

STATE BOARD OF HEALTH

(1) *Patient rooms.* 1. Room size. (These standards apply to existing homes licensed prior to the effective date of these rules). a. The minimum floor area per bed shall be 60 square feet per bed.

b. The beds shall be so arranged that the heads of the beds shall be a minimum of 3 feet apart and a clear aisle space of 3 feet between beds shall be provided.

c. The ceiling height shall be a minimum of 7 feet 6 inches.

2. Room size. (These standards apply upon change of ownership of existing homes.) a. The minimum floor area in rooms housing more than one patient shall be 80 square feet per bed.

b. Rooms for one patient shall have a minimum of 100 square feet.

c. The beds shall be so arranged that the heads of the beds shall be a minimum of 3 feet apart and a clear aisle space of 3 feet between beds shall be provided.

d. A room for a husband and wife shall be not less than 120 square feet.

e. The ceiling height shall be a minimum of 7 feet 6 inches.

3. Room location. No room shall be approved for patient occupancy that opens directly to the kitchen or laundry; that requires any person to pass through a patient room to gain access to another part of the home.

4. Room location after July 1, 1969. No room shall be approved that requires any person to pass through the kitchen or laundry to gain access to patient rooms or any other part of the home.

5. Room partitions, after July 1, 1969. No room shall be licensed for patient use unless the walls are of rigid construction and sufficient height to afford privacy. A rigid hinged door must be provided.

6. Separation of sexes. Sexes shall be separated by means of separate wings, floors or rooms, except in case of husband and wife.

7. Closets and lockers. A closet or locker shall be provided for each patient in each bedroom. Closets or lockers shall afford at least a space of not less than 15 inches wide by 18 inches deep by 5 feet in height for each patient.

8. Trailers, cabins and cottages. Trailers, cabins and cottages shall not be approved for use as nursing homes or parts thereof.

(m) *Kitchen.* 1. Kitchen location. The kitchen shall be located on the premises, or a satisfactory sanitary method of transportation of food shall be provided.

2. Separation of kitchen. Kitchen or food preparation areas shall not open into patient rooms, toilet rooms or laundry.

3. Hand washing facilities. Adequate and convenient hand washing facilities shall be provided for use by food handlers, including hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited.

4. Two-compartment sink. A two-compartment sink shall be provided in kitchens or dishwashing areas.

(n) *Laundry facilities.* 1. A laundry room shall be provided unless commercial laundry facilities are used.

2. Food preparation, serving and food storage areas shall not be used for transporting, washing or rinsing soiled linen. Drying or storing clean linen and clothes is also prohibited in the kitchen.

3. All soiled linen unless immediately washed shall be placed in nonabsorbent closed containers.

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4. Where commercial laundries are used, a room for sorting, processing and storing soiled linen shall be provided.

(o) *Nurses' station or office.* Each home shall provide a nurses' station or office which shall be utilized for patient's records and charts. A file cabinet, desk and patient chart holder shall be considered as minimum equipment.

(p) *Living-dining-recreation.* Every home shall have at least one comfortably furnished living, dining or recreation room for the use of patients. Under no circumstances shall the living, dining or recreation room be used as a bedroom. The combined living-dining-recreation areas shall be a minimum of 5 square feet per patient. No room shall be less than 100 square feet. Solaria, lobby and entry halls (exclusive of traffic areas) will be categorized as recreation or living room space.

(q) *Fire protection after July 1, 1969.* 1. All homes of nonfire-resistive construction shall be protected by a complete automatic sprinkler system. Nonfire-resistive construction is defined as that construction which does not meet the definition of fire-resistive construction. (See Wis. Adm. Code, subsection H 32.20 (2) (c) 1. a✓ for definition.)

2. From the effective date of these rules to July 1, 1969, or until a sprinkler system is installed, no patient other than those able to leave the second floor without assistance in case of emergency shall be admitted to or continue to be housed on the second floor of a nonfire-resistive building.

3. Plans shall be submitted to the state board of health for review and approval before installation.

4. A certification that the sprinkler system is in proper operating condition shall be obtained annually. A copy of the certification shall be kept on file in the nursing home.

(2) CONSTRUCTION. New construction and additions to existing homes and homes licensed for the first time after the effective date of these rules. (a) *Submission of plans for nursing homes.* Plans covering the construction of new buildings, additions to existing buildings, conversion of existing buildings, or for major remodeling or alterations of existing buildings shall be submitted to and approved by the board before construction or conversion is begun. These plans shall show the general arrangement of the buildings, including a room schedule and fixed equipment for each room and a listing of room numbers, together with other pertinent information. Plans shall be drawn to scale.

(b) *Location.* The site shall adhere to local zoning regulations; be free from environmental nuisances, such as noise, odors, etc.; be easily accessible for employes and visitors. The home shall be so located as to promote at all times the health, treatment, comfort, safety, and well-being of persons accommodated. The site shall be within the corporate limits of a city or village with an organized fire department.

(c) *Fire protection for newly constructed nursing homes, additions and existing buildings converted for nursing home purposes licensed after the effective date of these rules.* 1. All newly constructed nursing homes or additions and buildings to be converted to nursing homes shall meet one of the following fire protective requirements, either a or b: a. Completely fire-resistive construction. Fire-resistive construc-

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tion is defined as follows: A building is of fire-resistive construction if all the walls, partitions, piers, columns, floors, ceilings, roof and stairs are built of noncombustible material and if all metallic structural members are protected by a noncombustible fire-resistive covering.

b. Automatic sprinkler protection throughout if the building is less than fully fire-resistive.

2. Where a nursing home addition is contemplated, the entire building after the completion of the addition shall meet all of the above criteria.

(d) *Room size.* 1. The minimum floor area in rooms housing more than one patient shall be 80 square feet per bed.

2. Rooms for one patient shall have a minimum of 100 square feet.

3. The beds shall be so arranged that the heads of the beds shall be a minimum of 3 feet apart and a clear aisle space of 3 feet between beds shall be provided.

4. A room for a husband and wife shall be not less than 120 square feet.

5. The ceiling shall not be less than 8 feet in height.

(e) *Room location.* No room shall be approved that requires any person to pass through the kitchen or laundry to gain access to patient rooms or any other part of the home.

(f) *Electrical.* 1. Call system. An electrical nurses' call system shall be provided which when activated at the bedside will register in the corridor directly outside the room and at the nurses' station or office.

2. Outlets. At least one duplex type wall outlet shall be provided for every patient bed.

3. Wall switches. Silent type wall switches shall be provided. Non-conductive wall plates shall be used.

(g) *Ventilation.* 1. Where mechanical ventilation is provided, the patient area, corridors, solaria, dining, living, and recreation areas shall be under positive pressure.

2. Transoms, louvers or grills are not permitted in or above the patient room door exiting to the corridor.

3. Vertical shafts including stairwells. All vertical shafts shall be of at least 2-hour fire-resistive construction with fusible link self-closing Class B fire doors at each floor. No vertical shafts except elevators and stairwells may open directly to a corridor. Sprinkler heads shall be provided at the top of each linen or trash chute and also in the rooms in which the chute terminates. The room in which the chute terminates shall also be of 2-hour fire-resistive construction with a Class B fire door.

(h) *Windows.* The bottom sill of windows in patients' rooms shall be 3' or less from the floor.

(i) *Doors.* 1. Patient room doors shall not be less than 3'8" x 6'8" and shall be of one hour fire-resistive construction.

2. All doors in the corridor wall shall be of at least one hour fire-resistive construction.

3. Toilet room doors shall not be less than 3'0" x 6'8" and shall not swing into the toilet room or shall be provided with two-way hardware.

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4. Locks are not permitted on patient room doors except on doors to apartments and on the lower half of dutch doors.

5. Raised thresholds shall not be used.

(j) *Corridor width.* 1. All corridors in patient areas shall be 7 feet wide.

2. Patient area corridors shall be provided with handrails.

3. No more than 150 feet of corridor without a barrier against the lateral passage of smoke shall be permitted.

(k) *Storage facilities.* 1. A central storage space shall be provided for the storing of bulky possessions, such as trunks, luggage and off-seasonal clothing.

2. The storage space required shall be a minimum of 50 cubic feet per patient bed.

3. A linen closet or cabinet shall be provided for each floor or wing.

(1) *Janitor's facilities.* 1. A janitor's closet shall be provided on each floor and shall be equipped with hot and cold running water and a service sink or receptor.

2. A janitor's closet shall be ventilated.

(m) *Food service facilities.* 1. Only traffic incidental to the receiving, preparation and serving of food and drink shall be permitted.

2. No toilet facilities may open directly into the kitchen.

3. A food day-storage space shall be provided adjacent to the kitchen.

4. A separate handwashing sink shall be located in the kitchen.

5. An employes' locker room shall be provided. A toilet and hand washing room for the employes shall also be provided.

6. A separate dishwashing area, preferably a separate room, shall be provided.

(n) *Nursing facilities.* The following nursing facilities shall be provided in patient care areas or floors: 1. A centrally located nurses' station.

2. Provision for patients' records and charts. A desk or work counter, telephone and call system shall be considered minimal.

3. A medicine preparation area or room in or immediately adjacent to the nurses' station. A work counter, sink and a well lighted medicine cabinet with lock shall be considered minimal.

4. A utility room with a flush rim clinic service sink shall be provided. The utility room shall be provided with ventilation.

(o) *Toilet and bath facilities.* Separate toilet and bath facilities shall be provided for male and female patients:

1 toilet and 1 lavatory for every 8 female.

1 toilet and 1 lavatory for every 8 male.

1 tub or shower for every 20 female.

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Every tub, shower or toilet shall be separated in such a manner that they can be used independently and afford privacy to the patients.

(p) *Segregated facilities.* Each home shall have available a separate room with hand washing facilities for the temporary isolation or segregation of a patient, a critically ill patient, or a dying patient.

(q) *Dining, recreation and living room facilities.* There shall be a dining, recreation and living room area. These areas may be com-

bined. The combined floor space of these areas shall not be less than 15 square feet per bed. Solaria and lobby sitting areas (exclusive of traffic areas) will be categorized as recreation or living room space.

(r) *Elevators.* One elevator shall be provided where bed patients are located on one or more floors above or below the dining and/or service floor. The platform size of the elevator shall be large enough to hold a patient bed.

(s) *Acoustical tile.* Acoustical tile shall be of a type that is non-combustible.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

H 32.21 Patient safety. (1) **FIRE PROTECTION CONTRACT.** Where the nursing home is located in a city, village or township that does not have an officially established fire department, the licensee shall obtain and maintain a continuing contract for fire protection service with the nearest municipality providing such service. A certification of the existence of such contract shall be forwarded by the licensee to the state board of health.

(2) **EVACUATION OF PATIENTS.** The licensed operator shall develop and periodically review with his staff a prearranged written plan for the orderly evacuation of patients and residents in case of an emergency and post said plan near the telephone and in conspicuous locations in the corridors on all floors. Practical application of this plan shall be exercised at the option of the local fire department.

(3) **FIRE INSPECTION.** The person in charge of the nursing home shall arrange for: (a) At least semi-annual inspection of the nursing home by the local fire authorities.

(b) Certification by the local fire authority as to the adequacy of a written fire plan for orderly evacuation of patients, as well as the fire safety of the home.

(4) **SMOKING.** Smoking shall be permitted only where visual supervision is provided.

(5) **LIGHTS.** Open flame lights shall not be permitted.

(6) **SCATTER RUGS AND SLIPPERY FLOORS.** Scatter rugs and highly polished, slippery floors are prohibited.

(7) **ROADS AND SIDEWALKS.** The home shall be accessible to good roads kept passable and open at all times of the year. Sidewalks, fire escapes and entrances shall be kept free of ice and snow.

(8) **DOORS.** Doors shall not be locked from the inside by the person occupying the room.

(9) **FIRE EQUIPMENT.** All fire protection equipment shall be maintained in readily usable condition and inspected annually. An additional fire extinguisher suitable for grease fires shall be provided in or adjacent to the kitchen. Each extinguisher shall be provided with a tag for the date of inspection.

(10) **EXTINGUISHER MOUNTING.** Extinguishers shall be mounted on a wall or a post where they are clearly visible and at a convenient height. They shall not be tied down or locked in a cabinet, nor is it accepted practice to place them in a closet or on the floor.

History: Cr. Register, June, 1964, No. 102, eff. 7-1-64.

H 32.22 Sanitation and plant maintenance. (1) **GENERAL SANITATION.** (a) *Common drinking vessels.* Common drinking vessels shall not be used.

(b) *Insect and rodent control.* The safest effective pesticide available shall be used in the elimination of rodents, flies, bedbugs, fleas, lice and other insects. Control measures shall not include the use of any residual spray in food preparation or storage areas.

(c) *Labeling poisonous compounds.* All poisonous compounds shall be so labeled as to be easily identified.

(d) *Storage of poisonous compounds.* Poisonous compounds (including domestic poisons) shall be stored independently under lock and key and separately from food and kitchenware, drugs and medicine.

(e) *Clean rooms.* Rooms shall be kept clean, well ventilated and tidy at all times. The administrator shall be responsible for the sanitary maintenance of the home. All ceilings, floors and walls shall be kept clean and in good repair.

(f) *Screens.* All outside openings shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained. 1. Screens for windows shall cover at least one-third of the window area.

2. Screen doors shall be self closing.

3. Screens shall be completely installed prior to June 1 of each year.

(g) *Garbage and rubbish disposal.* All garbage and rubbish shall be stored in leakproof, nonabsorbent containers with close-fitting covers and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies. The use of paperboard containers for temporary storage of garbage, rubbish or waste is not permitted.

(2) **FOOD SERVICE SANITATION.** (a) *Food service personnel.* 1. Food service personnel shall wear clean garments and clean caps or hair nets.

2. Employes shall maintain a high degree of personal cleanliness; keeping hands clean at all times while engaged in handling food, drink, utensils, or equipment.

3. Employes shall maintain clean safe work habits in the food service area.

4. Employes shall refrain from using tobacco while on duty in food preparation or storage rooms or while serving food.

5. Persons working in the food service areas shall be temporarily relieved of their duties when they show signs of illness, colds, fever, rash, boils, open cuts, burns or lesions.

(b) *Physical facilities.* 1. *Equipment.* a. All cases, counters, shelves, tables, cutting blocks, refrigerating equipment, sinks, cooking and baking equipment, mechanical dishwashing equipment and other equipment used in the preparation, storage or serving of food shall be so constructed as to be easily cleaned and shall be kept in good repair.

b. All multi-use utensils, cutlery, glassware, dishes, and silverware shall be so constructed as to be easily cleaned. Single service metal food containers shall not be reused.

c. Utensils shall be stored in a clean, dry place protected from contamination and wherever practicable, utensils shall be covered or inverted.