



The Lee Wiggins Childcare Centre CLEANING AND SANITIZING POLICY

The Lee Wiggins Childcare Centre (LWCC) ensures that daily, weekly and monthly cleaning will be conducted and signed off by staff when completed. Cleaning schedule checklist is found on the program board.

Annually, during the third week of August, the LWCC is closed for registration week. During this time, staff does a giant cleaning and sanitizing of the entire centre. This includes but is not limited to washing and disinfecting all outdoor riding toys, goo-gone tape from walls and windows, emptying, tidying up and disinfecting the storage room, as well as refurbishing and tidying up of the art centre.

Carpets and Floors

Carpets are steamed cleaned and floors are waxed quarterly. A requisition is placed and conducted by the Student Centre Building.

Bleach Solution

Three spray bottles of bleach solution are prepared daily by morning staff (kitchen, playroom, and washroom). Each bottle is labelled with the bleach and water solution (1 tsp (5 ml) of bleach to 495 ml of water).

Toy Disinfecting

Toys are disinfected on a weekly, or as needed basis in five ways: Laundry, Lysol spray, Lysol wipes, bleach and water solution, and dishwasher.

- Laundry is used to wash toys and accessories that are made from fabric.
- Lysol spray is used outdoors and out of children's reach. It is used for fragile items made from fabric (i.e., some costumes, dolls, etc.).
- Lysol wipes are used for wooden toys and battery operated toys.
- The bleach solution is used to disinfect plastic toys, children's cots, non battery operated electronics and play mats. After each use, the disinfected toy and area is left to air dry for at least one minute.
- Small plastic and metal toys that are not battery operated are disinfected using the dishwasher. 1 tsp of bleach and 1 tsp of dishwasher soap is used. Disinfected items are left to air dry for at least one minute before being put away.

All program toys are disinfected on a weekly or as needed basis. Shelves are disinfected and left to air dry before new toys are put out.

All large soft blocks and indoor riding toys are disinfected on a bi-weekly basis.



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Sensory Play Activities

- All staff and children wash their hands before and after each sensory play activity.
- Activity surfaces have been disinfected before and after each used.
- Each waterplay tub/bin is emptied and disinfected after each use (or use individual bins for each child).
- Reusable sensory materials are stored in covered containers.
- Homemade playdough is discarded daily.
- Individual bins are used for children with a cold, cough, or intestinal upset.
- All communal sensory play is suspended for a week during an outbreak.

Furniture and Appliances

Bleach solution is used to disinfect furniture (i.e., tables, chairs, diaper change tables, etc.) on a daily basis. Tables and chairs is washed using soap and water before being disinfected with bleach solution before and after each meal (snacks and lunch). Tables are disinfected with bleach solution before and after daily activities and chairs are as needed.

All furniture areas (in the main playroom) will be disinfected with bleach and water solution on a weekly basis. This ensures less cross contamination throughout the centre. These areas are air dried before new toys and accessories are added back onto the shelves.

Shelves in the back playroom (such as the transportation toy shelf and cognitive toy shelf) are disinfected bi-weekly.

Full time children's labelled beds (including sheets and blankets) are washed on a weekly basis, or as needed. Part time children's beds are not labelled. As a result, the cots, sheets, and blankets are disinfected and changed after each use.

Sheets, blankets, pillow covers, pillows, some costumes, childcare extra clothing, rags, kitchen clothes and rags are put for laundry.

The easel and art table are wiped and disinfected at the end of the day, or as needed throughout the day, using the bleach and water solution.

Telephones, light switches and doorknobs are disinfected daily using Lysol wipes.

All windows around the centre are disinfected on a bi-weekly basis using Windex.

The sofa cover is changed monthly or as needed and left out to air dry.

Used soft friends and pillows are washed every two months, or as needed.

Costumes used for the program are washed once a week before being store away.

The sinks in the playroom are disinfected at the end of the day using the bleach and water solution. The kitchen sink is disinfected after each use, as well as the end of the day.

Microwave and fridges at the LWCC (staffroom and kitchen), are disinfected on a weekly basis using soap and water.



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Washroom

- The diaper changing table is disinfected using a bleach solution and wiped dry after each use.
- Toilet seats, flush handles and the washroom sink are disinfected and wiped dry after each washroom routine or as needed.
- Washroom floors are moped after lunch washroom routine or as needed.

Toilet Routine

1. Clean hands and put on gloves
2. Assist the child with cleaning
3. Remove gloves and clean hands once again
4. Assist child with getting dressed.
5. Once dressed, ensure the child cleans hands.

Diaper Routine

1. Gather supplies before putting child on diaper change table
2. Clean your hands and put on gloves before putting child on change table
3. Remove the diaper
4. Clean the child using the daycare wipes, or (if provided) the child's own wipes.
5. Remove gloves once the child has been wiped.
6. Clean your hands
7. Apply barrier product using a tissue or another clean glove.
8. Put on a clean diaper and dress the child before assisting the child with washing their hands.

Hand Washing

It is important for all staff members at LWCC to wash their hands regularly throughout the day. Most importantly after sneezing, coughing, or blowing nose.

The steps to hand washing include:

1. Wetting hands.
2. Applying soap.
3. Lathering soap for 15 seconds. Rubbing between fingers, back of hands, fingertips, under nails.
4. Rinsing well under running water.
5. Drying hands well with paper towel.
6. Turning the tap off with paper towel.

Hand Sanitizing

1. Apply sanitizer (minimum 70% alcohol based)
2. Rub hands together
3. Work sanitizer between fingers, back of hands, fingertips, under nails.
4. Rub hands together until dry.

Cleaning Schedule and Signing Sheet for the Main Room/Foyer

WEEK #

Date:

Item/Area Disinfect	Frequency	Date	Date	Date	Date	Date
Tables & Chairs (Wood/blue/red tables blue/red/yellow chairs)	Daily					
Telephones/Door Knobs (Lysol Wipe)	Daily					
Sinks	End of day – Daily					
Washrooms	Every washroom routine	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____
Beds/Sleeping mats	Every Wed/Full Time Everyday/Part Time					
Easel	End of day – Daily Change plastic as needed					
Art Table	End of day – Daily Change plastic as needed					

FRONT ROOM Item/Area Disinfect	Frequency	Staff(s)	Date
Teacher Creative shelf (wipe-sort-restock)	Bi-weekly MONDAY		
Check info on bulletin boards/pillar/elevator room (discard outdated info)	Bi-weekly MONDAY		
Windex window/doors	Bi-weekly TUESDAY		
Update Kitchen Inventory List	Bi-weekly WEDNESDAY		
Pillow Cases	Every WEDNESDAY		
Find Me a Home Bin	Every WEDNESDAY		
Tidy Staffroom	Every WEDNESDAY		
Disinfect Toy Shelves/Furniture/Sandbox/Playroom cupboards	Every THURSDAY		
Disinfect Toys/Puzzles/Books	Every FRIDAY		
Water Plants (Office, Staffroom, Playroom)	Every FRIDAY		
Clean Out Fridge & Microwave (Staffroom, Kitchen)	Every FRIDAY		
Costume bins	Sort & Wash as needed		
Sofa Cover	As needed/NO DRYER only air dry		

(Saved as “New Cleaning Schedule and Signing Sheet”)

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WEEK #

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Tables & Chairs (Wood/blue/red tables blue/red/yellow chairs)	Daily					
Telephones/Door Knobs (Lysol Wipe)	Daily					
Sinks	End of day – Daily					
Washrooms	Every washroom routine	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____	AM _____ LUNCH _____ PM _____
Beds/Sleeping mats	Every Wed/Full Time Everyday/Part Time					
Easel	End of day – Daily Change plastic as needed					
Art Table	End of day – Daily Change plastic as needed					

BACK ROOM Item/Area Disinfect	Frequency	Staff Initials	Date
Transportation Toy Shelves	Bi-weekly MONDAY		
Wooden Cupboards	Bi-weekly MONDAY		
Cognitive Toy Shelves (Red bins, Instruments, etc.)	Bi-weekly MONDAY		
Toddler Toy Shelves	Bi-weekly MONDAY		
Yellow Shelf (Sort bins to ensure correct toys in correct bins)	Bi-weekly TUESDAY		
Soft Blocks	Bi-weekly TUESDAY		
Indoor riding toys (Seats & Handles)	Bi-weekly TUESDAY		
ABC Shelf & Lysol 3 Storied Red Fabric Bin	Bi-weekly TUESDAY		
Pillow Cases	Every WEDNESDAY		
Find Me a Home Bin	Every WEDNESDAY		
Tidy Staffroom	Every WEDNESDAY		
Disinfect Toy Shelves/Furniture/Sandbox/Playroom cupboards	Every THURSDAY		
Disinfect Toys/Puzzles/Books	Every FRIDAY		
Water Plants (Office, Staffroom, Playroom)	Every FRIDAY		
Clean Out Fridge & Microwave (Staffroom, Kitchen)	Every FRIDAY		
Soft Friends & Pillows	Every two months		

***Clean the actual shelf that the toys are on, not the toys themselves.**