



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

### **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.

The 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.

### **Purpose**

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

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

### **Definitions**

*Cleaning*: the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. You require warm water, detergent and mechanical action to clean surfaces. Rinse with clean water after to ensure detergent is removed.

*Disinfecting*: a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms.

### **Background Information**

Increased rates of childhood infections are influenced by physical environments. Maintaining clean and healthy environments in the LWCC will help prevent and control the spread of infectious diseases. Cleaning and disinfecting are an integrated part of ongoing operating practices, and scheduled cleaning routines and policies contribute to an overall safe and healthy environment for employees, children and visitors.



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

### Policy Details

#### **Cleaning**

Use detergent and water. Once cleaned, rinse the surface with clean water.

*To clean:*

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

#### **Disinfecting**

Bleach has been approved by the LWCC for use as a disinfectant.

*Prepared Daily: Animal Cages, Diaper Change Tables, Lunch Tables, Play Mats, Toys and Water Play Tables*

- 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 warm water).
- Ensure spray setting is on stream not mist.
- A minimum of one (1) minute contact time or allow to air dry.

*To disinfect:*

1. Gather required materials.
2. Perform hand hygiene prior to putting on personal protective equipment (PPE) (i.e., gloves and mask if employee has scent sensitivities).
3. Clean the area with water and detergent.
4. Apply disinfectant. Once the disinfecting contact time has elapsed, the surface has now been disinfected and is ready for use. If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with paper towel or a dry clean cloth.
5. Remove PPE.
6. Clean your hands. Follow the Hand Washing or Hand Sanitizer Information Sheet(s).

*Prepared As Needed: Blood Spills and Body Fluid Spills*

- Bottle is labelled with the bleach and water solution (10 tsp (50 ml) of bleach to 450 ml of warm water).
- Ensure spray setting is on stream not mist.
- A minimum of one (1) minute contact time or allow to air dry.

*To disinfect:*

1. Isolate the area around the spill so that no other object/humans can be contaminated.
2. Assemble required cleaning materials. Perform hand hygiene prior to putting on PPE\*.
3. Inspect the area around the spill for splash and splatter.
4. If broken glass or other sharp objects is present, use a brush and dustpan to pick them up.
5. Clean spill with paper towels\*\*, water and detergent.
6. Discard paper towels immediately.
7. Rinse with clean water prior to applying disinfectant.
8. Disinfect the area and allow the appropriate disinfecting contact time.\*
9. Remove PPE.
10. Clean your hands. Follow the Hand Washing or Hand Sanitizer Information Sheet(s).
11. If spill occurs on carpet, follow steps 1 – 10, then steam/wet clean carpet.

\*Refer to Guidance Document, Environmental Cleaning and Disinfecting.

\*\*Any type of material used for clean-up must be discarded after use.



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

All products must be out of reach of children, labelled and must have material safety data sheets (MSDS) up to date (within three years), and stored in the WHMIS folder located on the staffroom desktop computer.

### **Disinfecting Schedules**

#### ***Clean/Disinfect Throughout the Day***

- Tables and countertops used for food preparation and food service must be cleaned and disinfected before and after use; rinse with clean water after disinfecting.
- Spills: employees must clean and disinfect spills promptly.
- During an outbreak: Cleaning and disinfecting should be done often throughout the day as the risk of environmental contamination is higher.

#### ***Clean/Disinfect Daily***

- Hand wash sinks in washroom areas by custodial staff and additionally as required by employees.
- Floor cleaning must be performed daily by custodial staff.
- Carpets are to be vacuumed daily by custodial staff.
- High-touch surfaces (any surface at your location that has frequent contact with hands), must be disinfected daily (and cleaned prior to disinfection if visibly dirty), or as necessary by employees.

#### ***Clean/Disinfect Monthly***

- Low-touch surfaces (any surface at your location that has minimal contact with hands), must be cleaned and disinfected monthly.

#### ***Clean/Disinfect as Required***

##### ***Cots & Mats***

- Must be cleaned and disinfected before being assigned to another child.
- All cots and mats are to be maintained in good repair.
- High touch surfaces on cots and mats must be disinfected daily and frequently during an outbreak.
- Bedding (sheets and blankets) are assigned to each full time child and laundered when soiled or wet, and weekly.
- Bedding (sheets and blankets) for part time children are laundered after each use.
- Cots must be labelled and assigned/designated to a single full time child.
- As an additional precaution during outbreaks, launder bedding and disinfect sleep equipment of any disinfected child daily.

#### ***Cleaned/Disinfected throughout the Year***

- The Centre is cleaned and disinfected on a weekly basis as posted on our Cleaning Schedule Checklist.
- The entire Centre is cleaned and disinfected when the LWCC is closed for registration week.
- Carpets and floors are vacuumed and swept on a daily basis. They are cleaned quarterly.



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

### Additional Infection Prevention and Control Practices

- For creams and lotions during diapering, never put hands directly into lotion or cream bottles
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing document by TPH.

### Carpets and Floors

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

### 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.

### 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.



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

### **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.

### **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.



## The Lee Wiggins Childcare Centre ENVIRONMENTAL CLEANING AND DISINFECTING POLICY AND PROCEDURE

### **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.

### **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 at the LWCC 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