

Hand Washing Policy		HS-02-109	
Butler County Children's Center, Inc.			
Effective Date:	09/01/2016	Revised Date:	07/24/2018
Approved By:		Date:	
Board of Directors		09/01/2016	
Policy Council		09/01/2016	

HAND WASHING POLICY

In an effort to prevent the spread of illness and disease, implementation of proper cleaning, sanitizing and disinfecting practices will be followed.

1. Signs will be posted at each sink with the times when handwashing is required and the steps to follow.
2. All staff, volunteers, and children will wash their hands at the following times (as applicable):
 - a. Upon entry into the classroom, when moving from one child care group to another or coming in from outdoors
 - b. Before and after:
 - eating, handling food, or feeding a child
 - giving medication
 - playing in water or sand
 - c. After:
 - diapering and toileting
 - handling bodily fluids (mucus, blood, vomit) and wiping noses, mouths, and sores
 - cleaning or handling garbage
 - d. When running water is not available, i.e. outdoors or on a field trip, staff will provide and assist children to clean their hands with soap and water based wipes. Hand sanitizers may not be used nor wipes containing aloe and/or alcohol.
3. All staff, volunteers, and children will wash hands as follows:
 - a. Moisten hands with water and apply liquid soap. Rub hands with soap and water for at least 10 seconds. Include between fingers, under and around nail beds, backs of hands and any jewelry.
 - b. Rinse hands well under running water with fingers down so water flows from wrist to finger tips. Leave the water running.

- c. Dry hands with paper towel or approved drying device. Drying devices will not be used unless there is a faucet that does not require the user to touch the faucet after the hands are washed.
- d. Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door. Discard the towel in an appropriate receptacle.
- e. Apply hand lotion, if needed.

If a child is too heavy to hold for handwashing at the sink, and cannot be brought to the sink for handwashing, use disposable wipes or a damp paper towel moistened with a drop of liquid soap to clean the child's hands. Then wipe the child's hands with a paper towel wet with clear water. Dry the child's hands with a fresh paper towel. Note: this method is less satisfactory than washing at the sink where the soil can be rinsed off in running water. When needed, a safe step stool should be provided for children, and children should be supervised by a staff person when used.