



## The Lee Wiggins Childcare Centre DIAPERING AND TOILETING POLICY AND PROCEDURES

### **Policy Statement**

The Lee Wiggins Childcare Centre (LWCC) is committed to providing a safe and healthy environment for children, families and employees. LWCC will take every reasonable precaution to prevent the risk of communicable diseases within the Centre.

### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH) regarding diapering and toileting at the LWCC.

This policy applies to all employees, students, and any others persons engaged in business with the LWCC.

### **Procedures**

Diapering and toileting can pose a risk of communicable disease transmission among children and adults as a result of environmental contamination; therefore, the following steps are required in order to minimize the risk disease spread.

#### ***Diaper Change Area Requirements***

- A designated diaper changing area with a diaper change pad in good repair.
- The designated diaper changing area must be separate from a food prep area.
- If the diapering area is in a program room, then a hand washing sink must be adjacent to the diapering changing area and be used for the staff and children during the diapering process. This sink is not used for food preparation, rinsing cloths, soiled clothing, toy or utensil washing or dumping liquid waste.
- A separate handwashing sink is required in the room for the use of children and staff, and may also be used for disposing liquid wastes such as leftover milk and water.
- Hand washing sink(s) are equipped with soap in a dispenser, running hot and cold water, and paper towels.
- Hand washing sinks must be cleaned and disinfected daily and additionally as required.
- Single-use disposable gloves are required.
- Separate diapers and ointments/creams (ointments/creams must be labelled for each child).
- Bleach solution disinfectant, must be labelled and stored out of reach of children.
- Hand sanitizer available and stored out of reach of children.
- TPH hand washing and hand sanitizing procedures are posted at sink level or as close to sink level as possible.
- Diapering and toileting procedures shall be posted in diapering/toileting areas and followed by all employees.

#### ***Surfaces***

- Diapering surfaces shall be constructed of a smooth, non-porous, non-absorbent material that is easy to clean (i.e. a washable pad covered by smooth vinyl). These surfaces must be free of cracks.
- Diapering surfaces must be disinfected after each use, and additionally if necessary.



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### ***Toileting Area Requirements***

- Hand wash sinks shall be equipped with soap in a dispenser, running hot and cold water, and paper towels. If either hot or cold water is not available, please ensure water temperature is tepid (warm).
- Hand washing sinks must be cleaned and disinfected daily and additionally as required.
- Single-use disposable gloves are required.
- Hand sanitizer available.
- Bleach solution disinfectant, must be labelled and stored out of reach of children.
- TPH hand washing and hand sanitizing procedures are posted at sink level or as close to sink level as possible.
- Diapering and toileting procedures shall be posted in diapering/toileting areas or as close as possible and followed by all employees.

### ***Waste***

- Garbage pails shall have a leak proof plastic liner (garbage bag).
- Garbage pails for diapers and organic waste must have a lid that is foot activated.
- Garbage pails must also be constructed of metal/non-flammable material.

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a TELCCS centre and annually thereafter and at any time where a change is made.

Reference(s): Toronto Public Health Guidance Document 2017

Date Approved: January 2017

Effective Date: January 2017

Next Review Date: January 2018