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**Subject: Hand Washing Procedure**

**Source: Performance Standard 1304.22 (e)(1) & (2)**

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## Policy

- Early Head Start Staff, volunteers, children, and all other adults will teach and model appropriate hand washing practices to decrease the risk of spreading communicable diseases.

## Procedure

- Early Head Start staff and children must wash their hands with soap and running water at least at the following times:
  - After diapering, toilet use, or changing diapers
  - Before and after food preparation, handling, consumption, or serving (including setting the table)
  - Before and after eating meals and snacks
  - Before and after using disposable gloves
  - After coughing or sneezing
  - After playing on the playground
  - After handling pets, pet cages or other pet objects
  - Whenever hands are visibly dirty
  - Whenever hands are contaminated with blood or any other bodily fluids
- Staff, volunteers, and other adults must also wash their hands with soap and running water at the following times:
  - Upon arrival at work
  - Upon entering any classroom
  - After cleaning up a child, the room, bathroom items, or toys.
  - After removing gloves used for any purpose
  - Before and after giving medications
  - Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood containing body fluids)
  - After assisting a child with toilet use
  - After inspecting for head lice
  - After wiping a nose
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- Direct care staff with fingernails extending beyond the tips of their fingers will clean their nails with a nail brush at the appropriate hand washing times.

### **This Hand Washing Procedure Will Be Posted At Each Sink**

1. Have necessary supplies on hand (running water, soap and disposable towels)
2. Turn on the faucet
3. Scrub hands vigorously with soap and water until a soapy lather appears.
4. Continue rubbing hands and tips of fingers together for at least 10 seconds.
5. Use nailbrush to clean the tips of fingers and underneath fingernails.
6. Rinse hands well under running water. Leave the water running while drying hands.
7. Dry hands with a clean, disposable paper towel
8. Turn off the faucet using the paper towel as a barrier between hands and faucet.
9. Discard the paper towel into the trashcan lined with a plastic bag.