



Hand Hygiene Policy and Procedures

Created: March 15, 2016

Revised: October 23 2017, October 30, 2018, March 2019, May 6, 2020

Reference: Toronto Public Health Guidance Document 2017, 2019, Toronto Children Services Early Learning and Care Assessment for Quality Improvement, 2014

Approved by Board of Directors: November 15, 2017

Policy

Orde Day Care is committed to providing a safe and healthy environment for children, families and staff. Orde Day Care will take every reasonable precaution to prevent the risk of injury and infectious disease within our centres.

To ensure that all staff, students and volunteers are aware of and adhere to the directive established by Toronto Public Health (TPH), Orde Day Care will ensure that we maintain our centres free of infectious disease.

Definitions

Hand hygiene is the first level of defence in reducing the spread of illness, especially in respiratory and gastrointestinal diseases in our centres.

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% 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.

Ensure that staff, students, volunteers and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting 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

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing and eating food
- Handling animals



- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breast milk
- Communal sensory play activity

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

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel,

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% 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

And in the following circumstances:

- **Before initial contact with the children or items in the room**
- **Before and after dispensing medication**
- After toileting/diapering
- Before preparing, handling or serving food
- After treatment/care involving blood, body fluids, secretions and excretions from other staff or children, even if gloves are worn
- Upon return from the playground, lunch, break
- Before and after handling visiting animals (when applicable)
- Before and after handling soiled laundry or removing lint from dryer
- Before and after dispensing /handling expressed breast milk

Orde Day Care staff are also required to teach children proper hand hygiene and supervise children when using Hand Sanitizers.

Staff must also assist children in the cleaning their hands in the following circumstances;

- After playing with toys and outdoors
- Using the washroom
- Before eating
- Before and after handling visiting animals
- After sneezing or coughing
- Before and after sensory play activities (i.e. sand, water and playdough experiences)

Hand hygiene posters are posted at every designated hand washing sink. Each sink is equipped with hot and cold running water, liquid soap dispenser and paper towels. **Hand washing supplies are provided by the school at all children's sinks. Supplies for adult sinks are provided by the daycare kitchen, and is the responsibility of**



the daycare staff to replenish. Stools are available in rooms where children may have difficulty reaching the sink. Hand sanitizers are available in each of the program rooms and hallways. **The hallway dispensers are replenished by the Supervisors at each site and are checked at the beginning of each month.**

Hand Hygiene Monitoring:

To ensure that staff and students are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to staff and students as required. **Staff or students will supervise children handwashing to ensure compliance. Staff can elect to have children watch others, but must still oversee the task.**

Staff, students and volunteers will be required to review the policy and procedure upon hiring/unpaid placement and annually thereafter or whenever changes are made.

Hand Sanitizing Information

Hand sanitizers should only be used if water and soap is not available. The hand sanitizer must have a 70-90% alcohol content. Hand sanitizers can only be used on children with adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Written parent consent is required before applying hand sanitizer to any child. **Hand sanitizer containers in the program rooms are monitored by the staff and are replenished as required.**

Glove and Hand Hygiene

Gloves **must** 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, and when using disinfectant and cleaners
- Gloves are task specific and are single use only such as nitrile for diaper changes and dishwashing or rubber gloves for disinfecting toys
- Hands must be washed before and after glove use.
- Gloves **must** be disposed of immediately after use in the garbage. Re gloving (using gloves more than once or for more than one specific activity can contribute to the transmission of pathogens
- Gloves should be appropriate for the type of activity

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

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:

- **Turn you head away from others and sneezing or coughing into the crease of your bent arm**
- **Maintain a two-metre separation from others whenever possible**
- 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 the crease of your bent arm, not in your hands



- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

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