

## **HANDWASHING POLICY**

**PURPOSE:** To prevent the spread of communicable disease.

### **POLICY:**

1. Staff members, parent helpers, and volunteers will wash their hands in the following situations:
  - a. At the beginning of the school day.
  - b. After using the bathroom or helping a child to use the bathroom.
  - c. Before handling food or cooking utensils. (Includes preparing and serving food; feeding an infant or toddler).
  - d. Before and after eating.  
**\*NOTE:** Children should go to the eating table immediately after they wash their hands. Do not let them sit on the floor in a circle activity or play with toys again.
  - e. Before and after a diaper change.
  - f. After handling items that may be soiled with body fluids or waste, such as blood, drool, vomit, urine, stool, or discharge from the eyes and nose.
  - g. After handling pets or other animals.
  - h. After coming in from outside play time.
  - i. After cleaning activities.
  - j. At the end of the school day.
  - k. Before putting on gloves to conduct first aid or to clean up a body spill with visible blood, and after completing first aid care or cleaning up a body fluid spill with visible blood.
  - l. Before and after administering medication.
2. Staff will teach and assist children as needed re: hand washing in the situations listed above.
3. Procedures for proper hand washing will be posted by the sinks in each center.

## **HANDWASHING PROCEDURE**

**PURPOSE:** To outline the hand washing technique that will be used by Head Start staff, parent helpers, volunteers and students.

### **PROCEDURE:**

#### **HOW TO WASH YOUR HANDS**

1. Turn on water to a WARM temperature.
2. Wet hands.
3. Using a LIQUID SOAP from a dispenser, rub hands together vigorously for 20 seconds. If hands are very dirty, rinse and re-lather.
4. Wash all surfaces including:
  - backs of hands
  - wrists
  - between fingers
  - under fingernails
5. Rinse hands well under WARM RUNNING WATER.
6. Dry hands with PAPER TOWELS.
7. Turn off water using a paper towel instead of bare hands.
8. Discard towel in trash can.

