

OSHA and Universal Precautions Policy

ST. JOSEPH ACADEMY

Department:	ECEC
Number:	800.3
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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedures on OSHA and Universal Precautions. OSHA stands for the Occupational Safety and Health Administration of the U.S. Department of Labor, which regulates health and safety standards in the workplace. Additionally, the Department of Children and Family Services (DCF) requires programs to have a policy and procedure on Universal Precautions {251.07(6) (h) 1-4}.

Universal Precautions apply to blood, other body fluids containing blood, semen and vaginal secretions, but not to feces, nasal secretions, sputum (secretions from the lung), sweat, tears, urine, saliva and vomit unless they contain visible blood or are likely to contain blood. SJA wants to prevent the risk of spreading any blood borne pathogens.

II. Procedures:

Staff needs to be aware and cautious of the environment. Staff should avoid injuries caused by sharp devices. Staff should use protective barriers like gloves. Protective barriers reduce the risk of your skin or mucous membranes that could come in contact with materials that may contain blood borne pathogens. These barriers should be worn anytime you come into contact with a bodily fluid. The procedure of gloving is:

- Put on a clean pair of gloves.
- Provide the necessary care.
- Remove gloves using safe glove removal process. (See attached diagram)
- Post the gloving procedure near your diapering area.

Proper cleaning and sanitation stops the spread of blood borne pathogens. Cleaning and sanitizing surfaces, proper hand washing, and immediately cleaning and sanitizing toys that have been mouthed by children are ways to reduce the spread of blood borne pathogens. Surfaces that may come in contact with blood borne pathogens include: changing tables, tables, counter tops, food prep areas, sinks, floors, carpets, and toilet seats. It is the responsibility of classroom staff to ensure a pictorial diagram of hand-washing is posted near classroom sinks. Leadership staff will be responsible for posting a pictorial diagram near other sinks. (See attached for example).

Cleaning and Disinfectant/Sanitize

1. Wash surface with a soap and water solution.
2. Wipe with a disposable paper towel.
3. Discard paper towel.
4. Disinfect/sanitize with a bleach water solution.
5. Let solution stand for 2 minutes (best practice allow to completely air dry)
6. Wipe with a disposable paper towel.
7. Discard paper towel.

Bleach Water Solution Recipe

- Spray bottles – Disinfect Recipe – 1 tablespoon of household liquid bleach to 1 quart of cold water.
- Spray bottles – Sanitize Recipe – ¼ teaspoon bleach to 1 quart of cold water.
- Disinfect and Sanitize solution must be made fresh daily. Soap bottles may be made when needed.
- All solution bottles must be labeled and dated.

Disinfecting of Shared Hand Washing Sinks used after Diapering/Toileting

- After adult/child has washed hands after using toilet or diapering – spray sink and faucets with disinfectant solution.
- Let air dry.

What Happens If I am Exposed?

- Immediately wash the exposed area with soap and water.
- Inform your supervisor.
- Visit a health care provider to assess the severity of the exposure and to provide a health assessment.

All SJA employees are covered by Worker's Compensation in accordance with State laws. Any injury or exposure to blood borne pathogens should be reported to your supervisor immediately. An Incident Report will be completed within 24 hours of the injury. The ECEC Director or Human Resources may refer staff to Concentra. Staff also has the right to see their own health care provider and or visit an emergency room. Delays in reporting an accident or injury can jeopardize your Worker's Compensation. Delays in reporting can also subject you to disciplinary action for failing to comply with SJA's policy.

Hand-washing Procedure (This Procedure Applies to all children, staff and volunteers)

1. Turn on the warm water.
2. Wet your hands with water.
3. Apply liquid soap.
4. Rub hands together until the soap lathers cleaning the front and back of the hands. Be sure to get between the fingers and clean the finger nails. You also need to clean your wrist and under jewelry that is on your fingers or wrist. Do this for approximately 15-20 seconds.
5. Rinse hands with warm water.
6. Dry your hands with a disposable towel.
7. Take another disposable towel and turn off the water.
8. Dispose of paper towel into a foot operated garbage can.

When to Wash Hands

- Upon entering the building.
- Before preparing or serving a meal. After touching raw food.
- Before and after eating.
- After using the rest room, assisting a child in the rest room, or changing a diaper.
- Before and after playing in the sand or water table.
- After playing outside.
- After cleaning a surface.
- After cleaning your nose or assisting in cleaning someone's nose. Handling any bodily fluid (coughing or sneezing on the hand, touching any mucous, blood, or vomit).
- After handling pets or any form of nature.
- When moving from one group to another (visiting that involves contact with infants, toddlers, and twos).
- Before and after administering medication.
- After handling garbage or cleaning.

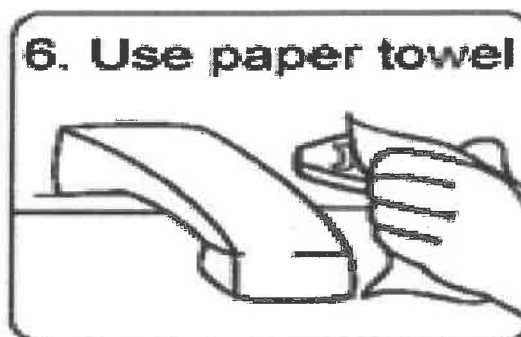
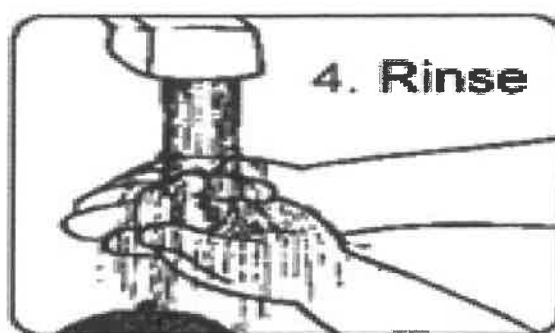
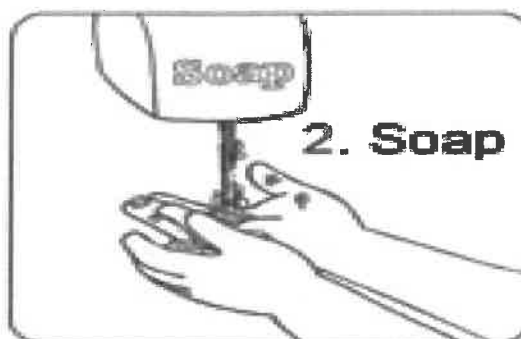
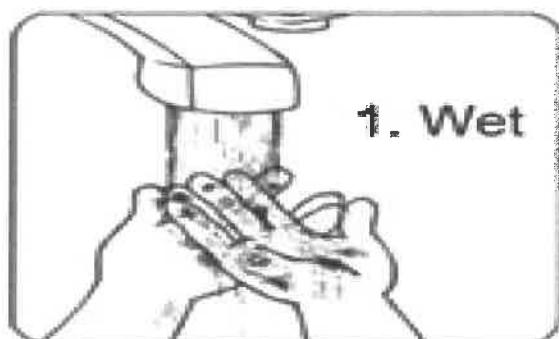
*** When outdoors or in areas where a sink with running water is inaccessible, you may use hand sanitizer as a temporary substitute to following the hand-washing procedure. When using hand sanitizer, use an ample amount to keep hands wet for 15 seconds.*

Professional Development Staff will receive Universal Precautions training within one week of hire and bi-annually thereafter.

Approved by: 
President/CEO

Date: 8/23/2021

How to Wash



to turn off faucet.

Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.



1. With both hands gloved, grasp the outside of one glove at the top of your wrist



2. Hold the glove you just removed in your gloved hand.



3. Turn the second glove inside out leaving the first glove inside the second. Dispose of gloves in a foot operated garbage can.



4. Peel off this first glove, peeling away from your body and from wrist to fingertips turning the glove inside out.



5. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist



6. Wash your hands thoroughly with soap water as soon as possible after removing the gloves and before touching anything.