

 Policy #: CHS-5	Effective Date:	Page #: 1 of 2
Ref #: DCL 1204-04-01-16(7)(10) pg. 50-51; 1302.47 (b)(6)	Policy Council Approval Date:	

COMPONENT: CHILD HEALTH AND SAFETY

SUBJECT: HYGIENE

PERFORMANCE OBJECTIVE: To ensure effective implementation of hygiene, sanitation and disinfection procedures shall be used to significantly reduce health risks to children and adults by limiting the spread of infectious germs. To ensure physical facilities are safe, clean, in good repair, and free from hazards.

POLICY AND PROCEDURE:

At a minimum, these hygiene practices ensure:

- Appropriate toileting, hand washing, and diapering procedures are followed (see [Policy CHS-7 Appropriate Toileting, Hand Washing, and Diapering](#));
- Safe food preparation (see [Policy CN-6 Food Safety and Sanitation](#)); and
- Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.

Teaching staff are responsible for:

- Cleaning /Sanitizing/Disinfecting the classroom and its contents and classroom bathrooms daily;
- Laundering cloth toys and materials and Happy Nappies (naptime covers), at a minimum of one time weekly unless items become soiled or a communicable disease or infection has surfaced, at which time all items are to be cleaned/sanitized/disinfected immediately;
- Emptying trash from the classroom and classroom bathrooms daily;
- Cleaning and sanitizing toothbrush holders weekly or whenever toothpaste is visible on the holder, and cleaning/rinsing toothbrushes regularly when toothpaste is visible;
- Sweeping/Mopping/Vacuuming daily.

Cooking staff and/or Bus Drivers are responsible for:

- Cleaning/Sanitizing/Disinfecting the kitchen area and all food surface areas daily;
- Emptying the kitchen trash daily;
- Cleaning/Sanitizing the buses regularly;
- Mopping/Sweeping the kitchen area daily;
- Wiping down chairs and underneath tables.

Office staff is responsible for cleaning and sanitizing office areas and bathrooms.

All cleaning chemicals and solutions are to be:

- Kept in a container with the contents clearly marked and identified
- Stored out of the reach of children and in a locked cabinet
- Stored separately from food and food service equipment
- Must have M.S.D.S. sheets in the M.S.D.S. Binder located in the kitchens of all centers
- Not be purchased and used in the classrooms/centers unless the agency has approved it as an acceptable/safe cleaning agent

Sanitizer should be mixed in accordance with the label.

Head Start staff and volunteers will teach and model appropriate hand washing practices in order to lower the risk of spreading communicable diseases.

Staff and children will wash their hands:

- Upon entering the classroom/center;
- Before food preparation, handling, consumption, and/ or serving (including setting the table);
- After toileting or changing diapers;
- After assisting children with toilet use;
- Before and after eating;
- After handling pets or other animals;
- Before and after using disposable gloves;
- After coughing, sneezing, using hand handkerchief or disposable tissues;
- After inspecting hair for lice;
- Before and after administering first aid;
- Before and after administering medications;
- After engaging in activities that contaminate hands;
- Whenever hands are contaminated with blood or other bodily fluids;
- Before and after treating or bandaging a wound;
- Whenever hands are visibly soiled.

Clear and simple hand washing procedures will be posted in all classrooms, at children's eye level. Effective hand washing procedures include the following steps:

1. Using running water that drains;
2. Using soap, preferably liquid;
3. Rubbing hands together for at least 10 seconds; and
4. Turning off the faucet with a paper towel.

