

**NeighborImpact Head Start& Early Head Start  
Policy & Procedure**

<b>Section: Subpart D-Health Program Services</b>	<b>PC Approval Date: 11/21/05, 1/18/18</b>
<b>Title: Hand Washing and Glove Use</b>	<b>Updated: 11/7/17</b>
<b>Policy #: HS-47</b>	<b>NI Board Approval: 9/12/19</b>
<b>Forms Required: When to Wash Hands and Wear Gloves</b>	
<b>Performance Standards: 1302.47; CCD: 414-300-0180(6); CFOB: 3.2.2.1</b>	<b>Page 1 of 1</b>

**Purpose:** To have effective implementation of hygiene procedures to limit the spread of infectious germs.

**Policy:** Hand washing is the best way to reduce or stop the spread of germs that cause infection.

**Procedure:**

A. All staff, volunteers, children, and visitors must perform hand hygiene at the following times. Adults working in the classroom will model and teach proper handwashing techniques to the children:

1. Upon arrival for the day, after breaks, or when moving from one group to another.
2. Before and after:
  - Handling foods, any cooking activities, eating and serving food, or beverages.
  - Brushing or helping a child brush teeth
  - Giving medications, including sunscreen
  - Playing in water used by more than one person.
  - Diapering
3. After:
  - Using the toilet, or helping children with toileting
  - Handling body fluids such as vomit, mucus, blood
  - Handling the garbage
  - Handling pets and other animals or cleaning up animal waste.
  - Playing in sand, on wooden play structures, and outdoors.

“When to Wash Hand and Wear Gloves” will be posted in each classroom.

B. How to wash hands:

1. Soap, warm running water and individual paper towels are available for staff and children.
2. Turn on warm water, between 60 F and 120 F.
3. Wet hands and apply soap.
4. Lather all skin surfaces and nails with soap and water. Recommended lathering time of 20 seconds. Include between fingers, under and around nail beds, backs of hands. Sing a song such as “Twinkle Twinkle Little Star” Nails should be kept short; acrylic nails should not be worn.
5. Rinse hands thoroughly, with fingers down so water flows from wrist to fingertips until free of soap.
6. Leave water on while drying hands while using an individual paper towel.
7. Use hand-drying towel to turn off water faucet and open door.
8. Handwashing signs are posted at each designated handwashing sink.
9. High speed handwashing may be used as an effective method of handwashing in the classrooms.

C. Non-latex Gloves will be worn when:

1. Helping children with toileting or diapering, post Proper Glove Removal next to toileting areas.
2. Exposure to bodily fluids.
3. Preparing all food or food service meals.
4. Gloves are not to replace handwashing and will be changed between every task.

D. Hand Sanitizers.

1. Hand sanitizers are prohibited in Head Start classes
2. Towelettes or sanitizer wipes are only to be used when hand washing is not possible.