

## **COVID-19 Protocol 4**

### **Hand Hygiene**

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their supervisor. This protocol is for internal use only

#### **Scope**

This protocol applies to all entrants to TVDSB locations.

#### **1.0 GENERAL REQUIREMENTS**

- 1.1 Proper hand washing helps prevent the transfer of the COVID-19 virus from surface to surface, and from the infected surface or material to the hands and then to other parts of the body—particularly the eyes, nose, and mouth. Hands that are visibly soiled or dirty should be washed with soap and water first. Sanitizing is less effective on soiled or dirty hands.
- 1.2 Hand hygiene will be required by all entrants to a TVDSB location, if hand sanitizer is used only approved alcohol-based products with a minimum 60% alcohol content will be available at all TVDSB building's main entrances
- 1.3 Washrooms, classroom sinks, and portable hand washing stations will always be stocked with soap. Staff are to alert their Custodian or Administrator if replenishment supplies are needed
- 1.4 Students, upon entrance to the school, will proceed directly to their classroom to perform hand hygiene
- 1.5 Where possible washrooms will have signs to encourage staff, students, and visitors to wash their hands

#### **2.0 PRACTICE**

Hand Hygiene will be practiced in the following situations:

- ✓ Before touching their face (eyes, nose, mouth)
- ✓ After coughing, sneezing or wiping nose
- ✓ Upon arrival in the morning and before departure each day;
- ✓ Before and after eating;
- ✓ After handling something that is frequently touched;
- ✓ After receiving an item such as papers, office supplies that are handled by another person

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Please refer to online version for most current, protocol will be updated as required.

- ✓ Before and after donning (putting on) and doffing (taking off) of gloves, when gloves are required for specific job tasks
- ✓ When transitioning to different rooms within the location (ex. classroom to library)

**3.0 TRAINING**

**3.1** All staff will be trained on the proper technique to wash their hands or use alcohol-based hand sanitizer, this training will be required to be recorded in the employee portal

**3.2** Health and Safety will provide on the COVID-19 SharePoint site links to information on proper hand hygiene

Revision Date:	Comments