

(2) Under all circumstances separate dishes, silverware, food trays, food conveyors or food carts and linen shall be used for persons in each area and shall be of such type as to be readily distinguishable from each other.

**History:** Cr. eff. 6-1-56

**H 50.07 Kitchens.** (1) Kitchen facilities shall meet the standards of the state board of health as required for restaurants, including the requirement for mechanical dishwashing.

(2) Persons engaged in dishwashing shall not handle the sanitized dishes and other implements or engage in the handling or preparation of food.

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**H 50.08 Laundry.** (1) All laundry from either area or facility shall be placed in canvas bags or canvas hampers identified clearly as "soiled" linen or laundry.

(2) Soiled linen carts are not to be used to handle clean linens.

(3) Soiled linen is not to be sorted in the presence of finished laundry or in the same room in which the laundry is finished.

**History:** Cr. eff. 6-1-56

**H 50.09 General provisions.** (1) Common facilities such as stairways, corridors, elevators, occupational therapy rooms and medical facilities may be used by persons or patients domiciled or hospitalized in either area providing they are not used by both simultaneously.

(2) Persons or patients domiciled or hospitalized in either area shall not be permitted in kitchens, laundry, central housekeeping units and storage units.

**History:** Cr. eff. 6-1-56

### STANDARDS FOR PERSONNEL

**H 50.10 Employees.** (1) Employees of both areas shall have a pre-employment physical examination and chest x-ray, and semi-annual chest x-rays thereafter.

(2) No employee shall be permitted to work in either area until and unless the medical director of the sanatorium is assured that such employee has no infection or disease capable of being transmitted.

(3) Personnel employed part-time by both facilities shall not work in both of the two facilities or areas in the same work day.

**History:** Cr. eff. 6-1-56

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**H 50.11 Patients.** (1) The minimum admission requirement for patients or persons domiciled in, or as a charge of, either area or facility of the jointly used institution shall be a physical examination and chest x-ray.

(2) Semi-annual chest x-rays are required after the original admission chest x-ray.

**History:** Cr. eff. 6-1-56

**H 50.12 Ambulatory patient personnel.** Persons who are domiciled or hospitalized in either the county home or tuberculosis areas of the joint institution as a charge of such area shall not be permitted to perform any work or services in the other area or in such areas design-

nated as common facilities in these Standards, or in other commonly used facilities of the institution.

**History:** Cr. eff. 6-1-56

### FISCAL RECORDS

**H 50.13 Administrative costs.** (1) Where persons are employed by the trustees of both facilities of the institution, then the salary paid such persons by each of the trustees must be reported separately.

(2) In instances such as those above, the state board of health may require for such employees a time study or a fair estimate of time spent on each joint service unit.

(3) All other joint administrative costs shall be based on a fair estimate of services or supplies used.

(4) The following items attributable to administrative costs shall be recorded:

- Salaries and wages
- Travel
- Telephone and telegraph
- Materials, supplies & expense (printing, stationery, postage, office supplies)
- Freight and express
- Repairs—equipment and building
- Insurance
- Depreciation, building
- Depreciation, equipment

(5) Recorded costs shall be distributed among the following other joint service costs in the fashion prescribed and itemized below.

**History:** Cr. eff. 6-1-56

**H 50.14 Other joint service costs.** (1) **GENERAL.** Listed below are accounts that should be maintained for all joint services and joint facilities:

- Salaries and wages
- Travel
- Telephone and telegraph
- Materials, supplies and expense
- Freight and express
- Repairs—equipment and building
- Administrative cost
- Subsistence (food)
- Fuel (cooking)
- Insurance
- Depreciation, building
- Depreciation, equipment

(2) **JOINT SERVICE UNITS.** Additional accounts of all joint service units should be added as needed.

(3) **FOOD SERVICE.** (Kitchen—bakery—dining room—dishwashing room—refrigeration—store room). Records must be kept of the number of all meals served to patients, employees, and others of the two institutions separately.