

HYGIENE POLICY

The School District of Jefferson is fully committed to safeguarding the health and safety of all employees and students.

Hand Hygiene Practice

Employees and students should wash their hands with soap and water for at least 20 seconds as frequently as possible. When soap and water is not available employees and students should use hand sanitizer. Employees and students are encouraged to wash their hands:

Before:

- Having contact with another person
- Putting on gloves
- Using equipment shared by others
- Handling food that others may consume or share
- Administering medications
- At the start of each work day or shift
- Between classes
- When starting new tasks
- Using the restroom
- Before a break

After:

- Having contact with another person
- Having contact with bodily fluids
- Having contact with equipment shared by others
- Taking off gloves
- Using the restroom
- Coughing or sneezing
- Administering medications
- After a break
- After eating
- The end of the work day or shift

If:

- Hands are soiled or visibly dirty

Hand Washing Procedure:

- Wet hands with water
- Apply soap
- Rub hands together for at least 20 seconds, covering all surfaces, focussing on fingertips and fingernails
- Rinse under running water and dry with a disposable towel
- Use the towel to turn off the faucet

Hand Rub (Hand Gel) Procedure:

- Apply to palm the amount gel specific to the product
- Rub hands together, covering all parts of the hand, especially fingertips and fingernails
- Use enough rub to require at least 15 seconds to air dry

Employees are responsible for replenishing or letting the person in charge know when hand washing supplies or hand sanitizer are low.

Cough and Sneeze Etiquette

The District will provide tissues for District employees and students, if feasible. To help stop the spread of germs, employees and students should:

- cover mouth and nose with a tissue when coughing or sneezing;
- throw used tissues in the trash;
- cough or sneeze into elbow, not hand, if a tissue is not available for use; and
- wash hands after coughing or sneezing.

ADOPTED: July 13, 2020

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LEGAL REF.:

CROSS REF.: Employee Handbook