

HANDWASHING AND SANITATION PROCEDURES

HOW TO WASH HANDS

Wet hands with running water and lather with soap, rubbing front and back of hands, between your fingers and under your nails for at least 20 seconds. Rinse under running water for at least 10 seconds. Dry hands with paper towel using the paper towel to turn off faucet.

WHEN TO WASH HANDS

STAFF

- After caring for a child who appears to be sick.
- After assisting a child in toileting
- Before preparing or serving food

CHILDREN*

- Before Intake of food
- Immediately after outdoor play.

- Immediately after diapering
- Immediately after using the toilet
- Immediately after coming into contact with blood, fecal matter, urine, vomit, nasal secretions, or other body fluids or secretions
- Immediately after coming in contact with an animal's body secretions; and

**For children under three months of age or for those children three months of age and older wherein hand washing with soap and running water may not be developmentally appropriate, the center may use an alternate means for hand washing, including but not limited to disposable baby wipes.*

HOW TO WASH AND DISINFECT*

STEP 1: Wash the surface with soap and water.

STEP 2: Apply the disinfectant to the surface remaining visibly wet as indicated on the product label.

WHEN TO WASH AND DISINFECT

BEFORE EACH MEAL:

- tables before each meal

AFTER EACH USE:

- fabric washcloths, when used to clean a child
- thermometers
- items used by a child who becomes ill
- sleeping mats not stored separately
- sinks and faucets used for rinsing a toilet training chair
- diapering surfaces
- toys mouthed by infants and toddlers before being given to another child
- bottles, nipples, and other feeding equipment
- toilet training chairs and potty seats that have first been emptied into a toilet

DAILY:

- toilets and toilet seats
- sinks and sink faucets
- drinking fountains
- play tables
- Water table and water play equipment
- diaper pails and lids
- non-porous floors in areas used by children

WEEKLY:

- cribs, cots, mats, playpens, or other approved sleeping equipment
- sheets, blankets or other coverings

*A commercially prepared disinfectant that indicates it kills bacteria, viruses, and parasites shall be used in accordance with label instructions; or a self-made solution consisting of one-quarter cup of household bleach to each gallon of water (one tablespoon per quart), which shall be prepared daily, in cold water and placed in a labeled, sealed container.