

Five County Child Development Program, Inc., INFECTIOUS DISEASE CONTROL POLICY AND PROCEDURAL PLAN

PERFORMANCE STANDARD: 1304.22 (e)

GOAL: To promote a healthy environment and prevent the spread of infectious disease. Hand washing procedures are implemented before meals, after toileting, diaper changing, after outdoor play, when hands are contaminated with blood or other body fluids, before and after administering medication and at other times as deemed necessary.

Objective	Procedures	Responsible Person(s)
Effective hand washing.	1. Accompany child(ren) to hand washing station.	Staff/Volunteer
	2. If child is wearing long sleeves, assist with rolling sleeves up above wrist.	Staff/Volunteer
	3. Turn water faucet on with paper towel or gloved hand.	Staff/Volunteer
	4. Wet hands under running water and apply soap.	Children/Staff/Volunteer
	5. Wash back and front of hands, between fingers and under finger nails for twenty seconds.	Children/Staff/Volunteer
	6. Rinse hands under running water.	Children/Staff/Volunteer
	7. Pull paper towels and dry hands thoroughly	Children/Staff/Volunteer
	8. Turn off water using paper towel.	Staff/Volunteer
	9. Dispose of paper towel in waste receptacle, being careful not to touch the outside nor contents inside the receptacle.	Children/Staff/Volunteer
	10. Open door with paper towel and allow children to transit away from washing station. Discard paper towel in waste receptacle.	Staff/Volunteer

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Toileting.	1. Accompany child(ren) to the bathroom	Teaching Staff
	2. Assist with loosening/fastening clothing if needed.	Teaching Staff
	3. Allow time for use of toilet. Assist child with self-cleaning if necessary.	Teaching Staff
	4. Instruct child in self-cleaning and in washing hands – follow the proper hand washing procedure.	Teaching Staff
	5. Accompany child(ren) back to appropriate area.	Teaching Staff
	**Volunteers must be trained in proper toileting procedures before duties are assigned.	

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Diapering.	1. Ensure child is secure at all times. Never leave child unattended.	Teaching Staff/Volunteers
	2. Wash hands with liquid soap for at least 20 seconds before and after diapering.	Teaching Staff/Volunteers
	3. Use disposable gloves during diapering.	Teaching Staff/Volunteers
	4. Clean diapering area with bleach solution before and after changing the child. Use disposable sheeting (i.e. paper towels) between surface and child.	Teaching Staff/Volunteers
	5. Clean child thoroughly from front to back and put on clean diaper.	Teaching Staff/Volunteers
	6. Place used diaper in a plastic bag and dispose in receptacle. Avoid contact with used diaper.	Teaching Staff/Volunteers
	7. Wash your hands and the child's hands.	Teaching Staff/Volunteers
	**Volunteers must be trained in proper toileting procedures before duties are assigned.	

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GOAL: To use universal precautions to prevent contact with blood, bodily fluids or other infectious materials.

Objective	Procedures	Responsible Person(s)
Proper Handling of Hazardous Materials	1. Wash hands and put on gloves.	Center Staff
	2. With gloves on, clean and disinfect all equipment and work surfaces that have been contaminated with blood or other infectious materials.	Center Staff
	3. Disinfect work areas with an appropriate disinfectant.	Center Staff
	4. Clothing that is contaminated with blood or other infectious fluids should be removed and place in an appropriate container for disposal as soon as possible.	Center Staff
	5. Use brush or broom and dust pan to pick up contaminated glass or other material. Never pick up with hands even if gloves are worn.	Center Staff
	6. Place all hazardous materials in a closable container that prevents leakage of fluids during handling or transport.	Center Staff
	7. Wash hands and any other exposed skin with soap and water immediately or as soon as feasible following contact with blood or other bodily fluids.	Center Staff
	8. Report any contact with blood or other infectious materials to supervisor immediately.	

