

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
Hand Washing Procedure

Hand washing process will be posted in the classroom and kitchen. This procedure will be shared with all staff and volunteers. Staff and volunteers will assist children in washing their hands according to the procedure and as needed.

All staff and volunteers will wash hands with soap and warm running water **before and after**:

- Any food preparation, table setting or mealtime
- assisting with tooth brushing
- Providing first aid
- Administering medication(s)
- Assisting a child with toileting, diapering or nose blowing
- Using disposable gloves
- Inspecting hair for lice.

All staff and volunteers will wash hands with soap and warm running water **after**:

- Handling pets or other animals
- Using the bathroom, blowing noses, coughing or smoking.

Gloves will be worn when providing first aid, when assisting a child with toileting and diapering and when providing head checks.

All children will wash hands with soap and warm running water:

- **After** using the bathroom or blowing noses
- **After** diaper changing
- **Before** and **After** meals
- **Before** and **After** assisting with food preparation
- **Before** and **After** using the sensory tub and playing with play dough.

Handwashing will be done immediately prior to eating meals.

Head Start maintains high standards in the practice of hand washing and sanitation in all areas of the program. Hand washing for thirty seconds with soap and warm running water helps to minimize the spread of germs which may cause infections and/or illnesses. Dry hands with a clean paper towel and turn off the faucet handle with paper towel.

If contact with blood from another person occurs, hand washing should continue for two (2) minutes using above procedure. Advise supervisor immediately of contact with blood and follow blood borne pathogens procedures and policies located in the Head Start Performance Standards 1302.47 and OSHA Bloodborne Pathogens Exposure Control Plan, Standard 29 CFR 1910.103.

Sanitizer is not to be used in place of hand washing. Sanitizer will be kept under child-proof lock and shall not be used by children. Moist towelettes or unscented baby wipes shall be used when hand washing is not possible (playground, field trips, etc.)

Double hand washing is required by individuals handling food in the kitchen:

- **Anytime** hands come into contact with body fluids
- **Before** starting work
- **After** using the toilet and again when entering work area
- **After** blowing nose, sneezing, coughing, or touching eyes, nose or mouth

- **After** smoking, or using tobacco products
- **After** eating or drinking.
- **After** handling potentially hazardous foods.
- **Before and after** switching tasks (Washing dishes, food preparation, cleaning).