**Policy Statement**

Main Square Day Care Centre (MSDCC) is committed to providing a safe and healthy environment for children, families and employees. MSDCC will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

**Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and MSDCC regarding cleaning and hand hygiene.

**Application**

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

**Definitions**

Hand Hygiene is a general term referring to any action of hand cleaning. 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% isopropyl alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

**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.

Ensure that frequent proper hand hygiene (hand washing/hand sanitizing) is enhanced and promoted. This includes supervising and/or assisting participants with hand washing as required. Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and before and/or after:

* Sneezing, coughing, or blowing your nose
* Using the washroom
* Handling garbage
* Handling raw foods
* Outdoor play
* Handling soiled laundry or dishes
* Handling soiled toys or other items
* Coming into contact with bodily fluids
* Coming into contact with any soiled/mouthed items
* Gardening
* Preparing, handling, serving food
* Toileting/diapering routine
* Handling animals
* Touching a cut or open sore
* Glove use
* Giving medication
* Entering MSDCC
* Entering a room within the centre
* After touching your eyes, nose or mouth (inadvertently/accidentally)
* Any time when staff determined that hand hygiene is required

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

* Wet hands
* Apply soap
* Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
* Rinse well under running water
* Dry hands well with paper towel
* Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

* Apply hand sanitizer (70-90% isopropyl alcohol-based)
* Rub hands together for at least 15 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, the Director 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% isopropyl alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of 18 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. Hand Sanitizer used MUST be food-grade.

**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, contaminate equipment or environmental surfaces. Nitrile gloves are single use only. Refer to Personal Protective Equipment (PPE) Policy and Procedure – COVID-19 for further direction

**Gloves and Hand Hygiene**

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

* Wear gloves for as short a time as possible
* Ensure that hands are clean and dry before wearing gloves
* Ensure gloves are intact, clean and dry inside
* Gloves are single use only, and must be task specific such as nitrile for diaper changes and dishwashing-like gloves for disinfecting toys

**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 sleeve, not in your hands
* Clean your hands with soap and water or hand sanitizer (70-90% isopropyl alcohol-based) regularly and immediately after using a tissue on yourself or others.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees, students, community members before commencing employment/unpaid placement at MSDCC, and at any time where a change is made (during COVID-19 students and community members are not permitted)

Revised June 30, 2020