
	<b>DHS Early Head Start Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 3</b>			
<b>SUBJECT</b>	Hygiene & Cleaning Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: 5/23/23</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 6/15/23</b>
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**Policy:**

Early Head Start (EHS) Program Service Providers will develop and implement hygiene and cleaning procedure systems that address the following: ~~promote~~

- Safe food preparation
- Appropriate hand washing, hygiene,
- Appropriate toileting and diapering
- Exposure to blood and bodily fluids are handled consistently with standards of the Occupational Safety Health Administration and
- Standard health and hygiene precautions
- Sanitation and disinfecting of the classroom including equipment and materials. ~~Providers must ensure s~~

Staff must be trained on ~~the~~ procedures and documentation of that training is must be maintained.

Service Providers will follow guidance from the Office of Head Start (OHS), or recommendations made by the Centers for Disease Control and Prevention, Child-Care Regulation, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

**Hand washing**

- ~~Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:~~
- ~~Upon arrival,~~
- ~~Before and after diapering or toilet use~~

- ~~Before food preparation, handling, or any other food-related activity~~
- ~~Before and after eating~~
- ~~Whenever hands are contaminated with blood or other bodily fluids~~
- ~~After handling pets or other animals~~
- ~~After outdoor activities~~
- ~~Before and after playing in a water/sand play table~~
- ~~Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child~~

- Staff and volunteers must also wash their hands with soap and running water:

- Before and after giving medication
- Treating or bandaging a wound
- After assisting a child with toilet use
- After using any cleaners or toxic chemicals; and
- After removing gloves

### **Hygiene**

- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission Child Care Regulations.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace handwashing and should not be accessible or used on children.

### **Sanitation**

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child.
- Cloth toys must be washed at least weekly and when contaminated.
- All linens must be washed at least weekly and when soiled or before another child uses them.
- All sleeping equipment must be sanitized before a different child uses it and when soiled.
- Water play tables must be empty, and toys used in water tables must be sanitized daily; children and caregivers must wash their hands before using the water table.
- Sand boxes and tables must be maintained in a sanitary manner.
- All garbage must be inaccessible to children, and it is necessary to keep the child care center inside and outside free of insects, rodents, and offensive odors and disposing of those in accordance with local and state requirements.
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center must be lead free.
- All areas in the center used by children will be kept heated, lighted, and ventilated.
- All tabletops, furniture, and other similar equipment used by children will be sanitized when soiled or contaminated with matter such as food, body secretions, or excrement.
- All cleaning supplies and other toxic materials will be marked and kept separate from food and be inaccessible to children.
- Hazardous materials will be stored and disposed of as recommended by the manufacturer.

### **Performance Standard:**

1302.47(b)(6)(i)(ii)(iii)

| [Caring for Our Children: National Health and Safety Performance Standards Ch3.3, App. J](#)

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