

 <b>Policy #:</b> H-1	<b>Effective Date:</b> 1/24/96	<b>Page #:</b> 1 of 4
<b>Ref #:</b> 1304:22(e)	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/11/07

**COMPONENT: HEALTH**

**SUBJECT: SANITATION**

**PERFORMANCE OBJECTIVE:** To establish a standard procedure for all staff and volunteers to use as a means of self-protection when coming into contact with blood or body fluids.

All staff /volunteers should consider blood and body fluids from all persons (children and adults) as potentially infectious regardless of whether or not that person has a known disease which can be passed via blood or body fluids. Personal protective barriers should be used appropriately.

**Purpose:** To prevent exposure to infectious agents found in blood or body fluids.

**Equipment:** Disposable gloves should be used as protective barrier; disposable towels and tissues should be used for cleaning; chlorine bleach solution should be used as a disinfectant.

**Procedure:** Gloves should be worn for touching any blood, body fluids, mucous membranes, or non-intact skin of all persons and for handling items or surfaces soiled with blood or body fluids. **GLOVES SHOULD BE CHANGED BETWEEN EACH CHILD AND EXPOSURE.**

**Handling spills of blood or body fluids:**

1. The contaminated surface should be disinfected with a solution of 1/4 cup chlorine bleach to 1 gallon water, mixed fresh daily.
2. Disposable gloves must be worn, and disposable towels should be used for wiping up spills. A fluid solidifier (e.g. Voban, Red Z) may be used for cleaning up vomit or blood. Follow manufacturer instructions for use of fluid solidifier.
3. Persons involved in cleaning contaminated surfaces should avoid exposure of open skin lesions or mucous membranes to blood or body fluids and to wound or tissue exudates (pus or drainage, etc.).
4. Hands should be washed thoroughly if exposed to blood or body fluids and always after removing gloves.

5. Blood contaminated material should be disposed of in a securely tied plastic bag inside another plastic bag (double bagged). Mops used in clean-up should be properly disinfected in disinfectant solution.

### **Hand Washing:**

Germs are spread by poor sanitation habits. To cut down on the spread of germs, the following hand washing guide should be followed by children, staff, and volunteers at all times:

#### **Adults wash away germs:**

- When you arrive at the center
- Before preparing meals, snacks, or bottles
- Before eating meals or snacks
- Before giving medications or changing bandages
- After using the toilet or helping a child use the toilet
- After diapering a child
- After you handle items soiled with body fluids or waste, such as blood, saliva, urine, stool, or discharge from nose, eyes, or sores
- After vomiting or prolonged coughing /sneezing
- After caring for a sick child/animal
- After playing with animals/pets

#### **Children wash away germs:**

- When they arrive at the center
- Before and after eating meals and snacks
- Upon re-entering the center from outside play
- Before activities with mouthed items or food
- After their diapers are changed
- After they use the toilet
- After playing with animals/pets
- After prolonged coughing, sneezing, or wiping their noses

#### **Dietary/Kitchen Staff:**

Wash your hands before beginning work and before beginning each food handling operation, after using the toilet, after touching face or hair, after handling non-food items, and after smoking.

### **Hand Washing Procedures:**

1. Use liquid foam soap and warm running water.
2. Lather well and rub hands vigorously as they are washed.

3. Wash all surfaces including back of hands, wrists, between fingers, and under fingernails.
4. Rinse hands thoroughly while warm water is running, allowing the water to run into the sink, not down the elbows. Leave water running
5. Dry hands with a single-use paper towel, and turn off water using paper towel.

**Contagious Agent Procedures:**

1. A worker with an illness, such as a cold, cough, infection, or other communicable disease, should not work with food while they are sick. Staff/Volunteers with an open sore, boil, or other skin eruption should not work in food areas.
2. Hair should be worn in a simple, easy to manage style and be shampooed as necessary to keep it clean and healthy.
3. Fingernails must be kept clean and well-trimmed.
4. Shoes should be low-heeled with non-skid soles. The heel and toe should be completely enclosed for sanitation and safety.
5. Do not cough or sneeze near food, use disposable tissues as needed, and throw used ones away. Wash your hands after using a tissue.
6. Work surfaces and preparation equipment must be cleaned and sanitized after each use.
7. Gloves must be worn while handling raw food products.
8. Gloves must be worn while serving food.

## **BLEACH SOLUTION - 1/4 CUP BLEACH TO 1 GALLON WATER**

### **MATERIALS/ITEMS TO BE DISINFECTED**

#### **Immediately**

- Any surface soiled with urine, stool, mucous, vomit, blood, or nasal discharge

#### **Before Each Use**

- Food preparation area
- Food serving tables (eating tables)
- Gloves must be worn while handling raw food products
- Gloves must be worn while serving food

#### **After Each Use**

- Diapering area/surfaces
- Food preparation area
- Food preparation tools, dishes, equipment, and flatware
- Food serving tables (eating tables)

#### **Daily**

- Hard surfaced or washable toys (frequently mouthed by children)
- Crib rails
- Bathroom door knobs
- Bathroom sinks, sink handles
- Toilets, flush handles
- Sink/faucet handles
- All washable floors
- Water tables (if used that day)

#### **Weekly**

- Cot frames (immediately if soiled)
- Door knobs, light switches, shelves, and hard surfaces touched by children
- Children's chairs
- Pet areas

#### **Monthly**

- Cloth (washable) toys, dress-up clothes
- Cots (immediately if soiled)