

Hand Hygiene and Respiratory Etiquette Procedures

Policy

Promised Future, Inc., is committed to providing a safe and healthy environment for children, families and employees. Promised Future 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 York Region Public Health regarding cleaning and hand hygiene in Promised Future's Program.

All employees, students and any other persons that enter the premise and engage in the programs must adhere to the following procedures.

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:

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

In addition, hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before putting on and after taking off PPE
- Before and after giving medication
- After touching regularly touched items such as door knobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated!

When hands are visibly soiled, the following steps must be followed for cleaning hands. If you have access to running water and soap:

- 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

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

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 20 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 washing is the preferred method of hand hygiene however, hand sanitizer will be used where hand washing is not possible such as at the screening table and when playing outside.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% 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. Parent consent is required to use hand sanitizer on children. If consent is not provided the child may not be permitted in the program.

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. All gloves are single use

Procedure:

- Employees must follow proper hand hygiene before applying AND after removing gloves.
- Gloves shall be removed as directed by Public Health and training that has been provided.
- Gloves will be discarded in the appropriate bin
- Employees must sanitize their hands (hand washing or sanitizer) immediately after removing their gloves.

To reduce hand irritation related to gloves:

- Wear gloves for as short a 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 for diaper changes

Gloves when Cleaning/Disinfecting

Preparing the disinfecting product will be performed by one employee each morning. The Employee will ensure that appropriate Personal Protection Equipment (PPE) is worn when preparing the disinfecting solution including, mask, eye protection and gloves.

Covering Your Cough

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. Keep your distance (preferably more than 2 meter/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 do not 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.

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

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is required.