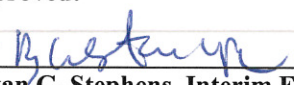




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 8137</b>	<b>Behavioral Health Crisis Center (BHCC) Personal Hygiene Items</b>
<b>Origination Date: December 1, 2001</b>	
<b>Revision Date: June 2004; May 15, 2008; April 2, 2009, February 8, 2016</b>	
<b>Reviewed Date: February 2006; May 10, 2007, April 1, 2010 , June 1, 2011, September 23, 2012, May 8, 2013, December 14, 2015</b>	
<b>Approved:</b>	
	
<b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Services Board BHCC to maintain client personal hygiene items in a manner consistent with standard infectious control practices.

**PROCEDURE:**

1. Items for personal use (shampoo, soap, toothpaste, toothbrush, deodorant, etc.) are to be placed in a labeled plastic shoebox for each individual on the Acute and Temporary Observation Units.
2. Clients may obtain their boxes during the hygiene time specified in the client activities or as otherwise deemed necessary by the nursing staff.
3. The Health Services Technician (HST) will monitor disbursement and return of personal hygiene boxes to ensure that all contents have been returned.
4. Boxes are to be stored in the cabinet intended for this purpose on the Acute Unit.
5. The storage locker is to be locked at all time except during personal hygiene time as specified in the activities schedule.
6. When a client is discharged, the box is cleaned with a sanitizing wipe and allowed to air dry. Only then, may it be used for the next client.