



Hand Hygiene Policy and Procedures

Purpose

To ensure that all employees are aware of, and adhere to, Discovery Early Learning & Care sanitary policies and procedures and direction by the PHSD regarding cleaning and hand hygiene in the re-opening Discovery Early Learning & Care.

Policy Statement

Discovery Early Learning & Care is committed to providing a safe and healthy environment for employees, children and families. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our programs.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using liquid soap and running water or a hand sanitizer (60-90% alcohol based is acceptable). Hand washing with liquid soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or

spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Hand Washing Procedure

Hand washing is the best way to prevent the spread of infection. Proper hand washing significantly reduces the spread of colds, influenza, and diarrhea illnesses. When you wash your hands, you wash away the germs that you may have picked up from other people, surfaces, or from animals. When possible hand washing using liquid soap and water is recommended over hand sanitizer for children.

We will ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and:

Children should wash their hands:

- upon arriving at the child care program
- after sneezing, coughing, or blowing/wiping nose
- before and after eating
- after handling garbage
- after using the washroom
- when their hands are dirty
- after playing with commonly used toys and assigned sensory experiences
- after playing outdoors or in a sandbox
- after coming in contact with bodily fluids
- after coming in contact with any soiled/mouthed items
- after gardening

Employees should wash their hands:

- upon arriving at work or returning from a break
- after sneezing, coughing, or blowing/wiping your nose
- before preparing, serving, or eating food
- after diapering a child or checking a diaper
- after cleaning up messes
- after wiping a child's nose
- after going to the bathroom or assisting a child to use the bathroom
- after playing outdoors with children
- before giving any medications
- after assisting a child with handwashing
- after handling garbage

- before and after handling raw foods
- after outdoor play
- after handling soiled laundry or dishes
- after handling soiled toys or other items
- after coming in contact with bodily fluids
- after coming into contact with any soiled/mouthed items
- after gardening

Employees Handwashing

1. Leave jewelry at home or remove it upon handwashing.
2. Use liquid soap and warm running water.
3. Rub hands vigorously as you wash.
4. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails for a minimum of 15 seconds.
5. Rinse hands well. Leave water running.
6. Dry hands on a single-use paper towel.
7. Turn off faucet with a dry paper towel. Do not use bare hands to turn off faucet.
8. Nail brushes are not to be used.

Infant Handwashing

1. Clean infant's hands thoroughly with a damp paper towel moistened with liquid soap.
2. Rinse hands from wrist to fingertips using a fresh paper towel moistened with clean water.
3. Dry infant's hands with a fresh paper towel.
4. Turn off faucet with paper towel and discard.
5. Wash your own hands.

Toddler & Preschool Handwashing

1. Have child wet hands.
2. Squirt a drop of liquid soap onto child's hands if assistance is required.
3. Help child wash all areas of hands for 15 seconds if assistance is required.
4. Rinse child's hands from wrist to fingertips under running water if assistance is required.
5. Dry child's hands with a fresh paper towel if assistance is required.
6. Turn off faucet with paper towel and discard.
7. Wash your own hands.

School-Age Handwashing

- Ask the children to wash their hands correctly.
- Show the children how to wash their hands if they do not know how or have forgotten.
- Remind the children that handwashing will help keep them from getting sick.

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, Program Supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves will be worn when deep cleaning. Gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

Covering Your Cough Procedure

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
- Put used tissues in the garbage.
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others.