides can be role models in the home”?

2. List qualities needed to manage a home and describe general housekeeping guidelines

The following qualities are needed when working in someone's home:

- Efficiency
- Planning
- Flexibility
- Sensitivity

2. List qualities needed to manage a home and describe general housekeeping guidelines

HHAs can show sensitivity in these ways:

- Respect the customs, beliefs, and feelings of the client/family
- Know when it is appropriate to ask family for help
- Assignment sheets may include dusting, vacuuming, sweeping, laundry, changing bed linens, dishes, and cleaning the kitchen or bathroom

Critical Thinking: Conversation Starter

- How do you feel about doing housekeeping tasks for another person?
- Do you feel it is important to the overall care and wellness of the client?
- Are there any tasks you would rather not do?

2. List qualities needed to manage a home and describe general housekeeping guidelines

Remember:

The tasks HHAs perform are considered light housekeeping, not heavy jobs.

Key Material 21-2: Housekeeping Guidelines

- Invite family participation.
- Invite family and client input.
- Use acceptable cleaning materials and methods.
- Be organized. Write out detailed daily and weekly schedules.
- Build some flexibility into the schedules.
- Organize cleaning materials and equipment.
- Familiarize yourself with the cleaning materials and equipment.
- Maintain a safe environment.
- Use housekeeping procedures and methods that promote health.
- Observe the home environment for signs of infestation.
- Use proper body mechanics.
- Clean up and straighten up after every activity.
- Carry paper and a small pencil to make a note if items that must be replaced.
- Use your time wisely and efficiently,

3. Describe cleaning products and equipment

The following types of cleaning products may be used in clients' homes:

- All-purpose cleaning agents
- Soaps and detergents
- Abrasive cleansers
- Specialty cleaners
- Non-toxic, environmentally safe cleaning products

3. Describe cleaning products and equipment

Remember:

Cleaning products can cause burns or may be poisonous.

3. Describe cleaning products and equipment

The following precautions are important to remember when using cleaning products:

- Read and follow directions
- Wash hands and don gloves before using cleaning products
- Do not mix cleaning products
- Open windows
- Do not leave cleaning products on surfaces longer than recommended
- Diluted bleach is a good disinfectant

3. Describe cleaning products and equipment

HHAs should be familiar with these environmentally-friendly cleaning solution ideas:

- Baking soda
- White vinegar
- Lemon juice
- Borax

3. Describe cleaning products and equipment

Remember:

Honor the client's preferences when using cleaning products.

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

Remember:

Cleaning should be done when the client is resting and after personal care of the client is completed.

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

Define the following terms:

pathogens

microorganisms that are capable of causing infection and disease.

recycling

the process of taking materials that would have been considered waste and turning them into new products.

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

There are cleaning methods specific to each area in the home.

- Living areas:
 - Pick up clutter and put items away
 - Empty wastebaskets
 - Make beds
 - Keep frequently-used items within easy reach
 - Dust once a week
 - Vacuum once a week
 - Clean floors. Be careful with wet floors

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

- Kitchen:
 - Prevent disease by cleaning and handling food properly
 - Check for pests
 - Clean kitchen after every use; clean refrigerator weekly
 - Wash dishes in hot, soapy water, and use dishwashers correctly
 - If clients have an infectious disease, kill pathogens with heat and bleach
 - Cover leftover food and refrigerate quickly
 - Vacuum, sweep, or mop floor daily
 - Dispose of garbage daily
 - Check for safety hazards
 - Store cleaning products away from food and children

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

- Bathroom:
 - Bathrooms can be reservoirs for microorganisms, mildew, and mold
 - Wash from clean areas to dirty areas
 - Flush toilets each time used
 - Clean toothbrushes and toothbrush holders
 - Scrub tub and shower after each use
 - Remove hair from drains

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

- Bathroom (cont'd):
 - Hang all towels. Put away toiletries
 - Rinse sink after each use
 - Place soiled towels in hamper after they dry
 - Safety precautions include the following:
 - Use nonskid rugs
 - Wipe up puddles quickly
 - Add grab bars for safety

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

- Storage areas:
 - Store items near where they will be used
 - Items should be easy to reach
 - Store dangerous items away from children and confused adults
 - Clean storage areas occasionally
 - Do not change storage areas without client's consent

Cleaning a bathroom

Equipment: approved disinfectant (a cleaning product that kills germs), scouring powder or baking soda, rags or disposable wipes, toilet brush, glass cleaner or white vinegar solution, paper towels, disposable or rubber gloves

1. Put on gloves.
2. Using the disinfectant and rag/wipe, wipe all surfaces and rinse as needed. Be sure to clean the sides, walls, and curtain or door of the shower or tub; the towel racks; holders for toilet paper, toothbrushes, and soap; and window sills.
3. Use a different rag/wipe to wipe the outside of the toilet bowl, seat, and lid. As a general cleaning rule, start with the cleanest surface first, then move to dirtier areas.

Cleaning a bathroom

4. Use a different rag/wipe to clean the bathtub, shower stall, and sink. Use scouring powder or baking soda for tile and porcelain, and disinfectant or vinegar solution on other surfaces. Remember that scouring powder can scratch. Check with the client or a family member before using it. Be sure to scrub the sides, edges, and bottoms of all these areas. Clean faucets and scrub around their bases.
5. Scrub the inside of the toilet bowl with a brush and scouring powder. Be sure to scrub under the rim. If you use a second, stronger toilet cleaner, flush the first cleaning product down the drain first to avoid possible chemical reactions. Wash the toilet brush with a disinfectant solution. Store it in holder after letting it air dry.

Cleaning a bathroom

6. Vacuum or sweep the floor first, then wash if the floor is tile or linoleum. Use an all-purpose floor cleaner or vinegar solution in hot water. Wash the floor with a cloth or mop, taking special care to clean the areas at the base of the toilet and sink. Do not leave the floor wet. Dry it carefully to avoid accidents.
7. Clean the mirror and any glass or chrome surfaces using glass cleaner or vinegar solution and paper towels or clean rags.
8. Place dry, soiled rags in the laundry hamper or discard wipes. Empty the waste can into a garbage bag and dispose of the waste. Replace toilet paper and facial tissue when needed. Open the bathroom window for a short time, if possible, to air the room out. Once a week, wash out waste can and laundry hamper. Launder the bath mats and rugs.

Cleaning a bathroom

9. Store supplies.
10. Remove and discard gloves.
11. Wash your hands.
12. Document the cleaning.

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

HHAs should know these points about recycling:

- Recycling is the process of taking materials that would have been considered waste and turning them into new products
- Recycling programs help reduce waste and the need for landfills
- Recycling helps prevent pollution and saves energy, among many other benefits

4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas

Points about recycling (cont'd):

- Some clients will have recycling bins in their homes
- Certain plastics, glass, steel, aluminum, and paper products are commonly placed in recycling bins
- Each community has its own recycling guidelines; HHAs should know and follow the guidelines in the client's community if the client wishes to recycle
- Recyclable items may need to be rinsed and sorted into separate bins. If in doubt, HHAs can ask the client or supervisor. Use recycling bins as directed

5. Describe how to prepare a cleaning schedule

Think about this question:

Do you have a cleaning schedule for your own home, complete with daily, weekly, and monthly tasks? If not, how would you go about creating one?

Group exercise

Work with a partner to create a cleaning schedule for your own home, complete with daily tasks, weekly tasks, and monthly tasks.

6. List special housekeeping procedures to use when infection is present

Know these special precautions for infection prevention:

- Use disinfectant
- Clean client's bathroom daily
- Use separate dishes and utensils for client
- Wash dishes in dishwasher or in hot soapy water with bleach, rinse with hot water and air dry
- Disinfect surfaces and toilets
- Remove trash frequently
- Double bag specimens and store away from food

7. Explain how to do laundry and care for clothes

Remember:

You may be expected to do hand or machine washing as part of an assignment. Clean clothes, bed linens, and towels are important for hygiene and comfort

7. Explain how to do laundry and care for clothes

HHAs should understand these points about laundry products and equipment:

- Follow instructions on washing machine lids
- Ask client/family about special considerations

7. Explain how to do laundry and care for clothes

Pretreating can help remove stains on clothes:

- Use for heavily soiled or stained clothes
- Treat stains early
- Follow instructions on stain removal products

7. Explain how to do laundry and care for clothes

Bleach is often used when caring for laundry:

- Bleach is a good stain remover
- Do not use bleach on all fabrics
- Bleach is effective in hot water

7. Explain how to do laundry and care for clothes

Water temperature is an important consideration when washing clothes:

- Read instructions on labels
- Warm water is appropriate for most fabrics
- Hot water is best for towels, linens, and whites
- Cold water is used for brightly-colored fabrics

7. Explain how to do laundry and care for clothes

Washing action or cycle will vary depending on the type of fabric:

- Use normal setting for most fabrics
- Use slow or gentle setting for delicate fabrics

7. Explain how to do laundry and care for clothes

When drying clothes

- Use lower temperature for delicate fabrics
- Use higher temperature for towels

7. Explain how to do laundry and care for clothes

HHAs should know these points about ironing and folding clothes:

- If ironing, check label for temperature setting to use
- For dark fabrics, iron on wrong side
- Remove clothes immediately from dryer for fewer wrinkles and easier folding

Doing the laundry

1. Sort clothes carefully. Make separate piles of whites, and colors. Check clothing labels for special washing instructions. Do not wash anything labeled Dry Clean Only. If hand washing is recommended, do not wash in the machine.
2. As you sort laundry, check pockets and remove tissues, money, pens, and other items. Remove belts with buckles, trims, and non-washable ornaments. Close zippers, buttons, and other fasteners. Check garments for stains and areas of heavy soil.

Doing the laundry

3. Pretreat spots and stains before washing. A small amount of liquid detergent or dry detergent dissolved in water can be worked in with an old toothbrush. Pretreat or soak clothing as soon as possible for best results. If you know something is spotted, do not let it sit in the laundry hamper all week until you do the laundry.
4. Use the correct water temperature: hot for whites, warm for colors, and cold delicate fabrics.



Doing the laundry

5. Use the appropriate laundry product(s). Follow the washing instructions on the container.
6. Follow written instructions or client or family instructions for using the washer. Use the correct washing cycle for the load you are laundering.
7. Dry clothes completely either in a dryer or on a clothesline. If using a dryer, follow the drying instructions on clothing labels or the client's preferences. Some fabrics require cooler temperatures.
8. Handwash items in warm or cool water, depending on the fabric and instructions. Use a mild detergent or special handwashing liquid. Line dry or lay items flat on towels to preserve the shape of the garment.
9. Fold or hang clean laundry and sort into categories. Store in drawers or closets.

Game

As a class or in groups, take turns pointing to a piece of clothing on another student and answering the following questions:

- What laundry product should you use?
- Can you use bleach on this clothing?
- What water temperature should you use?
- What washing action or cycle should be used?
- What drying temperature should you use?

8. List special laundry precautions to use when infection is present

Special laundry precautions are required when infection is present:

- Keep client's clothes separate from family's
- Handle dirty laundry as little as possible and do not shake it
- Wear gloves and carry laundry away from body
- Use liquid bleach and agency-approved disinfectants
- Use hot water

9. List guidelines for teaching housekeeping skills to clients' family members

These are points for HHAs to remember when teaching family members:

- Get to know the family
- Be patient
- Keep sessions brief
- Break tasks into steps
- Answer all questions
- Assist those having difficulty, but do not do the task for them
- Individualize your teaching

9. List guidelines for teaching housekeeping skills to clients' family members

HHAs should remember to apply these principles of body mechanics when performing household tasks:

- Bend the knees, not the back, when lifting things from the floor or when kneeling to pick up objects
- Carry heavy objects close to the body and distribute the weight evenly. For example, when carrying a basket of clothes, hold it directly in front of the body. Do not twist at the waist
- Stand close to the work area. When possible, raise the work area to a comfortable level so you do not have to bend your back and neck to do the work

9. List guidelines for teaching housekeeping skills to clients' family members

Principles of body mechanics for household tasks (cont'd):

- Try not to lift heavy objects. If you must move heavy objects such as furniture, try pushing or rolling, using the entire body
- Avoid lifting heavy objects from the floor. For example, put the clothes basket on a chair before filling it
- Stand erect when doing tasks like washing dishes. Your knees may be slightly bent

10. Discuss the importance of sleep and explain why careful bedmaking is important

Define the following terms:

occupied bed

a bed made while the person is in the bed.

unoccupied bed

a bed made while no person is in the bed.

closed bed

a bed completely made with the bedspread and blankets in place.

open bed

bed made with linen folded down to the foot of the bed.

10. Discuss the importance of sleep and explain why careful bedmaking is important

The following may be areas of concern if a client complains of a lack of sleep:

- Sleeping too much during the day
- Consuming too much caffeine
- Dressing in night clothes during the day
- Eating too late at night
- Refusing medication for sleep
- Taking new medication
- Having TV, radio, or light on late
- Pain

10. Discuss the importance of sleep and explain why careful bedmaking is important

The effects of not sleeping properly include the following:

- Decreased mental function
- Reduced reaction time
- Irritability
- Decreased immune system function

10. Discuss the importance of sleep and explain why careful bedmaking is important

Bedmaking is important for the following reasons:

- Damp and wrinkled sheets keep the client from sleeping well
- Damp and unclean linen encourages infection and disease
- Sheets that are not flat increase risk for pressure ulcers

Making an occupied bed

Equipment: clean linen—mattress pad, fitted or flat bottom sheet, disposable absorbent pad (if needed), cotton draw sheet, flat top sheet, blanket(s), bedspread (if used) bath blanket(s), pillowcase(s), gloves

1. Wash your hands.
2. Explain the procedure to the client, speaking clearly, slowly, and directly. Maintain face-to-face contact whenever possible.
3. Provide privacy if the client desires it.
4. Place clean linen on clean surface within reach (e.g., bedside stand or chair).
5. If the bed is adjustable, adjust bed to a safe level, usually waist high. If the bed is movable, lock the bed wheels.
6. Put on gloves.

Making an occupied bed

7. Loosen top linen from the end of the bed on the working side.
8. Unfold the bath blanket over the top sheet to cover the client, and remove the top sheet. Keep the client covered at all times with the bath blanket.
9. You will make the bed one side at a time. Raise the far side rail (if bed has them). This protects the client from falling out of the bed while you are making it. Then go to the other side of the bed. Help the client turn onto her side, moving away from you, toward raised side rail (Chapter 12).
10. Loosen the bottom soiled linen, mattress pad, and absorbent pad, if present, on the working side.
11. Roll bottom soiled linen toward client, soiled side inside. Tuck it snugly against the client's back.
12. Place the mattress pad (if used) on the bed, attaching elastic at corners on working side.

Making an occupied bed

13. Place and tuck the clean bottom linen or fitted bottom sheet, finishing with bottom sheet free of wrinkles. If a flat sheet is used, leave enough overlap on each end to tuck under the mattress. If the sheet is only long enough to tuck in at one end, tuck it in securely at the top of the bed. Make hospital corners to keep bottom sheet wrinkle-free. If fitted sheet is used, tightly pull two fitted corners on working side.



Making an occupied bed

14. Smooth the bottom sheet out toward the client. Be sure there are no wrinkles in the mattress pad. Roll the extra material toward the client and tuck it under the client's body.



Making an occupied bed

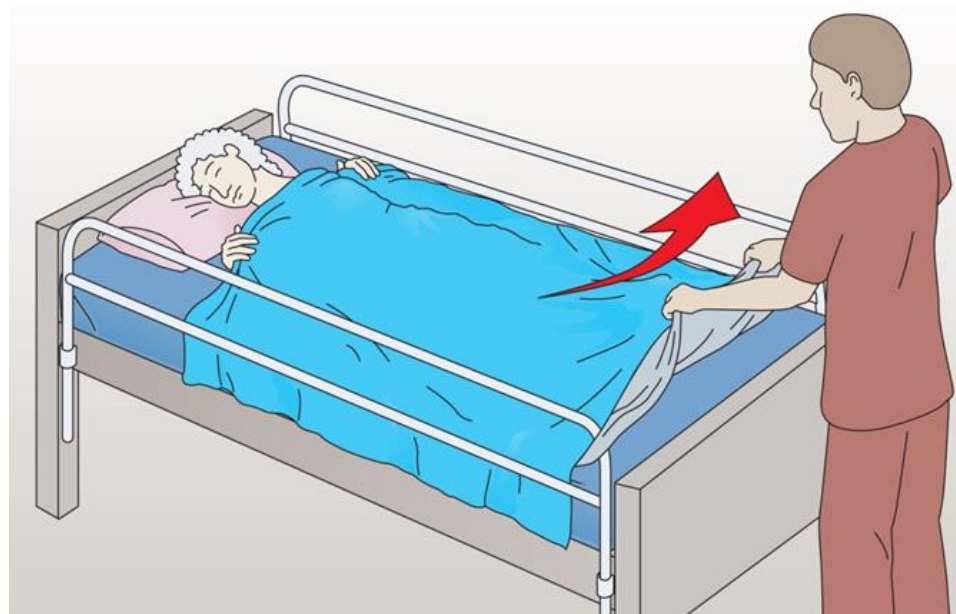
15. If using a disposable absorbent pad, unfold it and center it on the bed. Tuck the side near you under the mattress. Smooth it out toward the client, and tuck as you did with the sheet.
16. If using a draw sheet, place it on the bed. Tuck in on your side, smooth, and tuck as you did with the other bedding.
17. Raise the side rail (if used) nearest you. Go to the other side of the bed and lower that side rail. Help the client roll or turn onto clean bottom sheet, toward the raised side rail. Protect the client from any soiled matter on the old linens.
18. Loosen the soiled linen. Check for any personal items. Roll linen from head to the foot of bed. Avoid contact with your skin or clothes. Do not shake soiled linen. Soiled bed linens are full of microorganisms that should not be spread to other parts of the room. Place it in a hamper or basket. Never put it on the floor or furniture

Making an occupied bed

19. Pull the clean linen through as quickly as possible. Start with the mattress pad and wrap around corners. Pull and tuck in clean bottom linen just like the other side. Pull and tuck in disposable absorbent pad and draw sheet (if used). Make hospital corners with bottom sheet. Finish with bottom sheet free of wrinkles.
20. Ask client to turn onto her back, helping as needed. Keep client covered and comfortable, with a pillow under the head. Raise the side rail nearest you.

Making an occupied bed

21. Unfold the top sheet. Place it over the client and center it. Ask the client to hold the top sheet. Slip the bath blanket or old sheet out from underneath. Put it in the hamper.



Making an occupied bed

22. Place a blanket over the top sheet, matching the top edges. Place the bedspread over the blanket (if used), matching the top edges. Tuck the bottom edges of top sheet, blanket, and bedspread under the foot of the bed, making hospital corners on each side. Loosen the top linens over the client's feet. This prevents pressure on the feet. At the head of the bed, fold the top sheet over the blanket about six inches.
23. Remove the pillow. Do not hold it near your face. Remove the soiled pillowcase by turning it inside out. Place it in the hamper.

Making an occupied bed

24. Remove and discard gloves. Wash your hands.
25. With one hand, grasp the clean pillowcase at the closed end and turn it inside out over your arm. Next, using the same hand that has the pillowcase over it, grasp the center of the end of the pillow. Pull the pillowcase over it with your free hand. Do the same for any other pillows. Place them under your client's head with the open end away from the door, or as the client desires.



Making an occupied bed

26. If you raised an adjustable bed, return it to its lowest position. Leave side rails in the ordered position. Put any signaling device within the client's reach. Carry laundry hamper to laundry area.
27. Wash your hands.
28. Document the procedure and any observations.

Making an unoccupied bed

Equipment: clean linen—mattress pad, fitted or flat bottom sheet, disposable absorbent pad (if needed), cotton draw sheet, flat top sheet, blanket(s), bedspread (if used) pillowcase(s), gloves

1. Wash your hands.
2. Place clean linen on clean surface within reach (e.g., bedside stand or chair).
3. If the bed is adjustable, adjust bed to a safe level, usually waist high. If the bed is movable, lock the bed wheels.
4. Put on gloves.
5. Loosen soiled linen. Roll soiled linen (soiled side inside) from head to foot of bed. Avoid contact with your skin or clothes. Place it in a hamper or basket. Remove pillows and pillowcases and place pillowcases in the hamper.
6. Remove and discard gloves. Wash your hands.

Making an unoccupied bed

7. Remake the bed. Start with the mattress pad and wrap around corners. Place clean bottom linen or fitted bottom sheet, finishing with bottom sheet free of wrinkles. If a flat sheet is used, leave enough overlap on each end to tuck under the mattress. If the sheet is only long enough to tuck in at one end, tuck it in securely at the top of the bed. Make hospital corners to keep bottom sheet wrinkle-free. If fitted sheet is used, tightly pull fitted corners over all four corners of the bed.
8. Put on disposable absorbent pad and then draw sheet if used. Place them in the center of the bed on the bottom sheet. Smooth and tightly tuck the bottom sheet and draw sheet together under the sides of the bed.
9. Place top sheet over the bed and center it. Place the blanket over the bed and center it. Place the bedspread (if used) over the bed and center it. Tuck the bottom edges of top sheet, blanked, and bedspread under the foot of the bed, making hospital corners on each side.

Making an unoccupied bed

10. Fold down the top sheet over the blanket about six inches. Fold both top sheet and blanket down so client can easily get into bed. If client will not be returning to bed immediately, leave bedding up.
11. Put on clean pillowcases (as described in previous procedure). Replace the pillows.
12. If you raised an adjustable bed, return it to its lowest position. Put any signaling device within the client's reach. Carry laundry hamper to laundry area.
13. Wash your hands.
14. Document the procedure and any observations.

11. Identify hazardous household materials

HHAs should be aware of the possible harmful effects of these household materials:

- Bleach
- Cleaning products
- Spray cans
- Paint and turpentine
- Medicines
- Hair spray
- Nail polish remover

11. Identify hazardous household materials

Think about this question:

Can you think of any household products in your own home with warning labels? What do they say?

Critical Thinking: Case Study

A client, Mrs. T, has been in the hospital for eight days recovering from open-heart surgery. Her daughter and 10-year-old granddaughter have arrived to help temporarily with household management and to care for Mrs. T's husband, who is very forgetful. You are to visit the home every day for two weeks, then every other day for two weeks, to assist in the planning and teaching of household management. After that time, the relatives will be leaving, and you will be visiting the home once a week.

What are the most important tasks in the first two weeks? What duties do you think the client might be able to do if she is not restricted in her activities after the first two weeks? Will she be hesitant to do them? Why?

What duties could the aide expect Mrs. T's husband to do on a routine basis? Could the granddaughter be of any assistance in the household schedule? Who should create the overall home maintenance task assignments and why? What will the duties of the aide include on a weekly plan?

