



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 5010.1
Facilities
NOV 12 2015

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5010.1

From: Commandant of Midshipmen

Subj: INFECTION CONTROL IN BRIGADE AREAS STANDARD OPERATING PROCEDURES

Ref: (a) NAVMED P-5010-1 Tri-Service Food Code
(b) NAVMED P-5010-2 Sanitation of Living Spaces and Related Service Facilities

Encl: (1) Standard Operating Procedures for Disinfecting Midshipmen Quarantine Rooms
(2) Standard Operating Procedures for Cleaning Up Body Fluids
(3) Bancroft Hall Sanitation Inspection Procedures

1. Purpose. To establish guidelines and procedures that detail the proper conduct and use of the six quarantine rooms located throughout Bancroft Hall. This will help standardize the strict use and cleaning of the quarantine quarters in order to maintain the cleanliness and usability of these areas. Additionally, this instruction will provide guidelines for the Sanitation Inspection conducted by the Naval Health Clinic Annapolis preventative medicine technicians in order to ensure the cleanliness of the living and working areas in Bancroft Hall.

2. Applicability. This instruction applies to all personnel residing or working in Bancroft Hall.

3. Action. All faculty, staff, and the Brigade of Midshipmen will be familiar with enclosures (1) through (3). Consistent with references (a) and (b), the enclosed standard operating procedures ensure that any deficient areas in sanitation are identified and corrected.

4. Background. The close proximity of the living and working areas within Bancroft Hall are conducive to the spread of infections and illnesses. Recent outbreaks of certain diseases and sicknesses have occurred frequently. In some instances, the Brigade Medical Unit may recommend that a Midshipman be placed into isolation to prevent the spread of an infectious illness among the Brigade. The following are procedures for occupants and other personnel to follow to utilize the quarantined area. Other procedures may be implemented by Brigade Medical depending on the severity and type of illness.

5. Quarantine Room Usage

a. Each Battalion has a designated Quarantine room on the Zero-Deck of their battalion spaces.

- (1) 1st Battalion Room 1012
- (2) 2nd Battalion Room 5039
- (3) 3rd Battalion Room 7019
- (4) 4th Battalion Room 2036

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(5) 5th Battalion Room 6039

(6) 6th Battalion Room 8022

b. Quarantine rooms are only to be used by authorized personnel. If required for use other than to isolate/quarantine personnel need strict permission from Deputy Commandant of Midshipmen/Facilities Office.

6. Check-In Process and Responsibilities

a. Medical Clinic. Medical staff will notify the Chain of Command of the respective Midshipman and the Facilities Officer that a member of the Brigade needs to be quarantined.

b. Facilities Officer will:

(1) Ensure that the designated quarantine room's location is in the respective battalion area of the inhabiting Midshipman.

(2) Ensure that the room to be utilized is fully equipped to the accommodate the sick in quarters individual.

(3) Notify the point of contact for Melwood contracts to promulgate all necessary information regarding area cleaning requirements or any other special custodial actions to be taken.

(4) Notify the point of contact for Ingenuity and Purpose (IAP) contracts to promulgate all necessary information regarding area maintenance requirements or any other special repairs to be taken.

(5) Notify the Midshipman's respective Chain of Command and the medical staff of the location of the room and that it is ready to be occupied. Ensure that a key is issued for that room.

(6) Ensure that all necessary restrictions are marked outside the room, and that the required supplies are in the room:

- (a) Pre-packaged bed linen sheets.
- (b) Cleaning gear, to include disinfecting wipes.
- (c) Glove dispenser and disposable gloves.
- (d) Mask dispenser and disposable masks.
- (e) Hand sanitizer dispenser.
- (f) Tissue dispenser.

c. Company Leadership:

(1) The ill Midshipman will be moved to the provided room until the medical staff has approved them to move back into their standard quarters.

(2) The quarantine rooms will be inspected by the Company Senior Enlisted Leader and Company 1st LT as per enclosure (1).

(3) Notify the Facilities Officer when the member will no longer be occupying the room.

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(4) Inspect the room for cleanliness after the occupant leaves, and turnover to the Facilities Officer per enclosure (1) and (2).

7. Visiting Procedures

a. It is imperative to adhere to these procedures so that the spread of infection and illness is limited.

(1) Authorized personnel shall wear appropriate protective gear to include mask and gloves mounted outside of the room.

(2) Knock to notify isolated/quarantined personnel of visit.

(3) Isolated individual will put on medical mask before opening the door.

(4) The visitor will conduct business, and will not loiter.

(5) Upon exiting, authorized personnel will discard protective equipment and perform hand hygiene.

8. Room Procedures for Quarantine Personnel

a. In-room Movement Procedures

(1) If the quarantine room is occupied by more than one individual, there will be no sharing of any linens, towels, clothing, etc. between occupants.

(2) Occupants will wear shower shoes when moving around in the room.

(3) Members' linens and towels shall be bagged and cleaned daily. There is no need for separate laundry facilities.

(4) Quarantined members will use the provided hand sanitizer after using the restroom.

(5) If bodily fluids need to be cleaned up, follow the procedures listed in enclosure (2).

b. Exiting room procedures

(1) Members will remain in quarantine quarters unless movement outside of the room is mandatory or in an emergency situation.

(2) Inhabitants will wear the provided protective mask when leaving the room for any reason.

(3) Inhabitants will clean their hands with the provided hand sanitizer prior to leaving the room.

9. Check-out Procedures and Responsibilities

a. Once cleared by medical staff, the quarantined personnel are responsible for the cleaning and disinfecting of their room. Guidelines and procedures for the sanitation of the quarantine room can be found in enclosure (1).

b. In the case where the room is occupied by more than one person, the departing individual is responsible for cleaning his/her living area, and disinfecting their personal items.

c. Company leadership will inspect the room and ensure that it is within regulations before the Midshipman can be fully checked out of the room. The occupant will bring a copy of the checkout sheet in enclosure (1) to the

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Facilities Officer to verify that the room is sanitized and ready to be occupied.

d. The Battalion 1st LT/Facilities staff will restock the quarantine rooms with necessary supplies once the member is checked out.

10. Quarantine Room Inspections

a. Duties and Responsibilities

(1) The Battalion 1st LT and Battalion Leading Chief Petty Officer (LCPO) will inspect each Battalion's respective patient/quarantine rooms monthly when they are not occupied.

(2) The Bancroft Hall Facilities Officer, Bancroft Hall Facilities Chief, Brigade 1st LT, and Brigade Master Chief will inspect quarantine rooms every two months to ensure necessary supplies are stocked.

(3) The Company 1st LT that has the quarantine room in their area of responsibility is directly responsible that the following occurs:

(a) Patient rooms are inspected weekly for cleanliness.

(b) An accurate inventory of supplies is posted in the room at all times.

(c) Report all material discrepancies immediately.

11. Cleaning and Inspection Guidelines

a. Listed below is a recommended cleaning and inspection schedule

(1) May be more frequent if mandated by Brigade Medical Unit.

Item	Inspection	Frequency (If used)
Mattress	Once per semester	After change in MIDN
blanket/sheets/pillow	Once per semester	After each change in MIDN/Once a week
Floors	Once per semester	Once a week
Walls/ceiling	Spot-clean	Spot-clean
All surfaces	Once per semester	Daily
Sinks/showers/water fixtures	Once per Semester	Weekly/daily

Note: A supply inventory list will be posted in the quarantine rooms so that the Company 1st LT can restock as needed. Coordinate with Facilities as needed.

12. Review Responsibility. The Facilities Officer is responsible for the annual review of this instruction.


S. E. LISZEWSKI

Distribution:

Non-Mids (Electronically)

Brigade (Electronically)

STANDARD OPERATING PROCEDURES FOR DISINFECTING MIDSHIPMEN QUARANTINE ROOMS

Date:	
Room Number:	
Name:	

Disinfecting Guidelines:

- Work from high to low when beginning to disinfect quarantine room. Clean room using general purpose cleaner and disinfectant mixture listed below, ensuring all required areas from checklist below are completed. Utilize a fresh bleach solution which shall be ¼ cup of bleach to 1 gallon (16 cups) of water.
- When applying the solution to surfaces, let stand for 3-5 minutes. Only use disinfectant wipes on electronic equipment to ensure no damage will be done to personal property.
- Only use cleaning products for its designated purpose. Pay close attention to hazard warnings and directions on product labels. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
- Wear protective gear during the sanitation process of the quarantine room: gloves, masks, and eye protection.
- Return checklist to Bancroft Hall Facilities Officer to verify that room is ready for re-occupancy.

Priority sites to be cleaned and then disinfected for each room:

High-touch Room Surfaces	Cleaned	Disinfected	Not Present in Room
Bed rails			
Mattresses (if wipe-able)			
Overhead reading lights			
Lockers			
Desks and desk supplies			
Keyboards			
Chair			
Room sink, faucet handles			
Room light switch			
Room inner door handle/surfaces			
Room outer door handle/surfaces			
Bathroom light switch			
Shower stall including all ledges			
Shower curtain			

Senior Enlisted Leader: _____

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STANDARD OPERATING PROCEDURES FOR CLEANING BODILY FLUIDS

1. General Safety

a. Wear gloves while cleaning. Disposable gloves can be used for all spills, but household rubber gloves are adequate for all spills except blood and body fluids.

b. Try to avoid splashing any contaminated material onto the membranes of your eyes, nose, or mouth.

(1) In the event that this happens, thoroughly wash area with soap and water.

(2) Seek medical attention if needed.

2. Types and Sizes of Bodily Fluids

a. Small amounts of urine and stool on smooth surfaces.

(1) Wipe off urine/stool and wash affected area with a strong bleach solution.

(2) Allow cleaning agent to sit for 3-5 minutes, and then rinse surface with clean water.

b. Larger spills on floors

(1) Wipe up as much visible material as possible with disposable paper towel or other absorbent material. Place soiled material into leak-proof plastic bag and secure.

(2) Immediately use a disinfecting agent to clean the spill area.

(3) Allow cleaning agent to sit for 3-5 minutes, and then rinse surface with clean water.

c. Spills on rugs and carpets

(1) Wipe up and blot as much of the visible material as possible with disposable paper towels or other absorbent material.

(2) Carefully place soiled material into a leak-proof bag and secure. Use a wet/dry vacuum on carpets if equipment is available.

(3) Immediately use detergent, or a disinfectant-detergent to clean the spill area. Follow by rinsing area with clean water.

d. Blood on carpeting

(1) Blot to remove body fluids from the fabric as quickly as possible.

(2) Spot-treat the area with a non-bleach disinfectant-detergent.

(3) Allow area to dry.

(4) Additional cleaning by carpet shampoo or steam may be necessary.

3. General clean up

a. Gloves:

(1) Clean and rinse reusable household rubber gloves, then treat them as a contaminated surface. Clean with strong bleach solution.

(2) Remove, dry, and store gloves away from consumable products or food surfaces.

(3) If disposable gloves were used, safely discard.

b. Mops and other equipment:

(1) Mops are to be cleaned with a strong-bleach disinfecting detergent and rinsed with clean water.

(2) Mops will be wrung out as much as possible, and then air dried.

(3) Remove any clothing that has been dirtied during the clean-up process, and securely bag them.

(4) Wash any required body parts, and then dress in clean clothes.

Note: Always treat urine, stool, vomit, blood, and any other body fluids as potentially infectious. Always clean up spills of body fluid, and sanitize contaminated surfaces immediately.

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Naval Health Clinic Annapolis
Preventive Medicine Bancroft Hall Sanitation Inspection SOP

1. Inspections of Bancroft Hall's 1,600 rooms, galleys, and gee dunk areas will be conducted with the goal of inspecting 300 rooms quarterly. Inspections on 100 rooms and all galleys and gee dunk areas will be conducted monthly in coordination with Senior Enlisted Leaders (SEL) to achieve 300 rooms quarterly. Rooms should be sampled from each company monthly. The room inventory will be used to ensure all 1600 rooms are inspected at least once in an 18 month period.
2. Inspections will be conducted on the second Tuesday of each month.
3. Results of the inspections will be collected, transcribed, and routed through the Naval Health Clinic Annapolis Chain of Command. Once endorsed by the Commanding Officer, the reports will be routed through the SELs to the Commandant and Deputy Commandant of Midshipmen.
4. The inspections will be conducted in accordance with The Naval Preventive Medicine Manual P-5010 chapters 1 and 2. Inspection criteria will be tailored to the size and scope of the galleys and gee dunk areas.
5. Inspectors will be looking for conditions that have an adverse impact on public health. These conditions include and are not limited to:
 - a. Expired food in the galleys and gee-dunk areas.
 - b. Bedbug/Pest infestations.
 - c. Unsanitary conditions in heads, showers, or common areas.
 - d. Severely stained sheets or bedding.
6. Per the Deputy Commandant, Inspectors **WILL NOT** inspect for or note discrepancies on official reports of:
 - a. Shoe alignment.
 - b. Beds made with 45 degree angles.
 - c. Piles of clothes.
 - d. Facilities discrepancies (facilities discrepancies i.e. drips, mold, mildew, no hot water, etc. are to be reported to SELs on unofficial draft inspection results)

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