



## Sanitation and Hygiene Policies

### Universal Precautions:

- Disposable gloves are to be worn when contact with body fluids is anticipated. This includes blood, stool, urine, nasal discharge, eye secretions, and vomit. They must be discarded after each use and are never to be washed and reused.

### Confidentiality:

- The medical condition of any child or worker shall be disclosed only to the extent necessary to minimize the health risks to the child and others.
- Please inform a Hermitage Hills Kids Minister and provide them with the appropriate information concerning any special precautions that may be necessary.

### Hand Washing:

- When to wash:
  1. Upon arrival to the classroom
  2. After removal of disposable gloves used for any reason
  3. After changing a diaper
  4. After helping a child use the restroom
  5. After wiping a child's mouth or nose
  6. Before and after attending to an injury
  7. Whenever hands are visibly dirty, or after cleaning a room and toys
  8. Before leaving the classroom
- How to wash:
  1. Wet hands with warm running water
  2. Apply a generous amount of soap
  3. Scrub hands vigorously for 20 seconds, front, back, and between fingers
  4. Rinse thoroughly under running water

5. Dry with disposable paper towels
  6. Waterless hand sanitizers are not to replace washing hands with soap and water
- Washing a Child's Hands:
    1. Upon arrival to the classroom
    2. After the restroom
    3. After inside play: playroom & sensory play
    4. After outside play
    5. Before snacks and food-tasting activities
    6. After blowing or wiping their nose
    7. Before leaving the classroom

**Room Sanitation:**

- No shoes are to be worn in the bunny or chipmunk rooms. Parents and teachers can enter without shoes or use the provided shoe covers.
- Please clean room before you leave.
- Wipe off all hard surfaces with cleansing wipes provided in each classroom.
- If you use any linens, please put them in the hamper so they can be washed.
- Please clean toys throughout your class as needed. Once a toy has gone into a child's mouth and then put back down, it goes into a "yuck" bucket to be washed and sanitized using a two-step process: soap and water, then bleach and water.
- After every child has been picked up you are to spray the room down with Clorox Anywhere spray and/or Lysol. Do not spray while the children are in the room.
- Our cleaning company will do additional cleaning every day to insure the cleanliness of our facility.