

**HEAD START PROCEDURES FOR:
HYGIENE, DIAPERING, FOOD PREP & BLOOD & BODY FLUID EXPOSURE
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope:** This describes the safety practices required according to the Head Start Standard 1302.47(b)(6)(i)(ii)(iii)
- 2.0 **Responsibility:**
- 2.1 Consultants
 - 2.2 All Staff
- 3.0 **Resources:**
- 3.1 Caring for Our Children Basics (CFOC)
 - 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)
- 4.0 **Procedures:**
- 4.1 **Hygiene Practices.** All staff systematically and routinely implement hygiene practices that at a minimum ensure:
 - 4.1.1 **Appropriate toileting. (Head Start)**
 - 4.1.1.1 Each child may require diapering and the method of diapering will vary according to their abilities.
 - 4.1.1.2 Children who have accidents or are still learning to use the toilet will be treated with love and respect.
 - 4.1.1.3 Head Start staff only will assist children with toileting as needed. Volunteers may never be left alone with children.
 - 4.1.1.4 Rebus toileting chart(s) will be posted in the bathroom to guide children.
 - 4.1.1.5 Child will wash hands with soap and running water after toileting.
 - 4.1.2 **Hand washing.**
 - 4.1.2.1 Adults and children will wash their hands with running water and soap for 20 seconds.
 - 4.1.2.2 Following toileting or assistance with toileting (even if disposable, nonporous gloves are worn), prior to beginning meal or snacks, before and after giving medications, before and after treating or bandaging a wound, after use of cleaning products, after handling of pets or other animals, after contaminated with spills or body fluids, after playing outdoors.
 - 4.1.2.3 Rebus hand washing chart(s) will be posted by handwashing sinks in classrooms, and

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commons areas.

4.1.3 Diapering procedures (Early Head Start)

- 4.1.3.1 ISD Staff will diaper children on a changing table. The changing table mat will be cleaned with a soap and water solution to remove dirt and debris, rinsed with plain water and disinfected with a bleach solution diluted according to the manufacturer's label. A clean dry paper towel will be used between each step. Each solution will be prepared **daily** and placed in a closed and labeled (date, time prepared and ratio) container.
- 4.1.3.2 Gather all necessary supplies.
- 4.1.3.3 Wash hands with soap and water, dry, turn off faucet with paper towel and apply disposable, nonporous gloves.
- 4.1.3.4 Place the child on the changing table and remove soiled diaper and clean area with water moistened towel, to include store bought diapering water wipes. Wipe front to back.
- 4.1.3.5 Children will never be left unattended on a table or counter top, even for an instant.
- 4.1.3.6 Roll a soiled diaper and towel into a ball and pull gloves over the diaper and dispose into a covered, hands-free, trash can or diaper disposal container. Use a fresh wipe to clean the hands of both the ISD staff member and the infant/child.
- 4.1.3.7 Apply fresh diaper(s) to dry skin.
- 4.1.3.8 Remove the child from the changing table and wash child hands and employee hands with soap and running water. Turn off the faucet with a paper towel.
- 4.1.3.9 Clean, rinse, and disinfect the diaper changing surface by allowing the bleach solution to sit 2 minutes between children, then wipe dry, and 10 minutes at the end of diapering time and allow it to air dry.
- 4.1.3.10 Staff will wash hands with soap and running water following the diapering and sanitizing procedure. Turn off the faucet with a paper towel.
- 4.1.3.11 No powders, creams, ointments, or lotions can be used without a doctor's prescription and staff

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- medication training.
- 4.1.3.12 Soiled clothes will be placed in a tied, sealed or otherwise closed plastic bag and returned to the parent.
- 4.1.3.13 Conversation with the child will be held during the diapering procedure.
- 4.1.3.14 Children will always be treated with respect.
- 4.1.3.15 Children who have accidents or are still learning to use the toilet will be treated with love and respect.
- 4.1.3.16 EHS Staff will record appropriate information on daily information sheets for infants and toddlers.
- 4.1.4 **Diapering procedures(Head Start)**
 - 4.1.4.1 ISD Staff will diaper children while the child is standing, lying on a changing mat on the floor, or on a changing table in a discreet location while wearing disposable, nonporous gloves.
 - 4.1.4.2 The mat will be cleaned (with soap and water solution), rinsed (with plain water), and disinfected (with a bleach solution diluted according to the manufacturer's label) after each use with an Environmental Protection Agency (EPA) registered, "N" list approved, disinfectant suitable for the surface material that is being disinfected.
 - 4.1.4.3 Staff may assist the child to remove soiled clothing or pull-up or have the child remove clothing based on the child's ability. Soiled clothes will be placed in a ties, sealed or otherwise closed plastic bag and returned to the parent.
 - 4.1.4.4 Soiled pull-ups or disposable diapers and disposable, nonporous gloves will be placed in a tied, sealed or otherwise closed plastic bag and disposed of in a covered, hands-free, trash can.
 - 4.1.4.5 The trash can will be emptied at least once a day.
 - 4.1.4.6 ISD Staff and children will wash their hands with soap and running water following diapering procedures even though disposable, nonporous gloves were worn.
- 4.1.5 **Safe food preparation.**

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- 4.1.5.1 ESC and ISD Staff will wear disposable, nonporous gloves when preparing food.
- 4.1.5.2 Head Start food experience area will be cleaned (with soap and water solution), rinsed (with plain water), and sanitized (with a bleach solution diluted according to the manufacturer's label) before and after food activity.
- 4.1.5.3 Cleaning materials will not be stored with food items or within reach of children.
- 4.1.5.4 Early Head Start will have a designated food prep area with a sink to prepare food or bottles.
- 4.1.5.5 Daily refrigerator log will be completed to monitor temperature.
- 4.1.5.6 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.
- 4.1.6 **Exposure to blood and body fluids**
 - 4.1.6.1 Exposure to blood and body fluids will be handled according to standards set by Occupational Safety Health Administration and local ISDs.
 - 4.1.6.2 Disposable, nonporous gloves contaminated with blood or bloody body fluids will be placed in a tied, sealed or otherwise closed plastic bag and discarded immediately in a covered trash can.
- 4.1.7 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 Indoor Environmental Checklist
- 5.2 Health and Safety Checklist
- 5.3 Daily Health Check
- 5.4 Daily Information Sheet
- 5.5 Refrigerator Log

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
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Reviewed 12/2022

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

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Indoor Environmental Checklist	Print/ Electronic	ISD file Cabinet	7 years	Shred/ Delete	N/A
Daily Health Check/Daily Information Sheet	Print/ Electronic	ISD file Cabinet	7 years	Shred/ Delete	Locked file cabinet
Refrigerator Log	Print/ Electronic	ISD file Cabinet	7 years	Shred/ Delete	N/A

7.0 Monitoring:

7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
5/2017		
5/18	6	Changed: "Print" to "Print/Electronic", "Shred" to Shred Delete"
6-2019	All 4 digit entries Example 4.1.1.1	Removed all "-" and replaced with a numeric numbering system
6-2019	4.1.3.1	Added "changing table mat" Changed "contents" to "ratio"
6-2019	4.1.3.4	Added "Wipe front to back."
6-2019	4.1.3.3, 4.1.3.8, 4.1.3.10	Added "Turn off faucet with paper towel."
6-2019	4.1.3.9	Changed "dry" to "sit" Added "then wipe dry" Added "and allow it to dry"
6-2019	4.1.2.2, 4.1.3.3, 4.1.4.1, 4.1.4.4, 4.1.4.6, 4.1.5.1	Added "disposable, nonporous"
6-2019	4.1.3.12, 4.1.4.3, 4.1.4.4	Added "tied, sealed or otherwise closed"
6-2019	4.1.4.3, 4.1.4.4	Replaced "sack" with "bag"
6-2019	4.1.6.1	Added "to blood and"
7-2020	Reviewed - No Changes	
12-2020	4.1.7	Added "During times of

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		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.”
12-2020	Titles	Changed titles to match. Changed document title “Health Emergency” and Doc title “Hygiene and Diapering” to “Hygiene, Diapering, Food Prep and Blood and Body Fluid Exposure”
2/1/2021	4.1.3.1	Changed from “ISD Staff will diaper children on a changing table. The changing table mat will be disinfected with a bleach solution diluted according to the manufacturer’s label. Bleach solution will be prepared daily and placed in a closed and labeled (date, time prepared and ratio) container.” Changed to “ISD Staff will diaper children on a changing table. The changing table mat will be cleaned with a soap and water solution to remove dirt and debris, rinsed with plain water and disinfected with a bleach solution diluted according to the manufacturer’s label. A clean dry paper towel will be used between each step. Each solution will be prepared daily and placed

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		in a closed and labeled (date, time prepared and ratio) container.”
2/1/2021	4.1.3.6	Changed from “Roll soiled diaper and towel into a ball and pull gloves over diaper and dispose into covered, trash can or diaper disposal container, “ to “Roll soiled diaper and towel into a ball and pull gloves over the diaper and dispose into a covered, hands-free, trash can or diaper disposal container.”
2/1/2021	4.1.3.9	Changed from “Disinfect the diaper changing surface by spraying bleach solution onto mat and allowing it to sit 2 minutes between children, then wipe dry, and 10 minutes at the end of diapering time and allow it to dry, “ to “Clean, rinse, and disinfect the diaper changing surface by allowing bleach solution to sit 2 minutes between children, then wipe dry, and 10 minutes at the end of diapering time and allow it to air dry.”
2/1/2021	4.1.4.1	Changed from “ISD Staff will diaper children while child stands, on a changing mat on the floor, or on a changing table in a discreet location while wearing disposable, nonporous gloves” to “ISD Staff will diaper children while the child is standing, lying on a changing mat on the floor, or on a changing

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		table in a discreet location while wearing disposable, nonporous gloves.
2/1/2021	4.1.4.2	Changed from “The mat will be sanitized after each use with an EPA/registered disinfectant suitable for the surface material that is being disinfected” to “The mat will be cleaned (with soap and water solution), rinsed (with plain water), and disinfected (with a bleach solution diluted according to the manufacturer’s label) after each use with an Environmental Protection Agency (EPA) registered, “N” list approved, disinfectant suitable for the surface material that is being disinfected.”
2/1/2021	4.1.4.4	Changed from “... closed plastic bag and disposed of in a covered trash can” to “closed plastic bag and disposed of in a covered, hands-free, trash can.”
2/1/2021	4.1.5.2	Changed from “Head Start food experience area will be sanitized before and after food activity” to “Head Start food experience area will be cleaned (with soap and water solution), rinsed (with plain water), and sanitized (with a bleach solution diluted according to the manufacturer’s label)

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		before and after food activity.”
4/29/2022		Reviewed
10/11/2022		Changed to include store bought diapering water wipes.
12/2022		reviewed