

Appendix C: Hygiene Protocol

Staff:

- Summit staff must practice appropriate hand and respiratory hygiene.
- Staff must wash hands:
 - when entering the classroom
 - before and after handling food (unless wearing gloves, in which case hands should be washed after changing gloves)
 - before and after toileting a student
 - after using the restroom
 - after cleaning soiled materials
 - after coming in contact with any bodily fluids
 - after sneezing, coughing, or blowing their nose
 - before or after working with a student outside of their primary cohort
 - any time they are visibly dirty
- Staff should wash their hands for at least 20 seconds using soap or water. If not possible, staff should use Summit provided hand sanitizer and then wash their hands with soap and water as soon as possible.
- When coughing or sneezing, staff should use a tissue to cover their mouths, throw the tissue into the garbage and wash their hands. If a tissue is not available, staff should sneeze or cough into their elbow.

Students:

- Summit students will be taught, and frequently reminded, to practice appropriate hand and respiratory hygiene.
- Summit students should wash their hands:
 - As soon as they enter the classroom in the morning
 - Before and after eating breakfast and lunch
 - After using the restroom
 - After using playground or gym equipment
 - After coughing, sneezing, or touching their nose and mouths*
 - At other scheduled times throughout the day
- Students should wash their hands for at least 20 seconds using soap or water**. If not possible, staff should use Summit provided hand sanitizer and then wash their hands with soap and water as soon as possible.
- Students will be encouraged to cover their mouths with a tissue when coughing or sneezing or to use their elbow if a tissue is not available.

*Due to the nature of their disabilities, having students wash their hands every time they touch their mouths and noses will not always be possible. When working with students who frequently touch their mouths and noses, staff will be advised to wear gloves.

**Due to the nature of their disabilities, not all students tolerate hand washing without engaging in increased maladaptive behavior. In these cases, hand sanitizer will be used, and a Tolerating Hand Washing lesson plan will be added to the students' curriculum.

Actions Taken/Procedures:

- Bottles of hand sanitizer (with at least 60% alcohol) have been placed in all offices and classrooms and will be replenished as needed.
- Touchless hand sanitizer dispensers have been placed at various locations throughout the building.
- Paper towels and garbage cans have been placed in all rooms
- Signage has been posted in multiple areas throughout the building to remind staff how and when to wash hands.
- Lesson plans will be added in each students' curriculum to teach students appropriate hand hygiene and respiratory hygiene.
- Task analyses will be posted near all sinks to instruct and remind students in appropriate hand hygiene and respiratory hygiene.
- Staff will monitor and/or assist all students who are not proficient in handwashing.

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