
GENERAL ADMINISTRATION
Hand Hygiene Policy

I. Purpose

To establish and describe policy and procedures for New Star staff and consumers concerning hand hygiene.

II. Policy

The following hand washing and sanitization procedures must be followed by all New Star consumers and staff at all times in order to ensure the health and safety of everyone at New Star.

III. Procedures

A. General Guidelines

- New Star consumers and staff will be required to frequently wash and sanitize their hands throughout the day to help prevent the spread of germs. New Star's janitorial team will ensure that all areas are properly stocked with soap and paper towels, as well as hand sanitizer. While New Star recommends washing with soap and water, we recognize that hand sanitizer may better fit some situations.
- Hand hygiene should be completed upon arrival and departure of the program, after blowing your nose, coughing, sneezing, using the restroom, before and after preparing food/eating, caring for someone who is sick and following the removal of gloves.

B. Hand Washing

- Steps for proper hand washing:
 1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 4. **Rinse** your hands well under clean, running water.
 5. **Dry** your hands using a clean towel or air dry them.

C. Hand Sanitizing

- Steps for proper hand sanitizing:
 1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 2. Rub your hands together.

3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

References: <https://www.cdc.gov/handwashing/when-how-handwashing.html>