



Bi-County Collaborative
Making It Possible

Personal Care and Hygiene Protocols

A. Resources and Supplies: BICO ensures that each program has adequate supplies to promote effective hygiene behaviors. Programs must have the following materials and supplies:

- (1) Handwashing facilities with soap and water must be readily accessible to all students and staff. Hand washing instructions are posted near every hand washing sink and where they can easily be seen by students and staff.
- (2) Hand sanitizer or hand sanitizing wipes with at least 60% alcohol may be utilized at times when hand washing is not available. Hand sanitizer must be stored securely and used only under supervision of staff. Staff is responsible for teaching students proper use.
- (3) Hand hygiene stations are set up at the entrance of the programs, so that students can clean their hands before they enter. If a sink with soap and water is not available, hand sanitizer or hand sanitizing wipes with at least 60% alcohol are provided at program entrance locations. If hand sanitizer use is not appropriate or not approved and there is no soap and water located at the entrance, students are instructed to go to the nearest handwashing station upon entry. The use of hand sanitizer is supervised by staff.
- (4) If pens are required for visitor sign in, they will be disinfected between each use.

B. When to Wash Hands: BICO Students and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Staff and students must be perform hand washing with soap and water for at least 20 seconds when the following criteria are met:

- (1) Upon entry into and exit from program space;
- (2) When coming in to the program space from outside activities;
- (3) Before and after eating;
- (4) After using the restroom;

- (5) After sneezing, coughing or nose blowing;
- (6) After toileting and/or changing students;
- (7) Before and after handling food;
- (8) After touching or cleaning surfaces that may be contaminated;
- (9) After using any shared equipment like toys, computer keyboards, mouse, copy machines, etc;
- (10) After assisting students with handwashing;
- (11) Before and after administration of medication;
- (12) Before entering vehicles used for transportation of students;
- (13) After contact with facemask or cloth face covering;
- (14) Before and after changes of gloves.

C. Cover Coughs and Sneezes: BICO Students and staff must avoid touching their eyes, nose, and mouth. Students and staff must cover coughs and sneezes with a tissue, then immediately throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).

D. Additional Healthy Habits: BICO Programs are responsible to teach, model, and reinforce the following healthy habits.

- (1) Staff must know and follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towel).
- (2) Build in monitored handwashing for students at all necessary times throughout the day (e.g., upon arrival, before and after meals, after bathroom use, after coughing and sneezing, after contact with bodily fluids). Visual cues and steps for proper hand washing are posted at handwashing stations throughout each program.
- (3) Staff will assist and supervise students with handwashing when necessary.
- (4) Students are supervised when using hand sanitizer or hand sanitizing wipes. Hands must be rubbed together until dry.
- (5) Staff will reinforce to students why it is not healthy to share drinks or food, particularly when sick. There will be no sharing of food or drink.

(6) Staff will reinforce the importance of students to use a tissue to wipe their nose and to cough inside their elbow. Students must wash their hands with soap and water immediately afterwards.

E. Assisting Students With Special Needs: To ensure that programs are adequately prepared to provide safe and appropriate services to students with special care needs and vulnerable students, the following steps must be taken.

(1) Nursing will review information submitted by medical professionals and parents to determine how many high-risk students are in attendance.

(2) Parents of high-risk students are encouraged to discuss with their healthcare provider about whether the program is a safe option for the student and if additional protections are necessary.

(3) Parents are encouraged to discuss with staff any concerns they have regarding the new protocols and how staff can best help their child understand and adhere, as close as possible, to the health and safety requirements.

F. Supporting Students with Special Needs in Programs: Students with special needs will require unique supports in programs that may make it less possible to practice social distancing and will require ample staff support to carry out the necessary hygiene practices. Programs must ensure that the program is adequately staffed and that staff are prepared and properly trained to accommodate students' needs.

(1) Staff must be prepared to provide hands-on assistance to students with special needs for activities of daily living such as feeding, toileting, diapering, and changing of clothes. Staff who care for students requiring hands-on assistance for routine care activities, including toileting, diapering, feeding, changing, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a student.

(2) Nursing staff must be adequately trained and prepared to support students with health care needs with the necessary provisions of care such as administration of medication, tube feedings, blood sugar checks, and allergies to certain foods. For more invasive procedures, nursing staff must protect themselves by wearing a disposable gown or other body covering (e.g., an oversized button-down, long sleeved shirt, etc.), eye protection, and mask.

(3) Students with special needs may be unable to comply with face covering because of intellectual, behavioral, or sensory issues. To minimize the risk of infection for students who are unable to wear a face covering, physical distancing must be maintained whenever possible and staff must wear a face covering at all times, including when working with a student who is unable to wear a face covering. Programs serving students who rely on visual facial cues are encouraged to consider the use of transparent face masks to facilitate the reading of lips and facial expressions.

G. Personal Care for Students with Special Needs: Staff must practice stringent hygiene and infection control practices to keep themselves and students healthy and safe.

- (1) Staff must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities that may expose staff to bodily fluids.
- (2) Staff must change outer clothing if body fluids from a student come into contact with the clothing.
- (3) Staff must change the student's clothing if body fluids come into contact with the clothing.
- (4) Soiled clothing must be placed in a sealed plastic bag or container until it can be sent home to be washed.
- (5) All staff must follow safe and sanitary toileting/diaper changing procedures. Staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection . Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.

Procedures must be posted in all toileting/diaper changing areas, and must include:

- (a) Prepare (includes wearing PPE, gathering all supplies, washing hands, and putting on gloves).
 - (b) Clean the student.
 - (c) Remove trash from the area (soiled diaper, wipes, and soiled gloves).
 - (d) Put on clean gloves.
 - (e) Replace diaper.
 - (f) Wash child's hands or clean with hand sanitizing wipes.
 - (g) Clean up the changing station.
 - (h) Remove and dispose of gloves.
 - (i) Wash hands thoroughly.
- (6) During changing and feeding activities, staff must wear a mask, clothing covering (e.g., an oversized button-down, long sleeved shirt, etc.), and eye protection . Staff with long hair must tie their hair back so it is off the collar and away from the reach of the student.
 - (a) Staff must thoroughly wash their hands (regardless of glove use), neck, and any other areas touched by a student's bodily fluids.
 - (b) Staff must change the student's clothes if bodily fluids are on the student's clothing. Staff must then change the button-down shirt, if bodily fluids are on it, and wash their hands again.
 - (c) Contaminated clothes must be placed in a sealed plastic bag or container and then washed in a washing machine.
 - (d) It is recommended that staff and students have multiple changes of clothing on hand each day.