



## Hand Hygiene Policy and Procedures

### Policy Statement

Phoenix Child Centre continues to be committed to providing a safe and healthy environment for children, families and employees. Phoenix Child Centre will take every reasonable precaution to prevent the risk of communicable disease ( including but not limited to COVID-19) within our centre.

### Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and hand hygiene at Phoenix Child Centre.

### Scope

This policy applies to all employees, students, community members, and any other persons engaged in business with Phoenix Child Centre.

### Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms on the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water is the best way to ensure hands are clean and must be used when hands are visibly soiled.

### Procedures

We know that hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide opportunities for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

**Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:**

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling food
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact soiled/mouthed items
- Gardening

**Hands should be cleaned using soap and water or hand sanitizer before and after:**

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers (wear gloves, clean hands before and after donning and removing gloves)
- Wear gloves when giving medication

**Procedure for Hand Washing Visibly soiled hands**

1. Wet hands and apply soap
2. Lather for a minimum of 15 seconds. Rub between fingers, back of hands, fingertips, fingernails and finally the thumbs
3. Rinse well under running water
4. Dry hand with a paper towel or air dryer
5. Shut taps off with fresh single use paper towel.

**When hands are not visibly soiled, follow these steps for cleaning hands:**

1. Apply hand sanitizer (70-90% alcohol-based) Rub hands together for at least 15 seconds
2. Work sanitizer between fingers, back of hands, fingertips, and under nails. Rub hands until dry

**Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

**Hand Sanitizing Information**

When your hands are not visible dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. If consent is not given, children will be escorted to a sink with running water and will follow the hand washing protocols.

**Glove Use**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrile gloves are single use only.

**Gloves and Hand Hygiene**

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after use.

**Gloves when Cleaning/Disinfecting**

Employees should not be mixing Oxivir Five 16 into buckets, as this is performed by custodial staff. However, if an exception is required, they must wear thicker dishwashing-like gloves. Also, employees must wear these gloves when immersing toys in diluted disinfectant when toy washing.

### **Covering Your Cough Procedure**

Germs, such as influenza , COVID 19 and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

1. If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
2. Put used tissues in the garbage
3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hands  
Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/ placement at Phoenix Child Centre, and at any time where a change is made.

Date	Revision	Effective
June 16, 2020	New	July 6, 2020