

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

**Department:** Substance Use Disorder-Four Winds Lodge      **Policy Number:** HHS-SUD-FW 4717

**Policy Title:** Linen Exchange

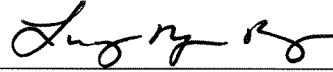
**Attachments:** Linen Exchange Tracking Worksheet

**Revision History:** 1/2018

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

8/2/2021

**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**


8-8-2021

**POLICY STATEMENT:** Mille Lacs Band Four Winds Lodge will supply resident beds with appropriate linens and facilitate a weekly clean linen exchange.

**PURPOSE:** The purpose of this policy is to ensure that all residents of Four Winds Lodge are provided with appropriate bed linens.

**PROCEDURE:**

- A. Clients must receive and use Four Winds linen for its intended purpose.
- B. Clients must participate in a weekly clean linen exchange at designated areas and scheduled times.
- C. When a client presents his/her linen for exchange, staff will ensure all items are accounted for, will monitor client placing items in the soiled linen container, and give the client a set of clean linen. Staff may authorize a special as need linen exchange for a client when necessary.
- D. Staff will document linen exchange on Linen Exchange tracking form.
- E. Towels and washcloths are available on a self-service basis on the unit, and are not documented on the Linen Exchange tracking form.

<b>Internal and/or External References</b>	Minnesota Rule SLF 4665.2000
<b>Compliance - Posting Date</b>	8/8/2021 
<b>Replaces - Policy Number</b>	
<b>Next Review - Due Date</b>	8/2024