



Enhanced Environmental Cleaning and Disinfecting Policy- Covid-19

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Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, 2020, November 23, 2020, October 8, 2020, July 10, 2020, Ministry of Education Operational Guidance Version 4 November 2020 Version 3, August 2020 Reopening Childcare Risk Assessment

Approved by the Board of Directors: July 22, 2020

Policy

Orde Day Care is committed to providing a safe and healthy environment for staff, children, and families. Orde Day Care will take every reasonable precaution to prevent the risk and spread of COVID-19 within our Centre, by implementing enhanced environmental cleaning and disinfecting procedures.

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve during a pandemic.

Purpose

To ensure that all employees are aware of, and adhere to, the directives established by Toronto Public Health (TPH), and the Ministry of Education regarding enhanced environmental cleaning and disinfecting at Orde Day Care Centre

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, dish soap, and mechanical action (i.e. wiping) are required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., bleach 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). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with require a final rinse after the required contact time is observed.



Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labeled, and must have Safety Data Sheets (SDS) up to date (within three years) which are stored in the WHMIS binder. Ensure the expiry dates are checked and that all manufacturer instructions are followed.

Cleaning is the essential first step in a cleaning and disinfection procedure. Without cleaning, dirt or organic matter can interfere with the disinfectant's ability to kill pathogens (germs) present on surfaces. If you are cleaning multiple surfaces, move from the least- to most-soiled areas to reduce the risk of spreading contamination.

Cleaning and Disinfecting Training for Staff will Include the Following:

- How to use cleaning agents and disinfectants
- Information regarding contact times or the use of new disinfecting products is communicated to staff
- Information regarding contact times or the use of new disinfecting products is communicated to staff
- Labels on disinfectant bottles have the appropriate contact time and first aid measures listed
- Safety precautions and required personal protective equipment (PPE)
- Directions for where and how to securely store cleaning and disinfectant supplies

Proper Cleaning Includes 3 Steps

1. Wash all surfaces with soap and water using friction to remove dirt or organics to clean visibly soiled surfaces.
2. Rinse with clean water (warm to tepid temperature preferred) to ensure detergent is removed.
3. Air dry or use a single-use paper towel

Disinfecting:

When Disinfecting, only products that have a Drug Identifications Number (DIN) can be used. A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. The Accelerated Hydrogen Peroxide products approved for use in Orde Day Care Centre to be used in concentrate, and wipe form:

- Oxivir TB and Oxivir Five 16
- Optim 33tb and Optim 1
- Accel INTERVention
- Steri Wipes Virucidal Wipes



All of the above disinfectants are considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface. Ensure that all manufacturer labels and safety data sheets (SDS) are read and understood. All appropriate contact times and Personal Protective Equipment (PPE) use must be adhered to for each individual item. Refer to WHIMIS and ask your supervisor if you have any questions.

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution, use wipes or the premixed spray, the contact time for disinfecting
- Optimum 33- 1 minute
- Oxivir Plus – 5 minutes
- Accel wipes- 3 minutes
- Steri wipes- 30 seconds
- For all other toy cleaning and disinfecting use Optimum 33.
- Refer to Toy Disinfection Procedures for further guidance

Disinfecting using Accelerated Hydrogen Peroxide Spray and Wipes:

- Prepare diluted disinfectant based on manufacturers instructions (Oxivir Plus)
- Put on rubber or heavy-duty nitrile gloves and mask if the employee has scent sensitivities. If cleaning blood/bodily fluids a surgical mask must be used.
- Spray or wipe on the disinfectant and leave wet on the surface for the appropriate disinfectant contact time (1-5 minute- check label for exact contact time). Ensure the spray setting is on stream and not mist, following manufacturers' instructions
- Once the disinfecting contact time has elapsed, the surface has now been disinfected
- Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, cots, floor, toy shelves)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel
- Kitchen staff to check expiration dates upon restocking of new disinfectant bottles
- Monthly checks of the supply of disinfectant and sanitizing wipes as applicable will be conducted by the Cook and Supervisor
- Wipes should be not be used and should be discarded if they are found to be dry in the container

Clean and Disinfect Frequencies for Other Surfaces and Items

Cleaning and disinfecting routines must be increased as the risk of environmental contamination are higher for the following:

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use.

Lunch Tables/High Chairs: must be cleaned and disinfected before and after serving food.



Spills: must be cleaned and disinfected immediately.

Washroom and sink areas: staff and children washroom areas must be cleaned and disinfected between cohorts. The washroom does not need to be cleaned between each user as long as they belong to the same cohort.

Change Table/Mats: area to be cleaned and disinfected after each use

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

Floor Mats: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily

Outdoor play equipment: must be disinfected before each group uses it, and additionally, as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.

A large pump and spray bottle have been made available to disinfect the outdoor toys with bleach and water

High-touch surfaces: any surfaces in the centre that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, cupboard handles, sinks, toilets, elevator buttons, handrail in the elevator, tables not used for food and chairs, 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).

Faucets and toilet handles must be cleaned and disinfected by in shared washroom between cohorts (school age programs)

Other shared items: e.g., phones, computer keyboard, stereos, radios, handles, attendance binders, walkie talkies etc., these must be disinfected between users.

Shared Toys and Balls: must be cleaned and disinfected between users

Note: Most areas are best cleaned with wipes and do not require a final rinse if children do not come into contact with them.

Cleaning Logs

Cleaning logs will be completed as required dependent on frequency, after each use, daily, twice a day for all the items in the room

- Toys and materials used in the program,
- All furnishings and affixed items in the room (window ledges, children's chairs)
- Cots and cribs
- Individual play items

Clean and Disinfect the Following Areas 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, chairs, bookshelves, shelving, etc.)

Clean and Disinfect as Required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

- Isolate the area around the spill so that no other objects/humans can be contaminated
- Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves
- Soak up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
- Clean the spill area with detergent, warm water, and single-use towels
- Rinse to remove detergent residue with clean water and single-use towel
- Discard used paper towels and gloves immediately in a tied plastic bag. Do not use the existing garbage bin in the area.
- Perform hand hygiene and put on a new pair of gloves
- Spray the disinfectant in and around the spill area and follow the appropriate disinfecting contact time.
- A final rinse is required if children come into contact with the area.
- Remove gloves as directed and discard them immediately.
- Perform hand hygiene as directed.

Notes:

If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.

If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet. Contact the Caretaker to arrange for cleaning.

Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster for further guidance

Cot /Crib Cleaning and Disinfecting:

- Cots/cribs must be labelled and assigned/designated to a single child per use
- Cots/cribs must be cleaned and disinfected before being assigned to a child
- Cots/cribs must be cleaned and **disinfected weekly**
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be changed weekly and stored separately to prevent accidental sharing and in a manner that prevents contamination
- Bedding must be laundered on the “hot” setting.



- Cots that sag should not be used, bed frames and legs must be cleaned and disinfected before use

Additional Infection Prevention and Control Practice for Hygiene Items

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children.
- The pacifier must be washed in soap and water upon arrival to the centre
- Label individual hygiene items and store them separately
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves.
- For Toy Cleaning and Disinfecting, please refer to the Enhanced Toy Disinfection Procedures.
- Children's water bottles will be left at the centre and sent down with the dishes at the end of the day to be cleaned and disinfected

Cleaning and Disinfecting of Shared Spaces-

The high touch areas in shared classrooms are disinfected by the childcare staff and teacher prior to the children in other classrooms joining the children in a different cohort room-

Floors will be mopped / disinfected by the caretaking staff upon dismissal of children and before the Daycare children Rooms 6 and Rm 25 and 27(current staff room).

All the children currently enrolled in Room 5 are in the same cohort as the FDK program

All toys and materials that are used by the daycare children are not shared with the school cohort. Environmental cleaning of these classrooms is completed during the school day and by the daycare staff at the end of the day

The shared space in Room 26 and Room 27 has been designated exclusive to the daycare as of September 15, 2020.

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, upon the introduction of a new policy, annually, and at any time changes are made.

I acknowledge receipt of the Orde Day Care Enhanced **Environmental Cleaning and Disinfecting Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the Enhanced **Environmental Cleaning and Disinfecting Policy and Procedures**. I understand that if I have questions, at any time, regarding the policy and procedure, I will consult with my immediate supervisor.



Please read the Enhanced **Environmental Cleaning and Disinfecting Policy and Procedures** carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:

Simple steps to washing and disinfecting furnishings/large objects

WASHING

1. Wash all surfaces with soap and water using friction to remove dirt or organics to clean visibly soiled surfaces with single use paper towel.
2. Rinse with clean water on a single use paper towel (warm to tepid temperature preferred) to ensure detergent is removed
3. Air dry or use dry paper towel

DISINFECTING

4. Put on rubber or heavy-duty nitrile gloves and mask if the employee has scent sensitivities. If cleaning blood/bodily fluids a surgical mask must be used.
5. Spray or wipe on the disinfectant and leave wet on the surface for the appropriate disinfectant contact time (1 minute). Ensure the spray setting is on stream and not mist, following manufacturers' instructions
6. Once the 1-minute disinfecting contact time has elapsed, the surface has now been disinfected
7. Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, cots, floor, toy shelves)



8. If the surface continues to be wet, you may wipe it dry with a single-use paper towel

CONTACT TIMES:

OPTIMUM 33 1 MINUTE

ACCEL WIPES -3 MINUTES

OXIVIR – 5 MINUTES