

**HEAD START PROCEDURES FOR:
SAFETY PRACTICES
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: This describes the safety practices required according to the Head Start Standard 1302.47(b)(1)(2)(3)

2.0 Responsibility:

- 2.1 Teachers
- 2.2 FSW
- 2.3 Teacher's Assistant
- 2.4 Program Aide
- 2.5 Head Start Consultants
- 2.6 Facilities/Safety Officer

3.0 Resources:

- 3.1 Caring for Our Children Basics
- 3.2 Texas Child Care Licensing Minimum Standards
- 3.3 Consumer Product Safety Commission(CPSC)
- 3.4 American Society for Testing and Materials International(ASTM)
- 3.5 Public Playground Safety Handbook
- 3.6 Center for Disease Control (CDC)
- 3.7 Environmental Protective Agency (EPA)

4.0 Procedures:

- 4.1 ESC will provide orientation, ongoing training, oversight, correction and continuous improvement in policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.
- 4.2 **Facilities** - All classrooms, playgrounds, common areas, and transition paths will be monitored for safety practices:
 - 4.2.0 Each ISD will complete the "Superintendent Environmental Checklist" annually.
 - 4.2.1 Grantee/Delegate will complete "Health and Safety Checklist" biannually.
 - 4.2.2 Staff will complete an "Indoor Environmental Checklist" daily.
 - 4.2.3 Staff will complete "Outdoor Environmental Checklist" daily.
 - 4.2.4 Texas Child Care Licensing Minimum Standards Inspections will inspect Early Head Start centers annually.
- 4.3 **Equipment and materials:**
 - 4.3.0 Classroom and classroom items will be cleaned according to the cleaning schedule:

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Daily:

- 4.3.1 Hard surfaces or washable toys (frequently mouthed)
- 4.3.2 Bathroom door knobs
- 4.3.3 Sinks, sink handles
- 4.3.4 Toilets, flush handles
- 4.3.5 Door knobs, light switches

Weekly:

- 4.3.6 Shelves of hard surfaces touched by children
- 4.3.7 Children's chairs
- 4.3.8 Cots, cribs and linens
- 4.3.9 Pet areas
- 4.3.10 Strollers

Monthly:

- 4.3.10 Cloth toys, dress up-clothes

Before use:

- 4.3.11 Food preparation area
- 4.3.12 Food Serving Tables

After use:

- 4.3.13 Food preparation area
- 4.3.14 Food preparation tools and equipment
- 4.3.15 Feeding tables and chairs

Immediately:

- 4.3.16 Any surface that has been soiled with urine, stool, mucus, vomit, blood or nasal discharge.
 - 4.3.16.1 ISD Staff will wear disposable, nonporous gloves when potentially touching blood or body fluids.
 - 4.3.16.2 ISD Staff will dispose of blood contaminated gloves in a tied, sealed or otherwise closed plastic bag and discard immediately in a covered trash can.
 - 4.3.16.3 ISD Staff will wash their hands with soap and water immediately before and after removing gloves.

- 4.4 Cleaning materials will not be stored with food items or within reach of children.

- 4.4.1 The bleach cleaning solution will be mixed daily according to manufacturing label and solution is poured into spray bottles that are labeled with solution mixture ratio, date and time prepared.
- 4.4.2 Local schools may use other cleaning products that they have approved that are approved according to the Center for Disease Control and Environmental Protection Agency. The items must have documented proof of being on the EPA "N" list showing they are effective against COVID-19

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and must have the current Material Safety Data Sheet available.

- 4.4.3 Cleaning wipes, used gloves, or paper towels used to clean will be placed in a covered trash can which will be emptied minimally one time per day.
- 4.5 ISD Staff will diaper children on a changing table or appropriate mat. The mat will be disinfected with a bleach solution 1/4 cup of regular strength liquid household (8.25%) to each gallon of water or ISD approved cleaning product according to manufacturer's label. Bleach solution will be prepared **daily** and placed in a closed and labeled container.
 - 4.5.1 Wash hands with soap and water, dry, and apply gloves.
 - 4.5.2 Place child on changing table and remove soiled diaper and clean area with water moistened towel.
 - 4.5.3 Roll a soiled diaper and towel into a ball and pull gloves over the diaper and dispose into a covered trash can.
 - 4.5.4 Apply fresh diaper(s) to dry skin.
 - 4.5.5 Remove the child from the changing table and wash hands with soap and running water.
 - 4.5.6 Disinfect the diaper changing surface by spraying bleach solution onto mat and allowing to dry 2 minutes between children and 10 minutes at the end of diapering time.
 - 4.5.7 Staff will wash hands with soap and running water following the diapering and sanitizing procedure.
 - 4.5.8 No powders, creams, ointments, or lotions can be used without a doctor's prescription.
 - 4.5.9 Soiled clothes will be placed in a plastic bag and returned to the parent.
 - 4.5.10 Children will always be treated with respect.
 - 4.5.11 Children who have accidents or are still learning to use the toilet will be treated with love and respect.
- 4.6 Playground and Outdoor equipment will be maintained according to the "Outdoor Environmental Checklist".
- 4.7 Staff Background checks (See HR 1302.90(b))
- 4.8 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

5.0 Associated Documents:

- 5.1 Smoke Alarm and Fire Extinguisher Monthly Checks
- 5.2 Shelter in Place, Severe Weather, Lock Down, Fire, Bus Evacuation and Pedestrian Training Drills
- 5.3 Superintendent Environmental Checklist

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- 5.4 Health and Safety Checklist
- 5.5 Three-Page Indoor Environmental Checklist
- 5.6 Outdoor Environmental Checklist
- 5.7 Texas Child Care Licensing Minimum Standards Inspection(EHS)
- 5.8 High Scope Program Quality Assessment

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Smoke Alarm and Fire Extinguisher Monthly Checks	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	N/A
Fire & Tornado Drill (School Bus Evacuation Drills)	Print/ Electronic	Filing cabinet at ISD	7 years	Shred/ Delete	N/A
Superintendent Environmental Checklist	Print/ Electronic	ESC	7 years	Shred/ Delete	N/A
Health and Safety Checklist	Print/ Electronic	ESC	7 years	Shred/ Delete	N/A
Indoor Environmental Checklist	Print/ Electronic	ISD	7 years	Shred/ Delete	N/A
Outdoor Environmental Checklist	Print/ Electronic	ISD	7 years	Shred/ Delete	N/A
TCCLMS Inspections	Print/ Electronic	Director's Office	7 years	Shred/ Delete	N/A
ITERS	Print/ Electronic	ESC	7 years	Shred/ Delete	Locked files, Password protected

7.0 Monitoring:

- 7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
5-2017		
5-2018	Title 6.0. 5.2.0, 5.0.2, 6.7, 7	Add "Safety Practice" Changed "Shredded" to

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		<p>“Shred/Delete”, and “Print” to “Print/Electronic”</p> <p>Added: “ISD approved cleaning solution,” “MSD was changed to Material Safety Data,”</p> <p>Added “ITERS,” “Locked files,” “Password protected” added</p>
6-2019	2.3	Changed “Teacher Aide to Teacher’s Assistant”
6-2019	5.8	Changed ITERS to High Scope Program Quality Assessment
6-2019	4.3.5	Moved “Door knobs, light switches” to Daily
6-2019	4.3.16.1	Added “ISD Staff will wear disposable, nonporous gloves when potentially touching blood or body fluids.”
6-2019	4.3.16.2	Added “ISD Staff will dispose of blood contaminated gloves in a tied, sealed or otherwise closed plastic bag and discard immediately in a covered trash can.”
6-2019	4.3.16.3	Added “ISD Staff will wash their hands with soap and water immediately before and after removing gloves.”
7-2020	Reviewed - No Changes	
12-2020	4.8	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic

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		guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match. Changed document title from “Health Emergency” to “Safety Practices” on Doc title.
6/2021	3.6; 3.7;	Added - 3.6 Center for Disease Control (CDC) 3.7 Environmental Protective Agency (EPA)
6-2021	4.2.2	Added 4.2.2 that are approved according to the Center for Disease Control and Environmental Protection Agency. The items must have documented proof of being on the EPA”N” list showing they are effective against COVID-19 and must have the current Material Safety Data Sheet available.
6-2021	4.5	added - according to the manufacturer's label.
6-2021	5.2	5.2 Fire & Tornado Drills (School Bus Evacuation Drills) Shelter in Place, Severe Weather, Lock Down, Fire, Bus Evacuation and Pedestrian Training Drills
4/29/2022		reviewed
12/2022		Reviewed