

**HYGIENE AND SANITATION**

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term “body fluids” shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge.

1. All personnel will wear latex gloves during cleanup and disposal of any of the body fluids listed above. After the material is cleaned up, the gloves should be destroyed or disposed of.
2. If gloves are not available, and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
  - a. Use liquid soap and water and wash vigorously under running water for at least 10 seconds.
  - b. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in the trash.
  - c. Use hand lotion if desired. Caution: dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.

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5. Personnel will use the same procedures for washing non-disposable cleaning equipment for handling body fluids and soiled clothing or other personal items.

### EQUIPMENT NEEDED:

water	trash cans & plastic liners	disposable gloves
baggies	dust pan/brush/broom	paper towels
hand soap	sanitary napkin container	disposal bags
towelettes	mops and buckets	utility gloves

Disinfectant – Use one or more of these:

- A. Sodium hypochlorite solution (household bleach)  
One (1) part bleach to ten (10) parts water  
Ex. 1 ½ cups bleach to 1 gallon of water  
Needs to be prepared each time used on inanimate objects
- B. ViroGuard-Q – Distributed by Health Services  
One (1) oz. of ViroGuard-Q to 128 ozs. of water  
ViroGuard-Q is a germicidal product which is to be used on inanimate objects. ViroGuard-Q has bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.
- C. Hydrogen peroxide 3% - to be used on skin surfaces.
- D. Isopropyl alcohol – to be used on some skin surfaces and for rinsing the hands.
- E. Sanitary absorbing agent (e.g. chlora-sorb)

### PROCEDURE:

#### 1. GENERAL

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- A. Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
- B. Discard gloves after each use.
- C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
- D. Discard disposal items (including tampons, used bandages and dressings) in plastic lined trash containers, close bags, and discard daily.
- E. Do not reuse plastic trash bags.
- F. Use disposable items to handle body fluids whenever possible.
- G. Use paper towels to pick up and discard any solid waste materials such as vomit or feces.
- H. Use general purpose utility gloves (e.g. rubber household gloves) for housekeeping chores involving potential blood contacts for general cleaning. Utility gloves can be cleaned and reused but should be discarded, if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.

## 2. HAND WASHING

- A. Use germicidal soap and running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed and rinsed away.
- B. Rub hands together for approximately ten (10) seconds to work up a lather.

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- C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.
- D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.
- E. Use paper towels to thoroughly dry hands.
- F. Use paper towels to turn water off. Discard paper towels.

### 3. FOR WASHABLE SURFACES

- A. Use ViroGuard-Q diluted one (1) oz. to 128 ozs. water or use household bleach solution diluted one (1) part bleach to ten (10) parts water, mix fresh. Scrub as needed.
- B. Rinse with water.
- C. Allow to air dry.
- D. When bleach solution is used, handle carefully.
  - 1. Gloves should be worn since the solution is irritating to the skin.
  - 2. Avoid applying on metal, since it will corrode most metals.

### 4. FOR FLOORS

- A. Use household bleach solution of one (1) part bleach to ten (10) parts water, mixed fresh or acceptable multipurpose disinfectant.
- B. Use the two bucket system. One bucket to wash the soiled surface and one bucket to rinse as follows:
  - 1. In bucket #1, dip, wring, mop up body fluid.
  - 2. Dip, wring, mop once more.

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3. Dip, wring out mop in bucket #1.
4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in area.
7. After spills are cleaned, proceed with #3.

- C. Soak mop in bleach solution after use.
- D. After cleanup is completed, discard bucket #1 contents. Bucket #2 is now bucket #1; mix fresh solution for bucket #2.
- E. Disposable cleaning equipment and water should be placed in a toilet or plastic bag, as indicated.
- F. Rinse non-disposable cleaning equipment (dustpan, buckets) in disinfectant.
- G. Dispose disinfectant solution down the drain pipe.
- H. Remove gloves, if worn, and discard in the appropriate receptacle.
- I. Wash hands as described in #2.

### 5. FOR NON-WASHABLE SURFACES

--Rugs, Upholstery, etc.

- A. Apply sanitary absorbing agent, let dry, vacuum.
- B. If necessary, use broom and dustpan to remove soiled materials.
- C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

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- D. Spray soiled area with ViroGuard-Q diluted one (1) oz. to 128 ozs. water. Air dry.
  - E. Clean dustpan and broom if used. Rinse in ViroGuard-Q solution or household bleach solution.
  - F. Wash hands as described in #2.
6. FOR SOILED WASHABLE MATERIALS  
--Clothing, Towels, Uniforms, etc.
- A. Rinse items under running water, using gloved hands if appropriate.
  - B. Place items in a plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.
  - C. Wash hands as described in #2.
  - D. Wipe sink with paper towels, discard towels.
  - E. Machine wash soiled items separately.
    - 1. If material is bleachable, add ½ cup non-chlorine bleach to the wash cycle.
    - 2. Wash in hot water (160 degree F) for 25 minutes, using detergent with disinfecting agent.
    - 3. Discard plastic bag.
    - 4. Wash hands as described in #2 after handling soiled items.
7. TO CLEAN BLOOD OR BODY FLUID SPILLS  
-- From Nose, Mouth, or Skin Lesions
- A. Put on Gloves.
  - B. Use disposable wipes, cotton balls or gauze pads which have been immersed in 3% peroxide.

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- C. Proceed to clean blood spills with the solution soaked material.
- D. Place soiled material in a plastic bag for disposal.
- E. Remove gloves, include with soiled materials and discard.
- F. Wash hands as described in #2.

### 8. GENERAL INFORMATION

- A. CPR – Use disposable mouthpiece and/or face shield.
- B. ViroGuard-Q will be requested from the school and kept in a spray bottle, ready for use.
- C. Prepare a “clean-up” baggie by placing towelettes moistened with hydrogen peroxide in a baggie. Keep “clean-up” baggie and gloves in your desk or pocket. Use for recess or duty; if not used, pass it to the next person on duty.
- D. P. E. teachers, coaches and trainers need “clean-up” baggies ready for use in classes, athletic events, and team practice sessions.
- E. Take “clean-up” baggies and gloves on field trips.
- F. All cleaning supplies must be labeled regardless of container.

### 9. PERSONAL HYGEINE MEASURES

- A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.

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- B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.
- C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs, or disposable tissues.
- D. Avoid exposure of other persons spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
- E. Wash hands thoroughly after handling another persons belongings.