

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 403.00

EFFECTIVE DATE: 01 June 2022

**SUBJECT: SANITATION AND
HOUSEKEEPING**

POLICY DIRECTIVE

PURPOSE:

To maintain sanitation and housekeeping guidelines in order to provide a safe environment for all Division of Corrections and Rehabilitation facilities and work units.

REFERENCE:

64CSR18 Title 64 Legislative Rule of the Bureau for Public Health, Department of Health and Human Resources, Series 18 General Sanitation.

RESPONSIBILITY:

Superintendents, and work unit supervisors or directors as appropriate, shall ensure the development of sanitation and housekeeping plans for all areas of the facility or work unit.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 403.00, dated 01 January 2004; DOC Policy Directive 405.00, dated 01 January 2004; DOC Policy Directive 406.00, dated 01 January 2004; RJA Policy 12003, dated 04 November 1991; RJA Policy 12004, dated 05 January 1989; DJS Policy 401.00, dated 01 July 2015; and BJS Protocol 812, dated 15 August 2019.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) will comply with all applicable statutes, regulations, and standards for sanitation and health.
 - A. At a minimum there shall be an annual sanitation inspection performed by state and/or local sanitation and health officials.
 - B. Sanitation inspection reports shall be maintained at the local level with copies forwarded to the DCR Director of Safety.
 - C. There shall be documentation that any past deficiencies noted in inspections have been corrected if warranted.

- II. The assigned Safety Officer, or other qualified staff member as designated by the Superintendent, or work unit supervisor or director as appropriate, will serve as the Housekeeping Plan Coordinator. Other department heads and area supervisors, with the assistance of the Housekeeping Plan Coordinator, shall prepare area sanitation and housekeeping plans for all areas of a facility or work unit. These plans will provide for scheduled housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates/residents. The Housekeeping Plan Coordinator, or higher authority, shall review and approve all area plans. Each housekeeping plan should reflect the following:
 - A. Inmates/residents are responsible for maintaining their housing areas in a clean, sanitary and orderly manner. This shall include their individual cells or rooms, dayroom or common areas, and bathing/toilet areas.
 - B. Housing units/areas will be offered cleaning supplies, including disinfectants, at a minimum of once per day, and this will be logged.
 - C. A cleaning schedule for all other areas of facilities and work units with staff and inmates/residents assigned specific duties. Cleaning activities by inmates/residents should be supervised to ensure that the work performed is proper and thorough.
 - D. Provisions for the cleaning and sanitation of areas that are not accessible to inmates/residents.
 - E. Inspections by staff with methods to correct discrepancies.

- III. Each facility shall provide for the control of vermin and pests by licensed professionals on a regular monthly basis.


- IV. Each facility and work unit shall ensure that liquid and solid wastes are collected, stored, and disposed of in a manner that will protect the health and safety of staff and inmates/residents.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:


_____ **Betsy C. Jividen, Commissioner**


_____ **Date**