

Sanitation and Hygiene Policy		HS-02-109	
Butler County Children's Center, Inc.			
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Approved By:		Date:	
Board of Directors		09/01/2016	
Policy Council		09/01/2016	

SANITATION AND HYGIENE

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

A. Handwashing

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.

B. Diapering

A staff person shall check a child's diaper at least every two hours, and whenever the child indicates discomfort, or exhibits behavior that suggests a soiled diaper. A staff person shall change a child's diaper when the diaper is soiled.

The following diaper changing procedure shall be followed for all diaper changes. It shall be used as part of staff evaluation of caregivers who do diaper changing. Follow each step carefully to avoid cross contamination and the spread of infectious disease!

CHILD CAREGIVERS SHALL NEVER LEAVE A CHILD ALONE ON A TABLE OR COUNTERTOP, EVEN FOR AN INSTANT. A SAFETY STRAP OR HARNESS SHALL NOT BE USED ON THE DIAPER CHANGING TABLE. IF AN EMERGENCY ARISES, CAREGIVERS SHALL PUT THE CHILD ON THE FLOOR OR TAKE THE CHILD WITH THEM. ALWAYS KEEP ONE HAND ON THE CHILD!

PREPARE CHANGING TABLE

Before you bring the child to the diaper changing area, **wash your hands**, and take the items listed below to the changing table area.

- Non-absorbent **paper liner** large enough to cover the changing surface from the child's shoulders to beyond the child's feet;
- **Fresh diaper** and clean **clothes** (if you need them);
- **Several wipes removed from the container** for: a) cleaning the child's genitalia and buttocks, b) cleaning the hands of the child and caregiver. Remove wipes from the container in advance so that the container will not be touched during diaper changing.

- A **paper bag** for any soiled clothes;
- **Disposable gloves**, if you plan to use them. (put gloves on before handling soiled clothing or diapers);
- A thick application of **diaper cream** (when appropriate) **removed from the container** and applied to a piece of disposable material such as facial or toilet tissue.

TAKE CHILD TO CHANGING TABLE

- Carry the child to the changing table. Be sure to **keep soiled clothing away from you** and **away from any surface you cannot easily clean and disinfect** after the change.
- Position the child on the paper liner so that **the liner is under the child from shoulders to beyond the child's feet.**

REMOVE CHILD'S OUTER CLOTHING

- If the child's feet are likely to touch the soiled diaper or soiled skin **remove the child's socks and shoes** to prevent contamination with stool or urine.
- Put any **soiled clothes into the opened plastic bag.**

CLEAN AND DISINFECT THE CHILD'S DIAPER AREA

- Unfasten the diaper and **leave the soiled diaper under the child.**
- Lift child's legs and **use wipes** to clean the child's genitalia and buttocks.
- Remove urine and stool **from front to back using a fresh cloth each time.**
- Dispose of soiled wipes **into a plastic-lined, hands free, covered can.**

REMOVE THE CHILD'S DIAPER

- **Remove the soiled diaper** without contaminating surfaces that have been untouched by stool or urine, and **fold the soiled surface inward.**
- Place soiled diaper **into a plastic-lined, hands free, covered can.**

BEFORE PLACING FRESH DIAPER

- If gloves were used remove **using proper technique** and **place into plastic-lined, hands free, covered can.**
- **Clean your hands** with a clean disposable wipe.
- **Clean child's hands** with another clean disposable wipe.
- Check for spills under the child. Cover spills by **using paper that extends under the child's feet** to **fold over the spill** and create a fresh, unsoiled surface.

DIAPER AND DRESS THE CHILD

- Slide a fresh diaper under the child.
- If applying diaper cream, **use the facial or toilet tissue to apply it** to the affected area and dispose of tissue into a plastic-lined, hands free, covered can.
- **Observe for any skin problems** such as redness, cracks or bleeding.
- Fasten the diaper and redress the child.

BEFORE CHILD RE-ENTERS GROUP

- At designated sink, **wash child's hands using soap and running water and dry** with a paper towel.

- If child is too heavy to hold for hand washing or is unable to stand at the sink, wash child's hands using disposable diaper wipes.

CLEAN AND DISINFECT DIAPER CHANGING SURFACE

- **Dispose of the paper liner** used on the changing surface into a plastic-lined, hands free, covered can.
- Clean off any visible soil from the changing surface with **detergent and water and then rinse with water.**
- Wet the entire changing surface with the **bleach disinfecting solution.**
- **Put the spray bottle away.**
- Allow the **bleach solution** to remain on the surface of the changing table for **two minutes.**
- Let **air dry or wipe dry** after two minutes of contact.

PACK SOILED CLOTHES

- Remove bag of soiled clothes from bag holder and tie securely.
- **Bag again,** tie securely bagged in small paper bag and placed out of the reach of children till end of program day, taken by bus monitor/ classroom teacher and handed to parent at pickup or bus departure.

WASH YOUR HANDS

RECORD THE DIAPER CHANGE/CHECK ON THE CHILD'S CHART

- Document time of change or check and contents of diaper on the **Diapering Log (Appendix HS-AA).**
- **Record any observations** of child skin condition that are **of concern**

C. Toileting

1. Toileting/diapering should be managed in an observable, open manner. Bathroom areas are to be well supervised by a staff person standing just outside the bathroom. Children will be encouraged to utilize self-help skills appropriate to their developmental level when toileting.
2. Staff will always use the bathroom facilities behind a closed door, separate from the children.
3. Toddlers who need to leave the classroom to bathroom, they must be accompanied by a staff member who has clearances.
4. If preschool children need to leave the classroom to bathroom, they must be accompanied by a staff member who has clearances. In addition all aspects of the **Active Supervision Policy (HS-02-102)** must be followed.
5. Assisting children to use the bathrooms from outside play areas is the responsibility of staff.
6. School age children are to use bathrooms that ensure privacy. School age children must be accompanied to the bathroom by a staff member. The staff

member provides continuous monitoring while bathroom is in use. In addition all aspects of the **Active Supervision Policy (HS-02-102)** must be followed, and also the adult will ensure good hygiene practices are followed.

7. When children are in a bathroom, large doors leading to hall should always remain open.
8. If a child wets or soils himself, staff will follow the disrobing procedures below. Staff will report repetitive problems in this area to the Group Supervisor, Head Teacher or Program Manager.

Disrobing:

1. If it is necessary for a child to disrobe and put on a change of clothes, the staff helping the child should notify another staff person of what is happening.
2. Parents should be notified of incidents involving children age 3 and over. A brief written documentation of the incident should be made noting what happened, the time frame and other staff notified of the incident. A communication log may be used to record such incidents.
3. Good judgment should always be used. Concern about vulnerable situations should be addressed openly at staff meetings and/or discussed at appropriate time with supervisors.
4. Uncertainties about a disrobing incident should be reported to the staff person's supervisor in writing and then discussed.
5. Children should never be asked to disrobe except to change their clothes due to bathroom related accidents, or to prepare for swimming. Do not disrobe children in order to examine for suspected abuse or for any other reason.

Bathroom Safety:

1. Exposure control:
 - a. Vinyl gloves must be worn when you are in contact with any of the following: diarrhea, urine (if illness is suspected), vomit, blood (including minor cuts), and other body fluids.

Immediately after clean up, gloves must be placed in a sealed bag and put in the garbage. This must be followed with proper handwashing. NOTE: Infant/Toddler child care staff DO NOT need to wear gloves for routine diaper changing as long as the proper handwashing techniques are used.
 - b. All staff who work with children are required to attend a Bloodborne Pathogens training upon hire and as needed for review of procedures.

2. Toilets and fixtures are to be kept clean and disinfected at all times.
3. Adults who accompany children to the bathroom must check that toilets are flushed, bathrooms are clean and toilet paper, liquid soap and paper towels are available. Concerns should be reported to your supervisor.
4. Stable step stools are available when needed.
5. Electrical appliances are not to be in the bathroom.
6. Electrical outlets are to be covered with shock stops or outlet covers.
7. Cleaning products, soaps, and disinfectants are to be stored in a locked cabinet, on the lowest shelf possible, inaccessible to children.
8. Waste receptacles near toilets, diapering areas and sinks must have lids, and are to be emptied daily and kept clean.
9. Hot water temperature for washing hands must be 110 degrees Fahrenheit or less.
10. The ratio of toilets and sinks needed per children is in compliance with governing regulations.
11. Handwashing posters indicating when and how to wash your hands are to be posted at each toilet, diapering area and sink in the facility.
12. Whenever possible, toddler and preschool classrooms should have toilets and sinks.
13. Sites which have blowers to dry hands should have paper towels available as well.

D. Facility Cleaning Routines

1. The facility will provide training for staff who are responsible for cleaning. Such training will include cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the United States Occupational Safety and Health Administration about the use of any chemical agents.
2. Routine cleaning of the facility will be supervised by the Program Manager as outlined in the Cleaning Guidelines Chart (**Appendix HS-BB**), and it will be completed by assigned staff, or for after-hours cleaning, by assigned staff and/or a subcontracted cleaning company.

- Child and Family Development Program Head Start Centers will use only bleach for sanitizing and disinfecting. Soap and water will be used for cleaning. Before sanitizing and disinfecting, cleaning will take place. Director approval is required for any other method of sanitizing and disinfecting.
- The proper bleach to water ratio will be used for sanitizing and disinfecting. For information regarding the bleach to water ratio.

NEW: Bleach Solutions for 8.25%

Regular bleach concentration is now stronger (8.25%)

Read the labels and take the following steps to ensure safety in your child care facility.

Sanitize (100 PPM)	Disinfect (600 PPM)	Special Clean-up (5000 PPM)
CLEAN & SANITIZE AFTER EACH USE: <ul style="list-style-type: none"> Children’s mouthed toys Food service areas, dishes 	CLEAN & DISINFECT AFTER EACH USE: <ul style="list-style-type: none"> Diaper changing surface 	CLEAN & USE AS NEEDED FOR VOMIT AND DIARRHEA: <ul style="list-style-type: none"> Not for other bodily fluids
SANITIZE DAILY OR WHEN SOILED: <ul style="list-style-type: none"> Dishcloths, synthetic sponges Common surfaces (other than in bathrooms), floors, mats, tables, countertops and hard surfaces, door knobs, etc. 	DISINFECT DAILY OR WHEN SOILED: <ul style="list-style-type: none"> Bathroom areas 	MIX SOLUTION WHEN NEEDED WEAR GLOVES AND MASKS TO PROTECT YOURSELF
1/8 teaspoon bleach/ pint water	3/4 teaspoon bleach/ pint water	2 tablespoon bleach/ pint water
1/4 teaspoon bleach/ quart water	1 1/2 teaspoon bleach/ quart water	4 tablespoon bleach/ quart water
1 teaspoon bleach/ gallon water	2 tablespoons bleach/ gallon water	1 cup (8 oz) bleach/ gallon water

- Bleach solution will be **mixed daily for sanitizing and disinfecting.**
- **All containers will be labeled identifying Sanitizing or Disinfecting solution.**

1. **Cleaning** involves scrubbing, washing and rinsing *to remove visible soil and debris*. The cleaning solution used is made up of soap and water.
2. **Sanitizing** is covering the cleaned area with a sanitizing solution, bleach and water. The best practice recommendation is to leave the sanitizing solution on the surface for a minimum of 2 minutes before wiping it dry or air dry. *This will kill and clean away enough germs so that it would be unlikely that someone could become ill from contacting that surface.*
3. **Disinfecting** is covering an already cleaned area with a disinfecting agent that is non-toxic for children, stronger bleach and water solution. This *kills all of the germs on a surface*. Bathrooms and Diaper areas need to be disinfected. Best practice recommends leaving the disinfecting solution on the surface for a minimum of 2 minutes before wiping it dry or air dry.
4. **Universal Precautions** is used for body fluid spills to eliminate the spread of blood borne illnesses such as Hepatitis B and HIV.

E. Classroom Pets

No pets or animals are permitted in the facility except fish. This policy also excludes all animals that may be brought in by families or classroom visitors. This policy does not refer to certified service animals.

Fish will be kept in clean bowls or tanks. Fish are available to children for observation only. Teaching staff are responsible for the care and feeding of the fish. Fish tanks shall be secured in such a manner that prevents children from tipping them over.

F. Plants

The Program Manager will be responsible for checking that all plants receive the appropriate care instructions and meet the following guidelines:

1. All plants must have original label and care instructions.
2. No plants are permitted that are toxic, generate a lot of pollen or that drop small flowers or leaves.
3. A list of poisonous plants, their appearance, location, and commonly produced reactions is available in each classroom. These plants will not be permitted in the facility environment.
4. Children, caregivers, and staff will follow proper handwashing procedures after handling plants.

G. Toys

The Lead Teacher, Group Supervisor, Head Teacher, Program Leader or Home Visitor is responsible for checking that all toys receive the appropriate care and meet the following guidelines:

1. Toys accessible to children under 3 years of age will be checked using a small object tester or ruler. Objects are prohibited that have removable parts, or a diameter of less than 1 1/4 inch and a length of less than 2 1/4 inches, or are small enough to fit completely in a child's mouth.
2. No balloons, plastic bags, and styrofoam objects are permitted in any early childhood setting.
3. All toys that are mouthed during the course of the day will be set aside in an inaccessible container before another child plays with the toy. Mouthed toys will be thoroughly washed with soap and water, and disinfected. Toys may be washed and disinfected by hand or by washing in a dishwasher. To wash and disinfect hard plastic toys: soak and scrub the toy in warm, soapy water. Use a brush to get the crevices clean. Rinse in clean water, then immerse the toy in a solution of bleach water as when washing dishes by hand.

4. Cloth toys for children who are still mouthing toys will be limited to use by only one child and cleaned in a washing machine and dried in a clothes dryer before they are put back into rotation.
5. Toys that are not mouthed will be cleaned at least weekly and when obviously soiled. Soap or detergent and water followed by clear water rinsing and air drying will be used. No disinfecting is required.
6. Water tables where more than one child plays in the same water will not be used unless the container and toys are disinfected before each use of the table, the children all wash their hands before they use the table, and staff supervise the water play closely to be sure no child drinks the water or has any contact between body fluids (from the child's nose, mouth, eye) and the water in the water table. An alternative to these precautions is to give each child a personal basin of water for play and supervise to be sure children confine their play to their own basin.
7. All toys will be inspected regularly for sharp edges, chipped paint, splinters, and loose parts. Damaged toys will be repaired or discarded.