

 <p><b>TEN TEXPROS CO. LIMITED</b> Africa's Premier Provider of Linen Solutions</p>	<b>Doc No: TTP.R.L.012</b>	<b>Prepared By:</b>  <b>Ssemuyiga Denis</b>
	<b>Version: 01</b>  <b>Revision Date: 17<sup>th</sup>, Jul 2025</b>	<b>Approved by:</b>  <b>Deo Ssekidde</b>

## **TEN TEXPROS LAUNDRY SERVICES**

### **GUIDELINES ON SORTING, SEARCHING AND CLASSIFICATION OF LINEN**

#### **INTRODUCTION**

Searching, sorting and classification of linen during processing allows efficient operations, appropriate care for the different linen fabric types by enabling customization of laundry formulas based on the mix of products in the system and degree of staining encountered, prevents damage of machines by foreign objects like scissors and pens, encourages organization, prevent linen damage by applying appropriate temperature and chemicals for example, properly tracks and identifies linen by owner/ward, ensures personnel safety by preventing risks like needle prick injury and ensuring proper infection control.

#### **PURPOSE**

This document serves to guide on the appropriate searching, sorting and classification of linen during processing and storage to allow appropriate linen care, easy linen identification by owner/ward, efficient operations, personnel and equipment safety.

#### **SCOPE**

This document shall guide laundry staff, housekeepers and other health workers of Ten Texpros on the appropriate practices of sorting, searching and classification of linen in the facility.

#### **RESPONSIBILITY**

It shall be the responsibility of the supervisor to train staff in proper sorting, searching and classification of linen.

Laundry staff, housekeepers and nurses have the responsibility of adhering to the good practices of linen sorting, searching and classification at every stage of linen handling.

The hospital management shall have the responsibility of providing necessary tools like bags, containers, trolleys and plastic bags required to adhere to the standard.

#### **DIRTY SECTION**

## **Principles of good practices when sorting, searching and classifying contaminated linen**

- Wear appropriate PPE while sorting to control and prevent spread of associated infections, healthcare hazards and injuries.
- Ensure proper hand washing or rubbing with alcohol.
- Gloves used for sorting contaminated linen should be of sufficient thickness to minimize sharps injuries.
- A place in laundry must be designated and demarcated for sorting and classification of linen.
- Sorting of contaminated linen must be done at the laundry unit, and not on the ward or patient care areas, with personnel wearing all appropriate protective clothing.
- Sort linen before washing and check to remove foreign objects like sharps, gloves, surgical blades, razorblades, scissors, pens and any other useful personal items like money, phones, nametags that may be hazardous and harmful to staff, and to protect the machines.
- Sort, classify and handle contaminated linen specifically according to degree of soiling/staining, color, fabric type, point of origin, application and linen sections.
- Classify into dry or wet, white or colored linen, lightly stained/soiled or heavily stained/soiled, used or infectious linen.
- Place into totes boxes accordingly.
- Avoid contact of contaminated linen with health worker's clothes, even if they are wearing plastic aprons.
- Count and record linen as per section, type, ward and weight.
- Always ensure proper hand washing

## **Searching linen for sharps and other foreign objects**

- Sort to check and remove foreign objects like gloves, gauze, cotton, surgical blades, scissors, pens, syringes and needles and any other useful personal item like money, phones, name tags that may be harmful to laundry staff and spoil the machines during processing.
- Collect and dispose of sharp objects like needles, surgical blades, scissors into safety box.
- Collect and dispose of items used on human body like cotton, gauze, surgical gloves into yellow or red bin with yellow or red bin liner.
- Collect and dispose of all plastics and papers into a black bin.
- When all bins/bin liners are  $\frac{3}{4}$  full, appropriately dispose of to central waste collection center.

## **Classification of linen**

**Sort and classify contaminated linen according to:**

- **Degree of soiling/staining.** Sort and separate out lightly stained linen from heavily stained linen and bundle accordingly for specific treatment.
- **Fabric type.** Sort and classify linen according to fabric material i.e. cotton/linen, polyester, nylon, satin and bundle accordingly for specific processing.
- **Color:** Sort and separate white linen from colored linen and treat specifically.
- **Origin:** Sort and group linen according to source of origin (ward or unit) i.e. operating theatres, labor ward, PHD and OPD, IPD (Beddings), staff linen, ICU, isolation unit, nursery for specific handling.
- **Use and type:** Sort and separate linen according to their use and type i.e. Bed sheets, blankets, draw sheets, blanket covers, pillow cases, patient gowns, scrubs, clinical coats, synthetic fabrics e.g. mosquito nets, and small linen articles e.g. baby receivers, dressings, drapes and hand towels.
- **Section:** Separate and handle linen according to sections i.e. linen for staff should be separated and treated differently from patient linen.

### **SORTING AND CLASSIFYING LINEN IN CLEAN SECTION**

- Receive or remove dry linen from the drying area or dryer while still damp.
- Sort and classify linen according to section (staff or general or private linen), ward, type, color, cleanliness and brightness, damage and stains that persisted after washing.
- Iron clean linen and fold according to ward/unit, section, type and color. Ensure that the ward name for each linen article always appear on the top of linen for easy identification.
- Sub-store/shelve ironed linen according to section, ward, type, color in preparation for delivery back to Wards/units.
- Remove and place damaged and stained linen in their respective containers.
- Count and record linen as per grouping e.g. cleanliness, ward, type, damaged and stained.
- Return linen with persistent stains to dirty section for reprocessing.
- Take torn/damaged linen to sewing for repair or replacement.

### **CONCLUSION**

Proper searching, sorting and classification of linen help to ensure proper linen care, minimizes the risk of linen and machine damage, easy linen identification and properly tracks linen articles by ward/unit, minimizes linen loss, improves overall efficiency of laundry operations, and ensures personnel safety.

### **REFERENCES**

- *Linen management manual of Ten Texpros (2025-2029), No. TT.MAN.LIN.001, pages (8,10 and 14)*

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