

KANCHANA PAATI (Internal) PROCEDURES

In view of the outbreak of swine flu (H1N1 virus), we have to strengthened our hygiene processes and the systems are strictly adhered to.

Remember How the Flu Spreads

The main way that flu spreads in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled (generally 3 or more feet) through the air and infect someone nearby.

Flu can also spread by contact when an affected person touches a surface like door handles or telephone after wiping his nose or mouth and another healthy person comes into contact with that surface.

How we prevent the spread?

We prevent the spread by:

- Reminding children and all child care providers to cover their noses and mouth with paper tissue while sneezing and coughing and disposing it off properly
- washing hands regularly and thoroughly and
- by disinfecting surfaces more often
- Observing children for any signs of flu symptoms or respiratory illness

A. HAND WASH GUIDELINES

Hand Wash –

All our staff are advised to Hands wash in running water and liquid disinfectant soap for 15-20 seconds (time equivalent to singing the first stanza of the Happy Birthday song). Both front and back of the hand and in between fingers must be washed. After washing, hands must be dried in a clean towel or a paper towel. If a paper towel is used, it must be disposed off properly. Hands must not be dried on own clothes.

1. Children are directed to “hand wash” :

- Upon arrival
- Before Snacks and lunch time

- After using the toilet
 - If the hands are visibly soiled
2. Staff are directed to do a 'hand wash':
 - Upon arrival
 - After taking children to the toilet
 - After nappy change
 - Before meal time (staff feeding children)
 - After cleaning/ disinfecting surfaces/toilets
 - After wiping the nose or mouth of children with tissue
 - After giving the child a bath
 - After cleaning garden area
 - After disposing off garbage
 3. All staff must 'hand wash' every half an hour. The 'hand wash' time table are displayed on the board in every centre. Our centre head (or the person this responsibility is delegated to) is responsible for ensuring this is done by all our staff (support and senior staff) in the marked frequency.
 4. Our washing areas are well stocked with paper towels and soiled paper towels and are disposed off properly.

B. GUIDELINES FOR DISINFECTING SURFACES

1. We disinfect all frequently touched surfaces daily like telephones, door handles, toys, play equipments- indoor and outdoor. (Disinfectant- Dettol diluted in water and sprayed using a spraying can and wiped with soft clean cloth)
2. Meal tables are disinfected before and after meal times (Disinfectant- Dettol diluted in water and sprayed using a spraying can and wiped with soft clean cloth)

3. Bathrooms are cleaned every hour and kept dry at all times (Disinfectant- Harpic for the closet, Phenol for the floors)
4. Floors must be disinfected two or three times a day (Disinfectant- Lizol)
5. Bed linen should be washed twice a week. Dettol should be added to water when rinsing the clothes.
6. Towels should be washed every day. Dettol should be added to water when rinsing the clothes.