



Hand Washing Policy

Intent

Protege School has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients, and visitors.

Guidelines

All employees shall practice hand hygiene before any contact with clients or visitors (even if gloves are worn). All employees must wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room, and before leaving work. For routine hand washing, use the liquid lotion soap located in the dispensers. Use antiseptic (antimicrobial) hand washing products or alcohol hand rub for hand hygiene before any expected contact with clients or visitors. Perform hand hygiene after contact with clients or their environment. Employees may use an alcohol hand rub for hand hygiene in place of an antimicrobial soap hand-wash. Grossly contaminated hands must be washed with lotion soap before hand disinfection with an alcohol hand rub. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

Routine Hand Washing Procedure

All employees of Protege School must follow the outlined techniques for washing hands to perform their work duties and before any contact with clients and visitors:

- Use warm water to wet the hands;
- Apply lotion soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Wash hands for at least 15 seconds;
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet; and
- Discard the paper towels into the appropriate container.

Hand Antiseptics

For hand washing, employees may substitute an antimicrobial soap for lotion soap. Furthermore, an alcohol hand rub may be substituted for an antimicrobial soap. All employees must use the following technique for an alcohol hand rub:

- If hands are visibly soiled, wash hands with lotion soap before applying alcohol hand rub.
- Apply enough alcohol hand rub to cover the entire surface of hands and fingers.
- Rub the solution vigorously into hands until dry.
- The use of alcohol hand rubs may result in a sticky residue on the hands. Wash with lotion soap periodically to remove the hand rub residue.

Fingernails

Protege School employees must maintain their fingernails so that the tips of the nails do not extend past the fingertips and the nail surface remains smooth. Artificial nails and wraps or acrylic overlays are not permitted. Nail polish must not be chipped or cracked.

Allergies

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a Protege School employee suspects allergic contact dermatitis, they will be instructed to go to the authorized local healthcare centre for assessment. If allergic contact dermatitis is diagnosed by a medical practitioner or healthcare provider, the employee will be provided with an alternative hand hygiene product to perform their job safely.

Monitoring

Protege School will enforce this policy through the use of managerial supervision and spot-checks. If an employee witnesses a violation of this policy, they must direct the violator to complete the required hand washing procedures as outlined. If the violator refuses this direction or continues in their work, the employee should inform their supervisor as soon as possible.