



## The Lee Wiggins Childcare Centre HAND HYGIENE POLICY AND PROCEDURE

### Policy Statement

The Lee Wiggins Childcare Centre (LWCC) is committed to providing a safe and healthy environment for children, families and employees. The LWCC will take every reasonable precaution to prevent the risk of injury and infectious disease within the Centre.

### Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH) to ensure that the Centre maintain free of infectious disease.

This policy applies to all employees, students, and any others persons engaged in business with the LWCC.

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

- Coming into contact with any soiled/mouthed items
- Coming into contact with bodily fluids
- Gardening
- Handling garbage
- Handling raw foods
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Outdoor play
- Sneezing, coughing, or blowing your nose
- Toileting routine
- Using the washroom



## The Lee Wiggins Childcare Centre HAND HYGIENE POLICY AND PROCEDURE

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

- Changing diapers
- Communal sensory play activity
- Dispensing/handling expressed breast milk
- Glove use
- Handling animals
- Preparing and eating food
- Touching a cut or open sore

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

1. Wet hands
2. Apply soap
3. Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel, if available

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

1. Apply hand sanitizer (70-90% alcohol-based)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

### **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, the Coordinator will review hand hygiene practices on a regular basis and provide feedback to employees as required.

### **Hand Sanitizing Information**

When your hands are not visible dirty, a 70-90% alcohol based hand sanitizer can be used. 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.



## The Lee Wiggins Childcare Centre HAND HYGIENE POLICY AND PROCEDURE

### Gloves and Hand Hygiene

Hand hygiene shall be practised 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 for diaper changes and dishwashing-like gloves for disinfecting toys.

### Gloves when Cleaning/Disinfecting

When employees are mixing chemicals into bottles or buckets, they must wear thicker dishwashing-like gloves. These gloves can be reused. Also, employees must wear these gloves when immersing toys in diluted disinfectant when toy washing, as their hands are more frequently immersed.

### 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:

1. If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
2. Put used tissues in the garbage.
3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.
4. Clean your hands with soap and water or hand sanitizer (70-90% 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 and students prior to commencing employment/unpaid placement at the LWCC and annually thereafter and at any time where a change is made.

Reference(s): Toronto Public Health Guidance Document 2017

Date Approved: January 2017

Effective Date: January 2017

Next Review Date: January 2018