

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020	Policy: PANDEMIC PLANNING COVID-19 – HAND HYGIENE
	Policy Number: 2.5.2

Policy Statement

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Algoma Public Health (APH), regarding cleaning and hand hygiene in all Child Care Algoma programs.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with Child Care Algoma.

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 soap and running water or a hand sanitizer (60-90% alcohol based). Hand washing with 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.

All employees must wash their hands as soon as they enter the building. Children must wash their hands as soon as possible when they enter the playroom. Hand sanitizer to be used only when soap and water is not available.

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020	Policy: PANDEMIC PLANNING COVID-19 – HAND HYGIENE
	Policy Number: 2.5.2 (continued)

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose (or wiping a child's nose)
- Using the washroom
- Handling garbage
Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Applying sunscreen

Hands must be cleaned using soap and water before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Handling garbage
- Gardening
- Touching a cut or open sore
- Changing diapers or using the washroom
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication
- Applying sunscreen

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020	Policy: PANDEMIC PLANNING COVID-19 – HAND HYGIENE
	Policy Number: 2.5.2 (continued)

When hands are not visibly soiled, and soap and water is not available follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, 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 when a hand washing sink is not available (example: when outside, in screening area). 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. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

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. Nitrite gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practiced 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

CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020	Policy: PANDEMIC PLANNING COVID-19 – HAND HYGIENE
	Policy Number: 2.5.2 (continued)

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/6 feet) 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

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a Child Care Algoma programs, and at any time where a change is made.