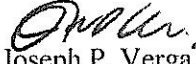


**GUAM MEMORIAL HOSPITAL AUTHORITY  
LAUNDRY DEPARTMENT MANUAL**

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.	PAGE
 Joseph P. Verga MS, FACHE Hospital Administrator/CEO	Laundry	07/28/92	6460-3.80	1 of 1
<b>TITLE: SCRUB CLOTHES POLICY</b>				
<b>LAST REVIEWED/REVISED: 11/2011; 03/2013</b>				

**PURPOSE:**

To ensure the security of Guam Memorial Hospital Authority's assets through control of scrub clothes inventory allowed to be removed from the building.

**POLICY:**

Guam Memorial Hospital Authority's scrub clothes (tops, bottoms, coats, dresses, etc.) are only to be worn during the normal course of a scheduled workday. Only in an emergency shall scrub clothes be allowed off the hospital premises.

**PROCEDURE:**

A. Expectations

1. In order to ensure appropriate control of this matter, employees must be given written approval by their supervisor in order to be allowed off the premises with scrub clothes. This approval must be given to a Security Officer on duty. Upon return of the scrubs, the employee must go to Security for clearance of said items. The Security Officer on duty will sign and date the property removal pass. A permanent file will be maintained of such receipts.
2. All employees affected by this policy will be expected to change clothes in the area designated within their department.
3. In the event that scrub clothes are not returned within twenty-four (24) hours, the employee having them in their possession will be responsible for reimbursing the hospital for the full cost of these clothes.
4. Willful violation of this policy will result in action being taken as described in the GMHA Personnel Rules and Regulations.

B. The only allowable reason for a scrub gown to be worn off the hospital premises is for an unexpected blood or patient's body fluid contamination of the clothes worn to work.

C. To obtain a scrub gown, a request must be submitted to the Laundry Manager. Only the Laundry Manager may produce a scrub gown from the Laundry Department. The scrub gown will then be given to the employee. Policy 6460-3.70 will be in effect until the scrub gown is returned.