Hand Washing Policy
Policy No. 216

Effective hand hygiene removes microorganisms, dirt and organic material from the hands that can decrease the risk of cross contamination from children, staff, volunteers, and visitors.

Hand-washing is the single most important means of preventing the spread of infection and germs. Staff, volunteers and children will wash their hands at the following times:

A. Staff and volunteers must wash their hands with soap and warm water:
   1. Upon arriving to work and upon moving from one classroom to another
   2. Before, during (may use wet wipe) and after diapering a child
   3. Before and after preparing, serving, feeding a child or eating food
   4. Before and after giving or applying medication (including diaper cream and sunscreen)
   5. After toileting a child; After personal toileting
   6. After handling, feeding or cleaning up after animals
   7. After attending to an ill child; wiping noses, mouths and sores
   8. After handling body fluids: (urine, feces, mucus, blood, vomit, etc.)
   9. After handling mouthed toys, or touching anything contaminated with body fluids
   10. After Handling garbage or touching trash can lids
   11. After being outdoors or involved in outdoor play
   12. After attending to an ill child; wiping noses, mouths and sores
   13. After smoking or vaping
   14. Switching to a new activity
   15. As needed

B. Child must wash their hands with soap and warm water:
   1. Upon arrival at the center, if child is asleep they must wash their hands upon waking up
   2. Upon moving from one classroom to another classroom
   3. Before and after the child eats or participates in food activity
   4. After using toilet; After child is diapered
   5. After outdoor play
   6. After playing in sand or other sensory table materials
   7. After playing in water that is used by more than one person
   8. After playing with animals
   9. After messy activity: handling glue, paint or sticky substance
   10. After touching body fluids (such as blood or after nose blowing or sneezing)
   11. Switching to a new activity
   12. As needed

C. Hand Washing Step:
   1. Turn on water to a comfortable temperature
   2. Moisten hands with water and apply liquid soap
   3. Lather hands for 20 seconds. Lather between fingers, under and around nails, back of hands and wrists
   4. Rinse hands thoroughly, back and front of hands, to make sure all soap is rinsed off
   5. Drying hands with a disposable paper towel
   6. Use a towel to turn off the faucet

D. Hand Sanitizer
   1. Hand sanitizer is used by staff only when soap and water are not accessible

E. Wipes
   1. Wipes can be used by both staff and children in the following
      i. On the playground
      ii. During diapering (see diapering protocol)
      iii. When a child cannot stand at the sink and is too heavy for staff to life for hand washing after diapering.
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CJ/HR Dept.
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