


# HANDWASHING GUIDELINES

 *Employees shall be instructed that hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms.*

## **STAFF:**

- Employees shall wash hands upon arrival at the child care center.
- Immediately before handling food, preparing bottles, or feeding children.
- After handling food.
- Before handling clean utensils or equipment.
- After using the toilet, assisting a child in using the toilet, or changing diapers.
- After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge).
- After handling soiled items such as garbage, mops, cloths, and clothing.
- Whenever hands are visibly soiled.
- After removing disposable gloves.

## **CHILDREN:**

- Children shall wash hands upon arrival at the child care center.
- After each diaper change or visit to the toilet.
- Immediately before eating meals or snacks.
- Before and after water activity.
- After playing on the playground.
- After handling animals or animal cages.
- Whenever hands are visibly soiled.

## **How to properly wash hands:**

- (1) Always use warm, running water and a mild, preferably liquid soap;
- (2) Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size);
- (3) Rub the hands together vigorously with the soap and tempered water for 15 seconds;
- (4) Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers;
- (5) Rinse hands well for 10 seconds, leaving the water running;
- (6) Dry hands with a paper towel;
- (7) Turn off the faucet with the paper towel.