



## **Hand Hygiene and Respiratory Etiquette Policy and Procedures**

### **Policy Statement**

Sunnyside Garden Daycare Centre (SGDC) is committed to providing a safe and healthy environment for children, families and employees. SGDC will take every reasonable precaution to prevent the risk of communicable diseases within the centre.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Ontario Ministry of Health, Ontario Ministry of Education, Toronto Public Health (TPH), and Sunnyside Garden Daycare Centre (SGDC) regarding hand hygiene and respiratory etiquette at SGDC.

### **Application**

This policy applies to all employees, students, volunteers, children, community members and any other persons engaged in business with SGDC.

### **Definitions**

Hand Hygiene is a general term referring to any action of hand cleaning action and is an essential part of Routine Practices. Hand hygiene relates to 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.

Respiratory Etiquette refers to infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplets or airborne routes. (Refer to overing Your Cough – p.4

## 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.

Employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Using or handling shared items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Preparing handling and serving food
- Toileting/diapering routine
- Handling animals
- Touching a cut or open sore
- Glove use
- Dispensing/handling expressed breast milk
- Giving medication
- Entering the child care centre
- Entering a room within the child care centre

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

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips and under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower

- Turn taps off with paper towel, if available

When hands are not visibly soiled and running water is not available follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% isopropyl alcohol based)
- Rub hands together for at least 20 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

## **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, directors/supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

## **Hand Sanitizing Information**

When your hands are not visible dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over eighteen months and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

## **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. Nitrile 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 use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure hands are clean and dry hands before wearing gloves

- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes and dishwashing-like gloves for disinfecting toy)

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

When employees are mixing chemicals into bottles or buckets, they must wear thicker dishwashing-like gloves. These gloves can be reused, each employee should have their own pair. Also, employees 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 upper sleeve or elbow, not in your hands
- Wash your hands with soap and water (for 15 seconds) or use hand sanitizer (70-90% alcohol-based) often 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 current employees and by all new employees before commencing employment with SGDC, and at any time where a change is made.