

## Center Health Policy

In general, it is important for us to maintain two-way communication often regarding health issues and the needs of your child. We need to know about changes in eating and sleeping habits, about favorite foods, about discipline or comforting techniques that you use at home. And, of course, we will make sure to share important information about your child with you.

It is not uncommon for children to experience illness while in childcare. We are following the guidelines set forth by the CDC to make determination of whether or not your child can attend. To help reduce the spread of illness, my staff and I maintain good hand washing procedure, particularly after toileting/diapering and before eating or preparing meals. We disinfect the toys daily and make sure the children have good food, exercise daily and the opportunity to rest while in our care.

When children are ill it is uncomfortable for them to be away from home and it is difficult for us to give them the special attention that they need. It is also likely that others will develop the illness they have if that illness is communicable. For the comfort and safety of my staff, and all the children in care, I ask that parents do not bring their children to daycare if they are ill.

If your child is displaying any of these symptoms, it is best to make other child care arrangements:

- **Fever: 101.5F and higher within a 24 hour period prior to care (medication free)**
- **Fever: 101.5F and higher developing during care we will call you right away and expect you to arrive to pick your child up in a reasonable time frame. If you have additional children in our care you are not required to take them with you at that time.**
- **Diarrhea: 3 or more episodes in a 24-hour period of loose, watery stools**
- **Unexplained rash**
- **Vomiting**
- **Thick discharge from nose or eyes**

If your child should develop any of these symptoms while in our care, we will notify you immediately. Your child may return to daycare when he/she is free of symptoms for at least 24 hours.

If your child should require medication, you must bring the medication in its original container and provide written instructions as to when and how much medication should be given. We have medication forms that need to be filled out by you.

Children with any of the above symptoms/conditions are separated from the group and cared for by office staff. Parent/guardian or emergency contact is notified to pick up child.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide you with information about that disease or condition. We notify parents and guardians of possible exposure by posted letter and/or email. Individual child confidentiality is maintained.

**In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. This is located in the office.**

**Staff members follow the same exclusion criteria as children.**

The following Health Care Resources will be used in compliance of rule **400.5111b**.

- Deb Harvey, Physicians Assistant
- Clinton Memorial Hospital
- [www.cdc.gov](http://www.cdc.gov)
- Michigan Matters Newsletter
- [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)
- [www.michigan.gov/immunize](http://www.michigan.gov/immunize)
- [www.pandemicflu.gov](http://www.pandemicflu.gov)

\* These resources can be used if there are questions regarding our policies

## Hand Washing

**Soap, warm water** (between 85° and 120° F), **and individual towels are available for staff and children at all sinks, at all times.**

All **staff** and **children** wash hands with soap and water.

Children are assisted or supervised in hand washing

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after handling foods, cooking activities, eating or serving food
- (c) After toileting self or children
- (d) Before, during (with wet wipe - this step only), and after diaper changing
- (e) After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- (f) Before and after giving medication
- (g) After attending to an ill child
- (h) After smoking
- (i) After being outdoors
- (j) After feeding, cleaning, or touching pets/animals
- (k) After giving first aid
- (l) Before and after water play (for children)

### Hand Washing Procedure

The following hand washing procedure is followed:

1. Turn on water and adjust temperature.
2. Wet hands and apply a liberal amount of soap.
3. Rub hands in a wringing motion from wrists to fingertips for a period of not less than 20 seconds.
4. Rinse hands thoroughly for 10 seconds.
5. Dry hands using an individual paper towel.
6. Use hand-drying towel to turn off water faucet(s) and open any door knob/latch before discarding.
7. Apply lotion, if desired, to protect the integrity of skin.

**\* Hand washing procedures are posted at each sink used for hand washing.**

## Cleaning and Sanitizing Specific Areas and Items

General cleaning of the entire facility is done as needed.

We do all of our own cleaning and sanitizing.

There are no strong odors of cleaning products in our facility.

### Bathrooms

- Sinks and counters are cleaned, rinsed, and sanitized daily or more often if necessary.
- Toilets are cleaned, rinsed, and sanitized daily or more often if necessary. Toilet seats are monitored and kept sanitary throughout the day.

### Floors

- Solid-surface floors are swept, washed, rinsed, and sanitized daily. While children are napping on cots, mopping is done with detergent and water.
- Mops are cleaned, rinsed, and sanitized in a utility sink, then air dried in an area with ventilation to the outside and inaccessible to children
- Carpets and rugs in all areas are vacuumed daily and steam-cleaned every 3 months (every 1 month in infant room) or as necessary. Carpets are not vacuumed when children are present (*due to noise and dust*).

### Laundry

- Cloths used for cleaning or rinsing are laundered after each use.
- Bibs and burp cloths are laundered when wet or soiled and between uses by different children.
- Child care laundry is done on site.  
Laundry is washed at a temperature of at least 140°F or with bleach added during rinse cycle (measured amount as per manufacturer's instructions)

### Garbage

- Garbage cans are lined with disposable bags and are emptied when full.
- Diaper cans are additionally emptied when odor is present in classroom.
- Outside surfaces of garbage cans are cleaned, rinsed, and sanitized daily. Inside surfaces of garbage cans are cleaned, rinsed, and sanitized as needed.

### Kitchen

- Kitchen counters and sinks are cleaned, rinsed, and sanitized every day before and after preparing food.
- Equipment (such as can openers, and cutting boards) is washed, rinsed, and sanitized after each use.

### Classrooms

- Infant saucers, seats, and swings are cleaned and sanitized and laundered (as appropriate) weekly and as needed.
- Cribs, cots, and sheets are washed, rinsed, and sanitized weekly, before use by a different child, after a child has been ill, **and** as needed.
- Tables and high chair trays are cleaned, rinsed, and sanitized before and after snacks or meals.
- High chairs are cleaned, rinsed, and sanitized daily and as necessary.
- **Only washable toys are used.**
- Mouthed toys are placed in a plastic container after use by each child. Mouthed toys are then cleaned, rinsed, and sanitized before use by a different child. Cleaning and sanitation is done by the use of buckets, sinks, or spray bottles containing liquid detergent and water, rinse water, and bleach solution. All other toys are cleaned and sanitized weekly.
- Cloth toys and dress-up clothes are washed following the laundering procedures above.
- Door handles are cleaned, rinsed, and sanitized daily, or more often when children or staff members are ill.
- Upholstered furniture is vacuumed daily. Removable cushions and covers are washed every month or as necessary.
- Painted furniture is kept free of paint chips. No bare wood is exposed; paint is touched up as necessary. (*Bare wood cannot be adequately cleaned and sanitized.*)
- Water tables are emptied and cleaned, rinsed, and sanitized after each use, or more often as necessary.
- Children wash hands before and after water table play.

## Work Practice Controls

Work practice controls are those everyday things done to prevent or minimize exposure to blood borne pathogens. The specific work practice controls used at this child care facility include:

- A. Follow proper use of PPE, including gloves and proper handling of potentially contaminated garbage or laundry.
- B. Following proper hand washing protocols.
- C. All surfaces contaminated with blood will be isolated, cleaned and decontaminated according to the spill procedure outlined in this plan.
- D. Most items used in cleaning blood/OPIM will be placed in a lined trash receptacle unless saturated with blood. Items saturated with blood to the point that blood is released when compressed will be placed in a puncture proof bag labeled with the biohazard symbol.

## Blood/Body Fluid Contact or Exposure

Even healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be infected with contagious disease. **Non-porous gloves are always used when blood or wound drainage is present.** To limit risk associated with potentially infectious blood/body fluids, the following precautions are always taken:

1. Any open cuts or sores on children or staff are kept covered.
2. Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
3. All surfaces in contact with body fluids are cleaned immediately with detergent and water, rinsed, and sanitized with an agent such as bleach in the concentration used for sanitizing body fluids (1/4 cup bleach per gallon of water or 1 tablespoon/quart).
4. Gloves and paper towels or other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed with detergent, rinsed, and soaked in a sanitizing solution for at least 2 minutes and air dried. Machine washable items, such as mop heads, are washed with hot water and detergent in the washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach in an area ventilated to the outside.
5. A child's clothes soiled with body fluids are put into a closed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
6. Hands are always washed after handling soiled laundry or equipment, and after removing gloves.

## Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person informs the owner or director immediately.

When staff reports blood contact or exposure, we follow current guidelines set by Michigan Department of Health and Human Service, as outlined in our Blood borne Pathogen Exposure Control Plan (*separate document*). We review the BBP Exposure Control Plan with our staff upon hiring and yearly thereafter.