



## The Lee Wiggins Childcare Centre LAUNDRY 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 biological, chemical and physical hazards within the Centre

### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH) for doing laundry safely at the LWCC.

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

### **Procedures**

#### ***Laundry Schedule***

All bed linens and blankets are to be changed and laundered weekly and more often if required (i.e. linen is soiled) for full time children's beds, after every use for part time children's beds.

#### ***Soiled Laundry***

- All employees are to wear gloves when handling soiled laundry. Gloves are to be removed, disposed of and hand hygiene performed prior to touching clean linen or returning to the program.
- Children's soiled clothing (including cloth diapers) must be sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag); solid stools must be disposed of in the toilet prior to bagging clothes.
- Soiled and/or wet clothing and towels are not to be left in laundry bins overnight.
- When dealing with the Centre's owned heavily soiled linen (HSL) you must ensure the following:
  - Hand hygiene is performed before and after glove use.
  - Gloves are worn.
  - Place HSL in a plastic bag to avoid contamination with other soiled linens.
  - Rinse/remove any particles (i.e. vomit, blood) into the empty laundry sink.
  - Clean and disinfect the laundry sink after removing HSL.
  - Wash HSL separately from other soiled linens.
  - After HSL linens have been washed, disinfect the washer using disinfecting procedure below.

#### ***Laundry Facilities***

- Prior to operating the washer and dryer, read the manufacturer's instructions on use.
- Use laundry facilities for the Centre's linens and supplies only.
- Keep all laundry in laundry bins until ready for washing.
- Choose water temperature according to the fabric being washed. Measure the detergent per directions. Use complete wash and rinse cycles.
- If there are head lice or scabies at the Centre, use the hot water in the washing machine and hottest temperature in the dryer.



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- Ensure laundry sink is cleaned and disinfected regularly.
- Remove lint from the dryer when removing clean dry laundry.
- Keep washer door open at night to allow for it to dry out.
- Laundry products need to be stored/locked and kept out of reach of children.

### ***Laundry Equipment Cleaning and Disinfecting***

- Disinfect the washer after removing HSL and as needed:
  - Perform hand hygiene and put on gloves.
  - Remove any visible dirt or particles from the inside of the washer.
  - Spray and wipe bleach solution inside the washer and door.
  - Remove gloves and perform hand hygiene.
- Clean the washer using CLR and as needed
  - Perform hand hygiene and put on gloves
  - Disinfect washer, as per instructions above
  - Add 1 tsp of CLR to the inside of the washing machine
  - Remove gloves and perform hand hygiene
  - Run the washer on a normal cycle with hot water

### **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