

Environmental Cleaning and Disinfecting Procedure Policy

Promised Future is committed to providing a safe and healthy environment for children, families and employees. Promised Future will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by York Region Public Health regarding cleaning and disinfecting in our program.

All employees, students and any other persons that enter the premise and engage in the program must adhere to the following procedures.

Procedures

A cleaning and disinfecting log will be kept to demonstrate cleaning schedule. Each cohort will also keep a log of disinfection of toys and washrooms.

To stop the chain of transmission, cleaning and disinfection of surfaces and items play an important role.

- Items that need to be sanitized can be cleaned using disinfectants that are routinely used at Promised Future.
- Frequently touched surfaces will be cleaned, and disinfected at least twice per day or more often as required. This may include learning materials, tables, chairs, door knobs, light switch etc.
- Increased frequency of cleaning and disinfecting objects, toys and high touch surfaces.
- Efforts will be made to limit the sharing of items, and will be cleaned and disinfected, after each use.
- Enhanced hand washing routines will be encouraged throughout the day.
- Ensure that all toys used at the centre are made of material that can be easily cleaned and disinfected. All plush toys and cloth items have be removed.
- Mouthed toys will be disinfected immediately after each use.
- Group sensory will be discontinued. Individual sensory items such as playdough and goop must be individual and discarded after use. (Playdough can be stored in an individually labelled bag for the child to use for that day. It can never be shared with another child).
- Toys/supplies that have been used by the children and require sanitation should be placed in a bin and disinfected at a later time. Toys/supplies should not go back on the shelf once they have used until they have been sanitized and dried.

Cleaning and Disinfection frequency requirements

- Clean and disinfect upon ENTRY to childcare: Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers
- Clean and disinfect upon children's ENTRY to childcare: Any hard surfaces such as water bottles, containers, bags.
- Washrooms will be disinfected after each use for employees and for each child.
- Phones, walkie-talkies and other items that may be shared between teachers in the cohort, should be disinfected right after each use.

Clean and disinfect frequencies for other surfaces and items:

- Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher.
- Tables and counter tops: used for food preparation and food service must be cleaned and disinfected before and after each use.
- Tables and chairs must be cleaned and disinfected before and after serving food as well as after each use.
- Spills must be cleaned and disinfected immediately.
- Hand wash 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)
- 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.
- Any garbage bins that need emptying during the day, will be removed by the employees and disposed of in a bin.
- Floor Mats: cleaning and disinfecting must be performed throughout the day and at a minimum of twice daily.

- High-touch surfaces: any surfaces at the centre that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.) These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- Other shared items: e.g., phones, IPADs, IPODs, attendance binders etc., must be disinfected between users.
- All items that cannot be cleaned (paper books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days after use.

Clean and disinfect daily:

- 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.)
- Sleeping cot (Ill child) and linens (Used to carry in child) must be cleaned and disinfected after use.

Disinfection and containment of items & room when isolating a child

- Employees MUST wear full PPE when disinfecting items used by a symptomatic child.
- Any contaminated articles belonging to the symptomatic child must be cleaned and disinfected at outbreak level disinfection immediately
- Any articles belonging to the symptomatic child including soiled clothing are to be sent home immediately for cleaning. Do not rinse at the centre. Place items in a plastic bag taking care not to contaminate the area.

Additional Infection Prevention and Control Practices for Hygiene Items

- It is preferred that children not use their pacifiers in the program. If pacifiers are necessary, please ensure that they are individually labelled and stored separately (not touching each other) The pacifier must be washed in soap and water upon arrival to the centre and must not be shared with any other child.
- For creams and lotions during diapering, staff will not put their hands directly into lotion or cream bottles. A tissue or single-use gloves will be used. We encourage you to provide a container of the lotion/cream to remain at the program. If a bottle/container is coming from home, employees will wipe the cream/lotion container with a disinfecting wipe. Please Label
- Linens must be washed on the “hot” setting.

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms)

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.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment and at any time where a change is required.