

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part:** 1302 Program Operations  
**Subpart:** D-Health Program Services  
**Section:** 1302.47 Safety Practices  
**Subject:** Hand Washing

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**Policy:**

Each child, staff or volunteer will wash their hands at various times of the day. For instance: upon arrival at Head Start/Early Head Start, after bathroom use, before eating, after use of tissue, after outside play and water play. Sanitizer or wipes will only be used if soap and running water are not available to children and staff. The home visitor will sanitize their hands upon arrival at each home-based residence.

**Procedure:**

1. Wash hands with liquid soap for at least 20 seconds.
2. Wash hands thoroughly, paying close attention to germs that may be trapped under nails and in crevices.
3. Rinse well to remove all traces of soap.
4. Dry hands with paper towels.
5. Use a paper towel to turn off the faucet after washing your hands.
6. Allow hands to dry thoroughly after cleansing (before contacting anything).
7. Home Visitors will sanitize their hands upon arrival at each home based residence.
8. Sanitizer or wet wipes will only be used if soap and running water are not available to children and staff. If a child does need to use sanitizer the child will be supervised by a staff member/adult. For a child 24 months or younger only a baby wipe will be used to clean the child's hands.
9. The sanitizer will be used according to the manufacturer's instructions.
10. All sanitizer must be kept out of the reach of children at all times.