

CATEGORY: Sanitary Policies and Procedures

DATE: July 2017

SUBJECT: Hand Hygiene

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



### **Policy Statement**

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, and volunteers. CICC will take every reasonable precaution to prevent the risk of injury and infectious disease within our centre.

### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and CICC to ensure that our centre is free of infectious disease.

#### Scope

This policy applies to all staff, students, volunteers and any other persons engaged in business with CICC.  
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
- Touching a cut or open sore
- Changing diapers
- Glove use

- Communal sensory play activity

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

- Wet hands.
- Apply soap.
- Lather for at least 20 seconds.(Time to sing Happy Birthday). 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.

### **Hand Hygiene Monitoring**

To ensure that everyone is using proper hand hygiene methods, the Centre Manager will review hand hygiene practices on a regular basis and provide feedback as required.

### **Hand Sanitizing Information**

When your hands are not visibly 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 the product has completely evaporated from the child's hands before allowing child to continue their activity.

### **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. Disposable 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 for diaper changes and dishwashing-like gloves for disinfecting toys.

### **Gloves when Cleaning/Disinfecting**

When staff or students are mixing chemicals into bottles or buckets, they must wear thicker dishwashing-like gloves. These gloves can be reused, so would recommend ordering 1 pair per person. Also, staff and students 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:

- 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 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.

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all staff, students, and volunteers prior to commencing employment/unpaid placement at CICC and annually thereafter and at any time where a change is made.

The review will be documented on the CICC Policy Review form, a hard copy will be retained in the individual's file for a minimum of 3 years.

Reference(s): *Toronto Public Health Guidance Document 2017*

### **Definitions**

**Hand Hygiene:** is a general term referring to any action of hand cleaning. Hand hygiene is 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.