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| Policy Title: | Hygiene practices | Revision Date: | 2/8/18 |
| Contact Person: | Health Staff | PC Approval Date: | 2/10/18 |
| Area: | Health | SPCAA Board Committee Approval Date: |  |
| Stakeholders: | All staff, children and families | SPCAA Board Approval Date: |  |
| References: | 1302.47 (6)(i) MS 746.3415, 746.3417,746.3419, 746.20 | Advisory Approval Date: |  |
| Related Documents: |  |

**Performance Objective:**

The SPCAA Head Start, Early Head Start and Home Base goal is to instill in staff, parents, and volunteers working in the classroom and entering the center knowledge about how to teach and model excellent preventive hygiene practices, through hand washing, in order to lower the risk of spreading communicable diseases. Children will develop and display self-help skills and possess health and wellness.

**Procedure:**

1. Training on modeling and teaching the appropriate way of hand washing will be done with staff and other adults working in the classroom.
2. Hand washing will be with soap and running water.
3. Hand washing should be done frequently throughout the day including, but not limited to the following times:
4. Employees must wash hands:
* Upon arrival and before leaving the center **(staff, parents, volunteers and children)**
* Before eating or handling food or medication
* Before feeding a child
* Before diapering a child
* After diapering a child
* After assisting a child with toileting
* After personal toileting
* After handling or cleaning body fluids (i.e., after wiping and blowing noses or mouths, bottoms, or treating open sores) Staff and children discard tissues in a plastic-lined, covered, hands- free trash container.
* After handling or feeding animals;
* After outdoor activities;
* After handling raw food products;
* After eating, drinking, or smoking; and
* After using cleaning or toxic chemicals.
* After removing gloves
1. Staff will instruct children to wash their hands regularly with soap and running water, including:
* Upon arrival and before leaving the center.
* Before eating;
* Before playing in a water play table;
* After toileting or having a diaper changed;
* After outdoor activities;
* After playing in sand;
* After feeding or touching animals; and
* Any other time the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.
1. Hand washing will be conducted using the following best practices:
* ***Wet*** *your hands with clean running water and apply soap;*
* ***Rub*** *your hands together to make lather and scrub them well and be sure to scrub the backs of your hands, between your fingers, and under your nails;*
* ***Continue rubbing*** *your hands for at least 20 seconds (tip: hum the “Happy Birthday” song twice;*
* ***Rinse*** *your hands well under running water;*
* ***Dry*** *your hands using a clean towel or air dry; and*

 *• Use a paper towel to turn off the faucet.*

**Infant’s handwashing**

* until the infant is old enough to be raised to the faucet and reach for the water,
* you must wash the infant’s hands using an individual cloth or disposable towel with soap,
* followed by a cloth or disposable towel used to rinse with clear water and dry.

 **Hand sanitizer as a substitute for washing hands.**

 **Alcohol-based Hand Sanitizer can be used for an alternative hand washing procedure when hands or gloves are not visibly soiled.**

 Hand sanitizers may be used as a substitute for washing hands if all of the following conditions are met:

1. You only use hand sanitizers on children 24 months and older;
2. Do not use hand sanitizers to wash hands that are visibly dirty or greasy or have chemicals on them, unless you are away from the classroom and soap and water are not available for hand washing. Hand sanitizer be used outside during pick-up and outside play since no sinks are available. Upon returning back to class hands must be washed with soap and water.

 (3) You follow the labeling instructions for the appropriate amount to be used and for how long the hand sanitizer needs to remain on the skin surface to be effective;

 (4) Children have adult supervision when using hand sanitizers; and

(5) Hand sanitizer is toxic if ingested in high amounts so extreme monitoring must be done and must be kept out of the reach of children when not in use.