

# **508.03R2 Standard Hygiene and Sanitation Procedures**

Friday, August 11, 2023

## **STANDARD HYGIENE AND SANITATION PROCEDURES/ BLOODBORNE PATHOGENS CONTROL PLAN**

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons.

### **1. HAND WASHING PROCEDURES:**

Hand washing is considered to be the most important procedure in preventing the spread of infections. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms, thus allowing them to be washed off. Running water is necessary to carry away dirt and debris. Use paper towels to thoroughly dry hands.

The proper hand washing procedure is:

- A. Wet hands with warm water.
- B. Apply soap; lather hands and wrists.
- C. Apply friction to all surfaces of fingers, including between fingers and fingernails; apply friction to the rest of the hands, keeping hand and fingers pointed down.
- D. Rinse hands and wrists thoroughly with warm water, allowing water to flow wrists to finger tips.
- E. Dry hands well. NOTE: if paper towels are used, turn off faucet using paper towel to protect clean hands.

F. Discard paper towels.

Situations in which good personal hygiene must be practiced include but are not limited to:

- A. Whenever your hands are soiled.
- B. Before handling or preparing food products.
- C. Before eating.
- D. After blowing or wiping your nose.
- E. After use of the toilet.

## 2. HANDLING BODY FLUIDS IN THE SCHOOL:

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes; blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

### A. Use Disposable Gloves

When possible, direct skin contact with body fluids should be avoided. Disposable gloves will be available in the office. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves for this purpose should be put in the plastic bag or lined trash can, secured, and disposed of daily.

### B. Unanticipated Skin Contact

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased.

### C. Handling Clothing and Nondisposable Items

Clothing and other nondisposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home with appropriate laundry instructions to parents and/or teachers (see below).

Contaminated disposable items (e.g., tissues, paper towels, diapers) should be put in a plastic bag or lined trash can, secured, and disposed of daily.

#### D. Removing Spilled Body Fluids From the Environment

Place solid materials in a plastic bag, secure, and dispose of immediately.

Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then swept up.

The sweepings should be disposed of in a plastic bag. Broom and dust pan should be rinsed in a disinfectant.

#### E. Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. The disinfectant should be used in accordance with manufacturer's directions for disinfecting.

Hypochlorite solution (bleach, such as Clorox\*) is preferred for objects that may be put in the mouth.

#### F. Disinfection of Hard Surfaces and Care of Equipment

Disposable gloves should be worn. After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Nondisposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

#### G. Disinfection of Rugs

Disposable gloves should be worn. Apply sanitary absorbent agent and let dry. Remove with dust pan and broom, then apply disinfectant with a sprayer and allow to dry. Rinse dust pan and broom in disinfectant. Dispose of non-reusable cleaning equipment and gloves as noted above. Vacuum if necessary after disinfectant is dry.

#### H. Laundry Instructions for Clothing Soiled with Body Fluids

The most important factor in laundering clothing contaminated in the school setting is the elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required by heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach (Clorox<sup>®</sup>) to the wash cycle. If material is not colorfast add 1/2 cup nonchlorox bleach (e.g., Clorox II<sup>\*</sup>, Borateem<sup>\*</sup>) to the wash cycle.

\*Brand names used only for examples and should not be considered an endorsement of a specific product.