

Hand Hygiene and Respiratory Etiquette Policy and Procedure- COVID-19

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Revised: July 17, 2020, July 23, 2020, August 20, 2020, August 28, 2020, October 8, 2020

Reference: Toronto Public Health COVID-19 Guidance, October 8, 2020, August 28, 2020, The Ministry of Education Operational Guidance Version 3, August 2020

Approved by Board of Directors: July 29, 2020

Purpose

Orde Day Care centre will adhere to Toronto Public Health requirements to support the effectiveness of our hand washing policy. We aim to educate and encourage all staff and children to wash their hands effectively which will help reduce the incidence of infectious diseases.

Policy Statement

Orde Day Care Centre understands it has a duty of care to ensure that all persons are provided with a healthy and safe environment in which to play and work. All educators/staff will be fully informed about their responsibilities to implement and adhere to Orde Day Care's Hand Hygiene policies and procedures.

Having and encouraging good hygiene practices is essential for reducing the spread of infectious diseases. Helping children to develop appropriate personal hygiene habits will become embedded as they grow and develop. It is important for staff to work with children and families to ensure children follow simple hygiene rules by incorporating good hygiene methods in both the childcare and home environment.

Handwashing is a vital strategy in the prevention of spreading many infectious diseases. Research emphasizes good handwashing as the single most important task you can do to reduce the spread of bacteria, germs, viruses, and parasites that infect yourself, other staff, and children in your care.

Micro-organisms such as bacteria, germs, viruses, and parasites are always present on the hands and live in the oil that is naturally produced on your hands. The use of soap and water will remove most of these organisms and decreases the risk of cross infection.

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 (70-90% isopropyl alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedure

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. Avoid touching your face, nose and mouth and mouth with unwashed hands. During a pandemic, enhanced hand hygiene will be promoted, reinforced and practised by staff, children, parents and essential visitors.

Staff will wash their hands:

- When you arrive at the centre/programme room and any time you return to the room during your shift
- Before and after toileting and diaper changes
- Before and after handling expressed breast milk
- After going to the bathroom
- After wiping a runny nose or blowing your own nose
- After sneezing and coughing
- Before and after administering medication
- Before and after treating a cut or wound
- Before and after putting away food/kitchen supplies
- Before preparing, serving food, and eating food (using soap and water whenever possible to ensure sanitizer does not come in contact with food)
- After providing care involving blood, body fluids, secretions, and excretions
- Before and after glove use
- Before and after mask/shield use
- Coming into contact any soiled/mouthed items
- Entering another room at the centre
- Handling garbage
- Handling soiled toys or another item
- Gardening
- Touching a cut or open sore
- After touching your eyes, nose or mouth (inadvertently/accidentally)
- Often and when necessary
- Handling soiled laundry or dishes
- Before and after applying sunscreen
- After coming in from outdoor play
- After caring for a sick child
- Before and after handling animals
- Whenever hands are visibly soiled

Children will wash their hands with guidance from staff:

- When they arrive at the centre and before they go home
- After using the washroom
- Before eating
- Before and after play activities

- After a diaper change, using the toilet
- After playing outside, handling pets
- After sneezing or coughing
- Whenever hands are visibly soiled
- Staff should offer visual reminders by pointing to the hand washing posters.
- Staff must supervise/assist with children's hand hygiene
- Staff are to ensure that each room with a designated hand washing sink is equipped with liquid soap in a dispenser and paper towels are always available when children in attendance.

There are two methods of killing/removing microorganisms on hands:

1. Handwashing with soap and running water (recommended method):

Soap and running water are more effective at killing/removing microorganisms than hand sanitizers. Hands must be washed with soap and running water when visibly soiled.

Follow these steps to wash your hands the right way...

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Lather** the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Count to 20 twice. - **do not sing ABC**
- **Rinse** your hands well under clean, running water.
- **Dry** your hands well using a clean towel or air dry them
- **Turn** taps off with paper towel

Follow these steps to wash a young child's hands...

- **Wet** a paper towel with water and a small amount of liquid soap
- **Rub** child's hands for 20 seconds
- **Rinse** under running water
- **Dry** hands with a paper towel

2. Hand Sanitizing with alcohol-based hand rubs (ABHR)

- If hands are visibly soiled, wash with soap and running water, do not use hand sanitizer.
- Hand sanitizers containing 70% to 90% alcohol may be used when soap and water are not readily available.
- Non-alcohol-based hand sanitizers must not be used
- Alcohol-based hand rubs are not recommended for routine use and should only be used when soap and water is not accessible.

- Hand sanitizers will have a Drug Identification Number (DIN)
- Keep hand sanitizer in original container with original product label
- Sanitizers do **not** get rid of all types of germs
- Alcohol based hand sanitizers must be kept out of reach of children

Hand sanitizers are flammable and should be kept away from an open flame.

Follow these steps to sanitize your hands:

- Use enough alcohol-based hand rub (70-90% Isopropyl alcohol based) to cover all areas of your hands (one to two full pumps or a “loonie” sized amount).
- Rub hands together for at least **20** seconds or until the product evaporates (rub fingertips, between fingers, backs of hands, base of thumbs and the wrist.).
- Do not rinse or wipe off ABHR before it has time to dry

Alcohol-based hand sanitizers and children:

- Ensure that written parent consent is obtained before applying hand sanitizer to any child
- Read the label before using a hand sanitizer. If the instructions on the hand sanitizer prohibit its use for children, the hand sanitizer should not be in the centre. Also, note any age restrictions on the label and follow those restrictions. At all times, follow the directions on the product label
- Because Alcohol-Based hand sanitizers contain 70% to 90% alcohol, hand rubs are a fire hazard and can be harmful if swallowed by children. To reduce the risk, always have childcare staff help children use alcohol-based hand rubs
- **Children must be supervised/assisted during hand hygiene routines**
- Hand sanitizers can only be used on children who are over the age of 2 years of age and must always be used under adult supervision, **and where children do not have direct access to this product**
- Remind children to keep their hands away from their face, especially the mouth and eye area
- Use with caution on any child with history of skin sensitivity, such as eczema as hand sanitizer may aggravate existing skin conditions
- Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Supervisors will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles lined with plastic bags.

First Aid Measures

1. In case of contact with eyes, rinse immediately with plenty of water. Contact the parent immediately and suggest they seek medical care from the child's physician
2. Should skin irritation occur, discontinue use. Wash hand sanitizer off with copious amounts of water and mild soap. Contact parents as soon as possible.
3. If hand sanitizer is ingested, call the poison control centre immediately and follow treatment advice. **Poison Control Ontario 1-800-268-9017**

Hand Hygiene Monitoring:

Orde Day Care Centre will ensure that staff are trained on proper handwashing technique for both themselves and the children. **Supervisors will review hand hygiene practices upon reopening of the child care centre** and monitor handwashing procedures on a regular basis and provide feedback and address concerns as required.

Maintaining Adequate supply:

Supervisors in conjunction with the Cook and Joint health and safety worker reps must monitor hand hygiene supplies to ensure adequate amount of liquid soap, paper towel, hand sanitizer, tissue, gloves and plastic lined waste receptacles are available to staff at all times

A two-week supply of these items should be order to ensure adequate stock whenever possible

Using disposable gloves

- Gloves are an excellent barrier device for reducing the risk of communicable disease transmission when used properly. Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrile gloves are single use only. Refer to ***Personal Protective Equipment (PPE) Policy and Procedure-Covid-19*** for further direction.
- Disposable gloves do not replace hand washing.
- Staff must wash their hands before gloves are put on and immediately after gloves are removed.
- Staff must wear disposable gloves to clean up blood, vomit, urine, and stool.
- Wear gloves for as short a time as possible to reduce hand irritation.
- Staff should wear disposable gloves when they have cuts on their hands
- Gloves must be single use only
- Gloves should be appropriate for the type of activity, medical-type gloves (latex free) for diapering and rubber dishwashing gloves for cleaning and disinfecting
- Thicker gloves like dishwashing gloves must be worn for cleaning and disinfecting. These gloves can be reused and must be cleaned after each use. Each staff member should have their own pair.

Respiratory Etiquette

Respiratory hygiene and **cough etiquette** are terms used to describe infection prevention measures to decrease the transmission of **respiratory** illness (e.g., influenza and cold viruses). A **respiratory** infection is spread when a person who is infected with a virus coughs or sneezes.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses. Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing and sneezing.

To help stop the spread of germs:

Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose.
Throw used tissues in the trash

If you do not have a tissue, cough, or sneeze into the crease of your elbow **not your hands**. Immediately wash your hands with soap and water or hand sanitizer (70-90% isopropyl alcohol based) regularly and immediately after using 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, and at any time changes are made.

I acknowledge receipt of Orde Day Care's **Hand Hygiene Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Hand Hygiene Policy and Procedures**. I understand that if I have questions, at any time, regarding the **Hand Hygiene Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Hand Hygiene Policy Procedures** carefully to ensure that you understand the policy before signing this document.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: