

## All In All Out

### **1. PURPOSE**

This document defines APA! policy and procedures for the “All In All Out” neonatal nursery process. This plan has been created to help prevent the spread of contagion and to contain contagion when present.

### **2. SCOPE**

This policy applies to all APA! Nursery staff and volunteers working in the neonatal nursery. This policy covers procedures associated with establishing new feeding rooms in the neonatal ward.

### **3. BACKGROUND**

The Neonatal nursery consists of five areas: Rooms A, B, and C, Overflow Area, and a Storage Room also known as the ‘Kitten Kitchen’. The nursery has a total capacity of 45 litters; the overflow area has a capacity of 5 litters. The Kitten Kitchen is where supplies are stored until they are needed and where dishes for Rooms A, B, and overflow are washed. Room C has a sink and dishwasher and all items are washed and contained within that room. Rooms A, B, and C have their own refrigerator and microwave; the overflow area uses the refrigerator and microwave located in the staff kitchen. Laundry from each room is washed in the nursery washer and dryer and then stored in the Kitten Kitchen until needed; items are not to be shared between rooms.

When new litters arrive, they are placed in one room until that room is at capacity; then litters are placed in the next room until it is at capacity, and so on until all three rooms are filled. New litters are not put in a room once it has reached capacity until all of those litters have left the nursery and that room has been cleaned and decontaminated so that it is ready for the next influx of litters. This is referred to as “all in—all out.” This is done to prevent cross-contamination of transmissible contagions.

#### 4. POLICY

All APA! nursery staff and volunteers must adhere to “All In All Out” procedures in accordance with the documented information.

#### 5. PROCEDURES

- When litters are released to foster and their crates are emptied, the crates will not be reused until all litters from that room have been released from the nursery. When all litters in a room are released from the nursery, that room will be completely decontaminated before taking in kittens again.
- Decontamination is typically done by the **Nursery Manager** or **Operations Assistant**.
- Empty cages must be clean and ready for incoming litters. Never put a litter into a crate unless certain it has been decontaminated and is clean.
- No kittens will be moved from one room and put into another at any time. Kittens are only moved when they are released to foster or to cattery.
- **Feeders** must not move between rooms unless directed to do so by the **Nursery Manager** or **Operations Assistant**. Once a feeder has completed feeding in one room, the feeder should finish the shift by doing housekeeping chores and then leave.
- Other than storing food and medications in the in the staff refrigerator and heating prepared food in the microwave for overflow kittens, the staff kitchen is strictly for human use. No kitten food preparation or nursery dishes are to be done in the staff kitchen at any time.
- Never enter the nursery directly from any other areas of APA! where contagion is present. For clarification, ask the **Nursery Manager** or **Operations Assistant**.
- All furnishings, supplies, food, etc., are to be used in the room they are taken to and will not be used between nursery rooms at any time.

#### 6. KITCHENS, SINKS, AND LAUNDRY

- Each room has its own refrigerator and microwave.
- The overflow area uses the refrigerator and microwave in the staff kitchen.
- Other than storing food and medications in the in the staff refrigerator and heating prepared food in the microwave for overflow kittens, the staff kitchen is strictly for human use. No kitten food preparation or nursery dishes are to be done in the staff kitchen at any time.
- Rooms A and B, and the overflow area use the sink and dishwasher in the Kitten Kitchen. Room C uses the sink and dishwasher in that room.
- Laundry from each room is washed in the nursery washer and dryer and then stored in the Kitten Kitchen until it is needed. It is not to be shared between rooms.

- Never enter the nursery directly from any other areas of APA! where contagion is present. For clarification, ask the Nursery Manager or Operations Assistant.
- All furnishings, supplies, food, etc., are to be used in the room they are taken to and will not be used between nursery rooms at any time.

## **7. REFERENCE**

For additional cleaning & decontamination guidelines reference document:  
*CAT-AL-PP-Cattery Cleaning.*