

SANITARY POLICIES AND PROCEDURES

Definitions

Cleaning: refers to the **physical removal** of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. **Warm water, detergent and mechanical action** (i.e. wiping) is required to clean surfaces. **Rinsing** with clean water is required to complete the cleaning process to ensure the detergent film is **removed**.

Sanitizing: is defined as the **reduction of microorganisms** to levels considered safe from a public health viewpoint. Sanitizing takes place **after** the cleaning step because it is most effective on a **minimally soiled** surface.

Disinfecting: describes a process **completed after cleaning** in which a **chemical solution** is used to **kill** most disease-causing microorganisms. In order to be **effective** disinfectants must be **left on a surface** for a period of time (contact time). Any items children **may come into contact** with, requires a **final rinse** after the required contact time is observed.

Hand hygiene

Hands carry and spread germs. **Touching** your eyes, nose, mouth or sneezing or coughing into your hands may provide an **opportunity for germs** to get into your body or spread to others. Keeping your **hands clean** through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Hand hygiene should be conducted by anyone entering the childcare setting and **incorporated** into the daily schedule at **regular** intervals during the day, **above and beyond** what is usually recommended (for example, before eating food, after using the washroom).

There are two ways to clean our hands:

1. Hand Washing

The purpose of hand washing is to **physically remove** soil, organic material and germs. The use of **soap and water** is preferred as **the most effective** method to remove germs from our hands and least likely to cause harm if accidentally ingested.

Each room with a designated hand washing station (i.e., IPAC sink) must be equipped with:

- Running water
- Liquid soap in a dispenser
- Paper towels
- Hand washing **information sheet**.

We will ensure that **staff and children** are always practicing **good hand hygiene** when hands are **visibly dirty** and/or **after:**

- When they **arrive** at the centre, **before or immediately** after entry into any room, and **before they go home**
- Sneezing, coughing, or blowing your **nose**
- Using the **washroom**
- **Cleaning, handling garbage** or contact with **contaminated** surfaces
- Handling **raw foods**
- **Outdoor** play
- **Toileting/diapering** routine
- Handling soiled **laundry or dishes**
- Handling soiled **toys, education material** or other items
- Coming into contact with any **soiled/mouthed** items
- Coming in from **outdoors**
- **Gardening**
- Whenever **in doubt**

Hands should be **cleaned** using **soap and water** or hand sanitizer **before and after:**

- Preparing, handling, serving and eating **food and drinks** or bottles
- **Touching** own or someone else's **face** (their eyes, nose or mouth)
- Handling **toys/educational material**
- Handling **animals**, pet cages or other pet objects
- Touching a cut or **open sore**
- Diaper check or changing **diapers**, assisting a child to use **the toilet**, and using **the toilet**
- **Glove** use
- Dispensing/handling expressed **breast milk**
- Giving **medication** or applying **ointment or lotion**
- Coming into contact with **broken skin or body fluids** (e.g., runny nose, spit, vomit, blood, cut or open sore), even if gloves were worn
- Communal **sensory play** activity

When hands are **visibly soiled**, follow these steps for cleaning hands:

- Wet hands
- Apply soap from a **dispenser**.
- Lather for at least 15 seconds.
- Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

2. Hand Sanitizing

Alcohol-based hand sanitizers are very **useful** when **soap and water** are **not available**. When **hands** are **not visible dirty**, a 70-90% alcohol-based hand sanitizer can be used. Follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

We will ensure products are **not expired**, appropriate for use and follow manufacturer's instructions.

Hand sanitizer must only be used on **children who are over the age of 2** and must **always** be used **under staff supervision**. Staff must ensure that the product has **completely evaporated** from the child's hands before allowing the child to continue their activity.

Children under the age of 1 are **not permitted** to have hand sanitizer applied, instead perform **hand washing** frequently and gently.

We provided additional **hand sanitizer stations** (wall mounted hand sanitizer dispensers) in supervised areas (at the entry point to school and in each childcare room) where **children cannot access** it independently with signage demonstrating appropriate use.

People who are involved in **food preparation** should **not use** hand sanitizers but instead, **wash their hands** with soap and water.

Alcohol-based hand sanitizers can be **harmful** if swallowed. **To reduce** the risk of ingestion, staff will always **help and supervise** children when they use alcohol-based hand sanitizers.

Keep alcohol-based hand sanitizers **out of reach** of children when **not** in use.

Note: Artificial nails, chipped nail polish, and jewelry can harbour germs. For this reason, it is **recommended** that staff keep their nails **short and clean**.

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, the Principal will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand washing using soap and water is **recommended over alcohol-based hand rub** when hands are **visibly soiled** and **for children**.

Staff should increase monitoring of **hand washing supplies** to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, waste receptacles).

Support or modifications should be provided to allow **children with special needs** to regularly perform hand hygiene as independently as possible.

Tissues and lined, **no-touch** waste baskets (for example, foot pedal-operated, hand sensor, open basket) are **to be provided**, where possible.

Respiratory etiquette

Germs such as **influenza** and **cold viruses**, and even **whooping cough**, are spread by **coughing or sneezing**. When you cough or sneeze on your hands, your hands carry and spread these germs. When possible, **keep your distance** (more than two metres) from people who are **coughing or sneezing**.

Respiratory etiquette includes:

- **Staying home** when ill with a **respiratory infection**.
- **Minimizing** droplets and aerosols when **coughing or sneezing**, by:
 - Covering your **mouth and nose** when you cough, sneeze or blow your nose. If you **don't have** a tissue, cough or sneeze **into your sleeve**, not in **your hands**.
 - **Putting** used tissue **in the garbage** immediately after use.
 - **Cleaning your hands** with **soap and water** or an alcohol-based **hand sanitizer** (minimum 70% alcohol-based), **after** coughing, sneezing or blowing your nose and **before** touching your face.
 - Maintaining a **two-meter distance** from others, when possible.
- Practicing proper **hand hygiene** immediately after **coughing or sneezing**.

Diapering and toileting

Diapering Areas

To help prevent transmission of infection and reduce the risk of cross contamination during diapering and toileting, it is important to:

- Maintain diaper areas in a **sanitary** condition.
- Diapering supplies must be **easily accessible** to childcare staff and **out of children's reach**.

The area must be equipped with:

- A designated hand washing station. This hand washing station must be located in the same area as the diaper change table and must be separate from an sink used in the program area. The sink must **only** be used for **hand washing**.
- Single-use **disposable** gloves.
- Appropriate **cleaner and disinfectant**, labelled and stored away from children's reach.
- **Foot activated** garbage container equipped with a tight-fitting lid and a disposable leak-proof liner. This **garbage container** must be emptied, cleaned and disinfected **as needed**.

Diapering Surfaces and Diapering Change Pads

- Constructed of **smooth, non-porous, non-absorbent material** that is easy to clean and disinfect.
- Free of **cracks, tears or rips**.
- **Cleaned and disinfected** after each use, even if a paper liner is used.
- Used for diapering **only**.

Designated Hand Washing Sink in Diaper Change Areas and Washrooms

- Designated for **hand-washing** after diapering, toileting or using the washroom.
- Not to be used for **food preparation**, rinsing **soiled clothing** or toy **cleaning**.
- Equipped with running water, soap in a dispenser, paper towels and hand washing information sheet posted.
- Cleaned and disinfected **at least once daily**, and if **soiled**.

Cloth Diapering and Soiled Personal Clothing

- When changing **cloth diapers**, staff must follow the same precautions as when changing other **soiled clothing**.
- Cloth diapers **must be treated** as any other **soiled personal clothing**. Soiled clothing and cloth diapers **must never be rinsed or washed** at the childcare centre.
- Soiled clothing (including cloth diapers) must be rolled up and placed into a **securely tied** plastic bag or container. Soiled clothing must **be stored away** with child's belongings and **sent home** at the end of the day for laundering.
- If **safety pins** are used for cloth diapers, **close** each safety pin immediately and store **out of children's reach**.

Toileting Areas

- Toileting should **take place** in the washroom **only**.
- Children and staff **must** perform hand hygiene **after** using the toilet.

Environmental cleaning and disinfection

Frequent cleaning and disinfection is an important measure to prevent the spread of infections in child care centres.

It is important to remember that **cleaning and disinfection** are two **separate** processes. To be effective, cleaning must be done before disinfection.

Cleaning

Cleaning is an important first step prior to disinfection:

- Cleaning must always be **done prior** to disinfection.
- Cleaning should start from **the least** soiled area to **the heaviest** soiled area, and from **high** surfaces to **low** ones.
- **After** cleaning a surface or object, it is important to **rinse** with clean water to ensure detergent film is removed.
- Clean when children are **not present** in the area. Cleaning solutions must be prepared and used according to the **manufacturer's directions** and must **not be mixed** with other chemicals.

Cleaning equipment may include multi-use **gloves** (e.g., rubber gloves), **masks**, **eye protection** (e.g., goggles), **paper towels or cloths**, and **mops**.

- Multi-use **gloves** (e.g., rubber gloves) help to protect the cleaner's hands. If multi-use gloves are used, they must be **cleaned and disinfected after use**.
- Additional PPE, such as masks and eye protection, may be worn to protect the cleaner's eyes, nose and mouth from chemical splashing or sprays.
 - If **goggles** are re-used, they must be properly **cleaned and disinfected** (as per the manufacturer's directions) **after use**.
 - **Cloths and mop heads** must be laundered **between uses**.
- Mop **buckets** must be cleaned and disinfected **after each use**.

Disinfection

Apply disinfectants to a surface or object **after** it has first been **cleaned**.

Choosing a disinfectant

Disinfectants must:

- Have a **Drug Identification Number (DIN)**.
 - A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
 - **Note:** household chlorine (bleach) may not have a DIN, but is considered an effective disinfectant.
- Have a **Safety Data Sheet (SDS)**.
 - The SDS is provided by product manufacturers and includes important information such as the active ingredients, health and safety requirements, PPE required, and first aid measures for the chemical.
 - The Ministry of Labour requires childcare centres to **keep an on-site copy** of the SDS for each chemical being used.
- Be **reviewed for efficacy** statements.
 - Efficacy statements indicate **the effectiveness** of a disinfectant against different types of microorganisms and may describe a disinfectant as being **bactericidal, fungicidal, virucidal or sporicidal**.
- During an outbreak, childcare centres must ensure the disinfectant is effective against many types of germs and microorganisms (e.g. Norovirus).

When using a disinfectant:

- Allow adequate contact time (the specified period of time the disinfectant must be applied to the surface or object).

- When **choosing** a disinfectant, choose a product that is appropriate for the surfaces and items that will be disinfected, **and one with a shorter contact time (e.g., 1–2 minutes)**.
- Always follow **the manufacturer's instructions** when **preparing and using** a disinfectant solution.
 - Many disinfectants (including chlorine (bleach)) require **different concentrations** for “everyday use,” “blood / body fluid spills,” and “outbreak situations.”
 - Some disinfectants are available in a concentrated form, requiring **dilution with water** to achieve the required **strength**. Follow the directions provided by the manufacturer. **Chemical products must never be mixed together.**
 - If dilution **is required**, disinfectants must be mixed in a **clean bottle** that is **labelled** with the product name and/or active ingredient or a copy of the product label attached.
 - Use a proper **measuring tool** to measure the product consistently.
- Wear **gloves** and any **additional PPE** recommended by the manufacturer.
- Ensure the disinfectant is **appropriate** for use on specific surfaces.
- Label and store disinfectants in a **safe, secure location** that is **inaccessible** to children, and away from heat and light.
 - All chemicals must be stored in a **locked cupboard or in a location** that ensures children cannot access them.
 - All chemicals must also be **stored away** from food preparation and food storage areas.
- Always check **the expiry date** and always follow **the manufacturer's instructions**.. If the product is expired, do not use.
- **Use** disinfectants when children **are not present** in the area.

Using Chlorine (Bleach) as a Disinfectant

- Most household chlorine (bleach) comes as 5.25% (50,000 mg/L or parts per million (ppm)) sodium hypochlorite and requires preparation prior to use.
- Chlorine (bleach) **is not** a cleaning agent, and surfaces **must first be cleaned** in order for bleach to be an effective disinfectant.
- Chlorine (bleach) must be diluted **using water only**. **Never mix** chlorine **with any other** chemicals or cleaning products.
- Chlorine (bleach) solution must be **prepared daily**, as it **loses efficacy** within 24 hours.
- As with all chemicals, chlorine (bleach) **must be labelled** and must be stored in a **safe, secure** location that is **inaccessible** to children, and away from heat and light.

Safety Considerations

- If **diluting** is indicated for use, use **water at room temperature** unless otherwise stated.
- Disinfectants **must not** contain **phenols**, as phenols may cause hyperbilirubinemia (jaundice) in infants and young children (PIDAC, 2018).
- **Dusting/sweeping** should be performed using a **damp cloth or dust mop** and should be performed **first** so that particles that fall on the floor will be captured when the floor is cleaned.
- To **minimize** eye and respiratory irritation, minimize mist and optimize ventilation (e.g., open **windows or doors**).
- Special considerations should be considered for individuals **with asthma**, as some cleaning and disinfection products **may trigger asthma attacks**.

Steps for Environmental Cleaning and Disinfection

1. **Gather** equipment, **perform** hand hygiene and **don** appropriate PPE.
2. **Clean** the surface or object, using warm water, soap, and friction. Clean in a **progression** from **infrequently** touched to **frequently** touched surfaces and **from top to bottom**. **Cleaning** removes **dirt and debris**.
3. **Rinse** the surface or object, using clean, warm water. **Rinsing** removes **soap residue**.
4. **Disinfect** the surface or object.
5. **Rinse** after disinfection, when required according to manufacturer's instructions.
6. **Allow** to dry.
7. **Remove** PPE and **perform** hand hygiene.
8. **Store** newly cleaned and disinfected items in a manner that **prevents** contamination.

Carpets and Floor Mats

Carpets and floor mats can be more heavily contaminated for prolonged periods than non-carpeted floors and can be a potential source of microorganisms during outbreaks. Childcare centres that use carpets and floor mats must ensure that:

- **Floors** should be vacuumed or wet-mopped **daily**.
- Carpets/floor **mats** must be cleaned **as often as necessary** and promptly if a spill occurs.
- If carpets **do not appear** to be adequately cleaned, **re-cleaning** is necessary or **replacement** must be considered.
- Floor mats that **cannot** be adequately cleaned and disinfected should be promptly **removed and replaced**.

Toy cleaning and disinfection

Childcare centre must:

- **Help** children practice hand hygiene **before and after** playing with toys.
- Provide children with toys that are **age-appropriate** and **safe** for use.
 - Toys must be made out of material that can be cleaned and disinfected or laundered and should be able to withstand frequent cleaning and disinfection.
- Keep toys in **good repair** and inspect them for **damage**.
 - Toys that are **damaged, broken** or have **missing parts** must be **discarded**, as this will **compromise the effectiveness** of proper cleaning and disinfection.

When a toy is **mouthed** or **becomes contaminated** by a child's cough, sneeze or runny nose, or if the toy **appears dirty**, it **must be removed** from use and not handled by another child **until** it has been properly **cleaned and disinfected**.

For mouthed toys, check products to confirm they are **appropriate** for use on **food contact** surfaces. **Mouthed toys** must be thoroughly **rinsed with water** following **disinfection**.

- **Mouthed** toys – to be clean and disinfected **after each use**
- **Shared plastic** toddler toys – to be clean and disinfected **daily**
- **Toddler** and **pre-school** toys must be cleaned and disinfected at a minimum, on a **weekly** basis or after they **become dirty**.
- During **an outbreak**, all toys must be cleaned and disinfected **daily or more frequently** when visibly soiled.

Designated **cupboards and storage containers** used to store toys must be emptied, cleaned and disinfected as **necessary**.

Indoor play structures (e.g., playhouses/climbers) must be cleaned and disinfected as often as **necessary**.

To disinfect toys, **always** clean and rinse **prior** to disinfection.

For disinfecting toys in toddler classroom, use **the two-compartment sink method** with the sink in **the kitchen**:

- **washing** and **rinsing** must be done in **the 1st sink**
- **disinfection** must be done in **the 2nd sink**

In case the staff ratio would be compromised with staff member leaving for kitchen with toys for cleaning, as temporary solution for such situation, **the three-bin method** is acceptable:

- 1 - 1st bin: **Wash** with detergent
- 2 - 2nd bin: **Rinse** with clean water
- 3 - 3rd bin: **Disinfect**
- 4- **Air dry**

To clean and disinfect toys in casa classroom:

Step 1 - **Inspect** education material to ensure there are no **broken** parts or jagged **edges**

Step 2 - **Inspect** education material to assess the cleanness/visible **dirt**

If education material **is not visibly** dirty:

Step 3 - **Spray VitalOxide** on toys / education material

Step 4 - Air dry education material by placing them on a drying tray/designate place

If education material **is visibly** dirty:

Step 3 - Wash with **soap and warm water** or **wet cloth** to clean visible dirt

Step 4 – If cleaned with soap, rinse soap off with clean water

Step 5 - Disinfect by either **immersing** in a mix of **bleach and water** (see chart for proper mix) or **spray VitalOxide** on the toy/education material

Step 6 - **Air dry** toys by placing them on a drying tray/designate place

Sensory, arts and craft

- Staff and children **must wash** their hands **before and after** participating in sensory play or arts and crafts **activities**.
- **Do not** eat or drink **while participating** in sensory play or arts and crafts activities.
- Sensory play bins that contain **dry** materials must be **cleaned and disinfected after** they are dumped and **before** replenishing.
- During an **outbreak** in the childcare centre, **all group** sensory play must be **paused** until the outbreak is over. Sensory play items that were **in use prior** to the outbreak (e.g., play dough) must be **discarded**.
- All sensory play **materials** must be **age-appropriate** and **safe** for use by children.
- Sensory play materials such as water, dry pasta, purchased sand, playdough and slime, clean snow, pinecones, twigs and leaves **may be used**.

- Sensory and craft play materials such as **sand, gravel** and other **soiled** materials **obtained from outdoor locations**; **meat** trays, **soiled** egg cartons or **toilet** paper rolls; **manure** or other products containing possible **fecal matter**; or chemicals **must not be used**.

Water Play Tables

- Staff and children **must wash** their hands **before and after** using the water play table.
- **Toys** used for water play **must not retain water**, as they can provide an environment for bacterial and/or mould growth.
- **Toys** used for water play **must be** cleaned and disinfected **after each** session.
- **Water play** tables **must be** emptied, cleaned and disinfected **after each** session.
- **Fresh, clean** water **must be** used for each session. When **not in use**, water play tables should be kept **covered**.

Playdough

- Staff and children **must wash** their hands **before and after** handling playdough.
- **Homemade** playdough or slime, due to its high moisture content, is more likely than store-bought playdough or slime to **harbour and allow** for the growth of **microorganisms**.
 - **Used homemade** playdough and slime **must be** discarded **daily**.
 - **Unused homemade** playdough/slime may be stored in the refrigerator for up to **one week**.
 - **Store-bought** playdough must be **discarded** according to **manufacturer's instructions**.
- If playdough is **mouthed** or if an **outbreak** is declared, it **must be** discarded **immediately**.

Sand Play

- Use **only** sand that is **pre-packaged, sealed, and labelled** as play sand. Sand **must not** be brought in **from outdoors**. Purchased sand **must be silica-free**, as the presence of silica can cause respiratory problems.
- If sand **becomes wet** from water, **air dry** the wet sand thoroughly **overnight**, before covering the play table.
- Food and animals must be **kept away** from the sand. If the sand becomes wet or contaminated from a substance other than water, **discard** it immediately.

- **Sand for indoor** sand tables **must be** replaced **weekly, at a minimum, or more often** if required. When the sand is **emptied**, the play table **must be** properly **cleaned and disinfected** before being refilled.

Food Sensory Play

- Certain food products, including **cereal, dry pasta, rice, and dry beans**, are sometimes used for sensory play.
 - If food items are used for sensory play, **only dried** food products **should** be used. **Raw** food products (e.g., raw flour, eggs) **must not** be used.
- **Dried** food products must be **labelled** and stored in a **sealed** container with a **tight-fitting** lid. These food items **should not** be intended for **consumption** and **must not** be stored with food **intended** for consumption.
- Dried food products **used** in group activities must be **discarded weekly**. If the dried food product **becomes** wet or contaminated, it must be **discarded and replaced**.
- After **use**, when a sensory play table is emptied, it must be properly **cleaned and disinfected** prior to being refilled.

Natural Products

- Natural products, such as **pinecones, twigs or leaves** are sometimes used for sensory play activities.
- If natural products such as these **are used** for sensory play, each item **must be** assessed **before** being placed into circulation.

Arts & Crafts

- Materials chosen for arts & crafts **must be safe** for children.
 - Read product labels and warnings.
 - Choose **age-appropriate, non-toxic, non-allergenic, and non-edible** arts & crafts materials.
- Materials used for arts & crafts **must be** stored **out of reach** of children when **not being** used.

Nap time and sleep equipment

Sleep equipment includes **cribs, crib mattresses, sleeping cots, mats and bedding/linens**. To ensure these items are not a potential source of infection, it is important to take IPAC measures:

- Children must be placed in a sleeping arrangement that **minimizes** the spread of respiratory infections.

- Cots to be arranged at least **46 cm (or 18 inches) apart**, and children placed in an **alternating head-to-toe** or **toe-to-toe** arrangement.
- **Cots** and **bedding/linens** must be **labelled** and assigned to a **single** child.
- Sleep equipment must be made of material that can be cleaned and disinfected. **Cots and mats** must be cleaned and disinfected **weekly** and **when needed** (e.g., when soiled).
- **Bedding** to be laundered **weekly** or **more frequently** if required. **Before** being **reassigned** to another child, cots **must be** cleaned and disinfected.
- When **not in use**, sleeping equipment and bedding **must be** stored in a manner that **prevents** contamination. **Cover cots when not in use**. Crib mattresses, cots, mats and bedding should be stored in a **designated area**, away from children's play areas **to prevent** children from playing with or climbing on them.

Laundry

- **Soiled** clothing must be sent home for **laundering**. **Do not** rinse, soak or wash **soiled** clothing.
- Always **minimize** shaking of any soiled clothing or laundry **to prevent contamination** of the surrounding area.
- When **changing** soiled cloth diapers or clothing, **solid stool** may be carefully **emptied** into the toilet. Soiled clothing should then be **rolled and placed** into a **waterproof, sealed** plastic bag that is **labelled** with the child's name.
- **Store** sealed bags containing **soiled** clothes for pick-up by the child's parent or guardian in an area that is **inaccessible** to children and separate from the food preparation area.

GENERAL RULES

The premises are cleaned also by the cleaner on Saturday and Tuesdays and Thursdays evenings. Hallways, washrooms and classrooms are cleaned also on Sunday evening.

The carpets to be steam cleaned **2 times** in a year.

Kitchen

- The **counters and sinks** are cleaned and disinfected **daily**
- **Cupboards** are cleaned **weekly**.
- **Fridge** is cleaned **monthly**.
- **The floor** is cleaned and disinfected **daily**.

Utensils will be cleaned in dishwashing liquid solution in the first sink, rinsed and sanitized (with the bleach solution as described in Mixing of bleach solution) in the second sink and air-dried on the tray.

Tables need to be cleaned and disinfected **before and after** any activity such as morning and afternoon snack, lunch and also during arts and crafts activities.

Use wash cloth that are located in the washroom, along with disinfectant. Make sure to wash the cloth with hot water and soap before hung to dry. Wash cloth must be thrown out at the end of the week and a new to be used the following Monday, or disposed after each cleaning, if wash cloth is disposable.

Disinfecting to be provided with the bleach solution to be prepared as described in Mixing of bleach solution.

Washrooms

Washrooms are to be disinfected everyday during nap time and at the end of the day. The following need to be disinfected: toilet, sink, changing table with disinfectant and paper towel. At the end of the day diaper bin needs to be emptied and sprayed with disinfectant and air dried until next day.

Storage room for playground toys

Storage room is cleaned **once in a month** or if becomes **dirty**.

Garbage

Garbage bins are emptied **daily**.

Guidelines on the use of water play tables

Step 1 - Fill water play tub with fresh tap water before use. Do not add bleach or vinegar to the water. If water table is used for the whole day, then the water should be changed for each group play.

Cups and other open vessels should not be used so that children are discouraged from drinking water in the water play table.

Step 2 - Ensure all staff and children wash hands prior to using water play table.

Children with cuts, sores etc. on their hands should not be permitted to use water play table.

Step 3 - Empty tub after use – sanitize thoroughly at the end of the day, air dry and empty until next use.

Step 4 - Sanitize all water toys daily.

Step 5 - Do not use water tables during an outbreak.

Note: Use individual basins grouped together for very young children.

Children **must be supervised** at all times, including during water-based activities.

Cleaning up mess

Messy accident that involved urine, feces, vomit or blood are an everyday event in a day nursery. Because body fluids may be infectious, it is important to clean and then sanitize surfaces after a spill.

Step 1 - Wear gloves while cleaning. Household rubber gloves are acceptable for most spills, but not for blood. Wear disposable gloves when cleaning up blood.

Step 2 - Wipe up the spill with disposable towels or newspaper.

Step 3 - Clean the area by washing with a detergent solution. Rinse and dry the area.

Step 4 - Sanitize the area with a fresh bleach solution (use 1:10 dilution, 1 part bleach to 9 parts water).

Step 5 - Rinse rubber gloves in bleach solution and then store. If disposable gloves are worn, remove and throw out.

Step 6 - Wash hands.

Step 7 - Rinse mops in fresh sanitizing solution and then air dry.

Step 8 - If personal clothing is soiled, change into fresh clothing. Soiled clothing should be cleaned at home rather than rinsed or cleaned at the day nursery.

Mixing of chlorine (bleach) solution for disinfecting

When to use	Ratio	How to mix
<ul style="list-style-type: none"> - disinfect diaper change table (no visible contamination) - disinfecting counter surfaces - general disinfecting - disinfecting toys 	(1 to 100 dilution of bleach to water)	5 ml of bleach mixed with 495 ml of water (metric)
<ul style="list-style-type: none"> - disinfect areas contaminated by blood, feces, vomit, urine, etc. - environmental disinfecting during outbreaks 	(1 to 10 dilution of bleach to water)	50 ml (1/4 cup) of bleach mixed with 450 ml (2-1/4 cups) of water

Note: Ensure that the area to be disinfected is first washed and rinsed thoroughly with a detergent solution before disinfecting with bleach. When disinfecting, allow for a minimum of 20 minutes contact time of bleach solution to area contaminated by blood, feces, vomit or urine.

The following methods are based on ordinary household bleach solution, which contains 5.25% chlorine solution. The method does not apply to other concentration of chlorine solution.

The bleach solution should be mixed daily, as it loses potency after 24 hours.

Keep this solution in clearly marked sealed container **out of children's reach.**

Health hazard data (source: The Clorox Company)

May cause severe irritation or damage to eyes and skin. Vapor or mist may irritate. Harmful if swallowed. Keep out of reach of children.

Some clinical reports suggest a low potential for sensitization upon exaggerated exposure to sodium hypochlorite if skin damage (e.g., irritation) occurs during exposure. Under normal consumer use conditions the likelihood of any adverse health effects are low.

Medical conditions that may be aggravated by exposure to high concentrations of vapor or mist: heart conditions or chronic respiratory problems such as asthma, emphysema, chronic bronchitis or obstructive lung disease.

First aid

Eye Contact

Hold eye open and rinse with water for 15-20 minutes. Remove contact lenses, after first 5 minutes. Continue rinsing eye. Call a physician.

Skin Contact

Wash skin with water for 15-20 minutes. If irritation develops, call a physician.

Ingestion

Do not induce vomiting. Drink a glassful of water. If irritation develops, call a physician. Do not give anything by mouth to an unconscious person.

Inhalation

Remove to fresh air. If breathing is affected, call a physician.

Special protection and precautions

No special protection or precautions have been identified for using this product under directed consumer use conditions. The following recommendations are given for production facilities and for other conditions and situations where there is increased potential for accidental, large-scale or prolonged exposure.

Hygienic Practices

Avoid contact with eyes, skin and clothing. Wash hands after direct contact. Do not wear product-contaminated clothing for prolonged periods.

Engineering Controls:

Use general ventilation to minimize exposure to vapor or mist.

Personal Protective Equipment:

Wear safety goggles. Use rubber or nitrile gloves if in contact liquid, especially for prolonged periods.

Spill procedures

Control spill. Containerize liquid and use absorbents on residual liquid; dispose appropriately. Wash area and let dry. For spills of multiple products, responders should evaluate the MSDS' of the products for incompatibility with sodium hypochloride. Breathing protection should be worn in enclosed, and/or poorly ventilated areas until hazard assessment is complete.

Waste Disposal

Dispose of in accordance with all applicable federal, state, and local regulations.

**ENHANCEMENT OF INFECTION PREVENTION AND CONTROL
(IPAC) MEASURES IN CASE OF OUTBREAK OF AN INFECTION
DISEASE**

Interactions with Infants/Toddlers

Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.

Label these items with the child's name to discourage accidental sharing.

Food Provision

- **Utensils** should be used to serve food.
- Meals should be **preferably served in individual portions** to the children.
- There should be **no items shared** (i.e., serving spoon or salt-shaker).
- **Family** style meals **are permitted**, provided that food handlers use **adequate** food handling and safety **practices**.
- **Do not** provide **shared utensils** or items (e.g. serving spoons, condiments).
- Children should **neither** prepare **nor** provide food that will be shared with others.
- We will ensure **proper hand hygiene** is practiced when staff are preparing food and for all individuals before and after eating.

Lunches and snacks **can be provided** by families for children as long as it is part of **the regular meal provision** for the program (e.g. bagged lunches), and there are policies and procedures that address the handling of this food (e.g. containers are sent home for washing, sharing of food is prohibited, food packed in manner that does not require staff to handle it).

Disposable Gloves

Wearing gloves **at all times** is **not recommended** for either the children or staff. Hand hygiene shall be practiced **before** applying **and after** removing gloves. Nitrile gloves are **single use** only and must be **disposed** after use.

Gloves must be worn:

- as per **routine practice** such as when cleaning up vomit and diarrhea
- when it is **anticipated** that hands will come into **contact** with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions,
- **disinfecting** surfaces **contaminated** equipment or environmental surfaces

To **reduce** hand **irritation** related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves

- Ensure gloves are intact, clean and dry inside

Disposable gloves **do not replace** hand washing. Staff **must wash** their hands **before** gloves are put on and **immediately** when gloves are **removed**.

If **mixing** cleaning/disinfecting **solution** into bucket, staff must wear **thicker** dishwashing-like **gloves**. Also, employees must wear these gloves **when** immersing toys in diluted disinfectant when **toy washing**.

See enclosed **procedures of** putting on and taking off of **gloves**.

Disposable Masks

The use of **medical masks** and eye protection is **not required**. However, the staff member may choose to wear medical masks and/or shield/goggles if preferred.

It is strongly recommended that all individuals **age 2 or older wear** a well-fitted **mask** in indoor public settings. This includes childcare due to the additional risk of Respiratory Syncytial Virus (RSV) and influenza.

Children **age 2 to 5** should **only** wear a **mask** if they are **supervised**, can **safely tolerate** masking, and can **put their mask on** and **take it off**.

If parents/guardians **prefer** that their children wear the mask, they are responsible for **providing** their child(ren) with a nonmedical mask(s) or face covering each day and are required to arrange a way to store their mask when not in use.

Masks should be **replaced** when they become **damp or visibly soiled**.

Cough Procedure

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, **cough or sneeze** into your **sleeve**, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others

Cleaning, Sanitizing and Disinfecting

Shared Spaces/Objects

The risk associated with transmission with shared objects **is low**.

Instead of regular cleaning of shared objects, **the focus** should be on regular **hand hygiene and respiratory etiquette** to reduce the risk of infection related to shared equipment.

This is especially the case for young children where shared equipment is important for learning (for example, toys for imaginative play, manipulatives for math).

Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

Sanitizing – Multiuse Utensils

- **ONLY dishes, cutlery and cutting boards** should be sanitized after they have been cleaned with water and detergent.
- Sanitizing solution should be mixed fresh every day since it loses its strength and effectiveness after 8 hours.
- Personal protective equipment of goggles and dishwashing gloves must be worn when diluting sanitizer with water.
- Refer to the Safety Data Sheet (SDS) for additional information.

Disinfecting Surfaces

For general environmental disinfection of **high touch surfaces** use spray bottles or wipes. The contact time as per manufacturer's instructions.

How to Disinfect

- Put on rubber or **heavy-duty nitrile gloves**, a mask can be used if the employee has scent sensitivities

- **Spray or wipe** solution and **leave** on the surface for the appropriate disinfecting **contact time**. Ensure the spray setting is **on stream** and not mist
- Once the disinfecting **contact time** has **elapsed**, the surface has now been disinfected
- **Any surface** that food or children may **come in contact** with requires a **final rinse**
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel

Cleaning and Disinfection frequency requirements

Childcare centres premises should be **cleaned daily**. Centre keeps a cleaning and disinfecting log to track and demonstrate cleaning schedules.

Clean and disinfect upon **staff's** ENTRY to centre:

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon **children's** ENTRY to centre:

- Any hard surfaces such as water bottles, containers

Frequencies

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher.

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected **before and after each use**
- **Spills:** must be cleaned and disinfected **immediately**
- **High Touch surfaces:** these are surfaces that have **frequent contact** with hands, food, and other objects. These surfaces (e.g. counter tops, trolley's, sinks, door handles) must be cleaned at least **twice per day** and as often **as necessary** (i.e., when visibly contaminated)
- **Low-touch surfaces:** any surfaces at your location that has **minimal contact** with hands, must be cleaned and disinfected **daily** (e.g. Window ledges, doors, sides of furnishings etc.)

However, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.

Cutting Surfaces and Utensils

- **All cutting** of food must be done on a **plastic cutting board** and used for **1 single task** at a time.
- **Cutting boards** must be **routinely cleaned** in hot water, sanitized and rinsed after each use. Care must be taken not to transfer contamination of one food to another.

- **Knives** used to cut or slice food items should not be used for other foods or other items, unless the knife has been adequately cleaned with hot water, sanitized, and rinsed.

Clean and disinfect frequencies for other surfaces and items:

- **Highchairs:** must be cleaned and disinfected **before and after** serving food
- **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected **at least two times per day** and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- Only **one cohort** should access the washroom **at a time** and it is recommended that the facilities be cleaned **in between** of each use, particularly if different cohorts will be using the same washroom.
- **Floors:** cleaning and disinfecting must be performed **as required**, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- **Floor Mats:** cleaning and disinfecting must be performed **throughout** the day, and at a **minimum of twice daily**
- **Outdoor play equipment:** must be cleaned as **required** (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.
- **Staff** will focus on proper **hand hygiene** of children **before and after** using shared play structures.

Other shared items: e.g., phones, attendance binders etc., these must be disinfected **between users**.

Note: Most areas do not require a **final** rinse if children **do not come** into contact with them.

Clean and disinfect as required

Blood/Bodily Fluid Spills

Using the steps below, the surface must be **cleaned first** then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag

7. Spray Ready-to-Use Disinfectant in and around the spill area and allow the appropriate disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Crib and cot cleaning and disinfecting:

- Cots and cribs must be **labelled** and assigned/designated to a **single child** per use
- Cots must be **cleaned and disinfected before** being assigned to a child and **after** each use.
- **Blankets/sheets** must be assigned to an **individual** child, stored **separately** to prevent accidental sharing and in manner that prevents contamination.
- **Blankets/sheets** to be laundered **weekly** and as often as **necessary** (i.e. when soiled).
- **High touch** surfaces **on cots** must be disinfected **at least twice per day** and as often **as necessary**

Additional Infection Prevention and Control Practices for Hygiene Items

- Pacifiers must be individually **labelled** and stored **separately** (not touching each other), they must **not be shared** among children. The pacifier must be **washed** in soap and water **upon arrival** to the centre
- **Label** individual hygiene items and store them **separately**
- For creams and lotions during diapering, **never** put hands **directly** into lotion or cream bottles, use a tissue or single-use gloves. **Upon arrival** to the centre, **wipe** the cream/lotion container with a **disinfecting** wipe.

If using **chlorine bleach solutions**, prepare them according to the instructions on the label or in a ratio of:

- 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or
- 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
- Ensure a minimum of **two minutes** contact time and allow to air dry.
- Prepare **fresh** bleach solutions daily.

VitalOxide is an EPA registered **hospital disinfectant cleaner**, mold killer and super effective odour eliminator. Ready to use with no mixing required, just spray, wipe or fog right from the bottle.

- **No special** handling instruction
- **Odourless**, won't alter the taste of food on sanitized surfaces
- **Non-corrosive** and safe on treated articles like carpeting, fabrics etc.
- **Non-irritating** to skin, **no glove** required
- **Hypo allergenic** - allergen reducing formula
- **PH balanced** at 8.5
- **100% biodegradable**
- **Environmentally friendly** - dissociate into sodium chloride (**table salt**)
- **No rinse is required**, just let it dry out

If using **Vital Oxide**, use:

- undiluted for disinfection
- dilute 5:1 for sanitization (carpet and fabrics)
- dilute 9:1 for sanitization of floors and hard surfaces
- dilute 9:1 for sanitization of food surfaces

Toy/Education material disinfection

Procedures

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Principal must be advised of any concerns regarding toys and equipment.

If **sensory materials** (e.g., playdough, water, sand, etc.) are **offered, emphasis** should be placed on **hand hygiene** before and after the use of materials.

Group sensory play activities will be **suspended**, if **an outbreak** is declared at childcare facility.

- All **toys** that are **plush** must be **removed** and not used in play, these include, stuffed animals, hand puppets, cloth toys etc.
- All **porous** toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.
- Ensure all **shared** items are cleaned and disinfected **between users**.
- It is **recommended** that items such as **books, puzzles, and cardboard/boxboard** that are **absorbent** and **cannot** be easily cleaned and disinfected are **removed**.
- Items that **cannot** be **readily** cleaned and disinfected (e.g. books) will be **batched**. **Batched** items can be rotated on a **weekly** basis.

- Items should be **taken out** of rotation after use, **placed** in a sealed container and set aside for **seven days** before reusing.
- Consider providing **individualized** bins or packs for **art** materials and supplies for each child. **Label** these bins **to prevent** accidental sharing.
- Children **must** perform hand hygiene **before and after** using outdoor play structures.
- Should any **child** present with **symptoms** of COVID-19, all toys, education material and equipment accessed by the child will be **removed** from the room to be cleaned and disinfected as soon as **possible**.

Small Toys / Education material - Cleaning and Disinfection

Step 1 - **Inspect** toys / education material to ensure there are no **broken** parts or jagged **edges**

Step 2 - **Inspect** toys / education material to assess the cleanness/visible **dirt**

If toys / education material **is not visibly** dirty:

Step 3 - **Spray VitalOxide** on toys / education material

Step 4 - Air dry education material by placing them on a drying tray/designate place

If toys / education material **is visibly** dirty:

Step 3 - Wash with **soap and warm water** or **wet cloth** to clean visible dirt

Step 4 – If cleaned with soap, rinse soap off with clean water

Step 5 - Disinfect by either **immersing** in a mix of **bleach and water** (see chart for proper mix) or **spray VitalOxide** on the toy/education material

Step 6 - **Air dry** toys by placing them on a drying tray/designate place

Items that come in contact with **food or mouths** (like baby bottles or toys), **rinse** with warm water and let air-dry.

Large Toys/Equipment/ Education Material - Cleaning and Disinfection

Step 1 – **Inspect** toys / education material to ensure there are no **broken** parts or jagged **edges**

Step 2 - **Inspect** toys / education material to assess the cleanness/visible **dirt**

If toys/education material **is not visibly** dirty:

Step 3 - Disinfect by spraying **VitalOxide/bleach solution** or wipe with wipes

Step 4 – Depending on used wipes, final rinse maybe required using a single-use wet paper towel

Step 5 - Allow toys/equipment to air dry.

If toys/education material **are visibly** dirty:

Step 3 - Clean with soap and water using a cloth or wet cloth

Step 4 - Wipe with a clean wet cloth to rinse

Step 5 - Disinfect by spraying **VitalOxide**/bleach solution or wipe with wipes

Step 6 – Depending on used wipes, final rinse maybe required using a single-use wet paper towel

Step 7 - Allow toys/equipment to air dry.

Do not spray product to toys/education material and surfaces when children or other staff **are nearby**.

Frequencies and Toy/Education material Cleaning Schedules

- Staff person responsible for the area will log the cleaning into the Disinfecting logbook.
- Toys, including large toys, cribs, cots equipment and high touch items will be cleaned and disinfected **at least two times per day** and **as often as necessary** i.e., when toys/items are **visibly soiled** or when toys/items have been **contaminated** with body fluids.
- Toys and items such as **electronic devices** should be cleaned and disinfected between users **prior to redistributing**.

Handling used Toys/Education material

- Toys/education material that have become **visibly dirty** or that have come into **contact** with **body fluids** (e.g., toys that have been mouthed) should be taken out of circulation **immediately** and cleaned and disinfected **immediately**.
- Toys/education material that **cannot** be cleaned and disinfected **immediately** should be placed in a **designated** dirty toy/education material **bin**.
- The bin should be clearly **labelled** and **inaccessible** to children.