



Enhanced Toy Cleaning and Disinfecting Policy and Procedure- Covid-19

Created: July 17, 2020

Revised: January 5, 2021

Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, January 4, 2021, July 10, 2020, Ministry of Education guidance June 10, 2020, Reopening Child Care Risk Assessment

Approved by Board of Directors:

Policy

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.

We will be suspending the use of all porous toys and materials that cannot be effectively cleaned and disinfected, this includes but is not limited to:

- Plush toys
- Cloth Puppets
- Wooden toys and materials
- Paper books- unless designated for individual use for the week
- Dramatic/dress up clothes
- Modelling materials such as playdough, plasticine, bubbles, goop that is not set up or maintained for individual use
- Sand and water experiences
- Any toys that can hold water

An enhanced toy and environment cleaning schedule will be posted and completed on a daily basis for all program rooms which:

- identifies the areas and items to be cleaned and disinfected,
- the frequency of this cleaning and disinfecting
- the staff names/initials who will be responsible and completed the cleaning and disinfecting;
- and accessible information regarding the cleaner and disinfectant being used.

Cleaning: Cleaning must always be done before disinfecting. Cleaning is the physical removal of visible dirt or organic matter from toys, equipment and surfaces. There are three steps in the cleaning process: **wash, rinse and dry.** All three steps must be done properly before toys, equipment or surfaces can be considered clean and ready to be disinfected

Disinfecting: A process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. Disinfectants are only effective if the surfaces, equipment or toys have been thoroughly cleaned first. Disinfectants must be applied for the correct period of time (contact time) and the correct strength (concentration) to achieve proper disinfection. Surfaces and equipment should always be air dried after cleaning and disinfecting.



Contact time: Contact time is the length of time surfaces of the toys and equipment are exposed to a chemical to achieve the appropriate level of disinfection. Disinfectant contact times can range from one to thirty minutes or more. Contact time depends on the type of disinfectant used, the strength of the product and type of pathogens to be killed. Disinfectants are only effective when applied for the correct contact time. If a surface disinfectant requires 1 minute to be effective, it will not do its job if it is wiped off immediately or within 30 seconds.

Procedures:

Staff must ensure the following to reduce the risk and spread of COVID-19 among children when playing with toys

- Only choose toys that can be cleaned and disinfected
- Increase the frequency of cleaning and disinfecting toys
- Clean toys when visibly dirty and twice a day at a minimum
- Clean and disinfect all toys, each toy should be cleaned and disinfected before being placed back into circulation
- Do not share toys with other groups/cohorts/rooms unless they have been washed and sanitized before being shared with another group
- Toys including large toys, cots, equipment and high touch areas must be disinfected at least two times per day and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with bodily fluids
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing
- Refer to Orde Day Care's Toy Cleaning and Disinfecting Policy and Environmental Cleaning and Disinfecting Policy and Procedure for more guidance.

When a toy is mouthed/contaminated with bodily fluids

- Remove the toy immediately from the child after the play session
- Toys and equipment that cannot be cleaned and disinfected immediately should be placed in the designated dirty toy bin
- The bin must be clearly labelled and inaccessible to the children
- Clean and disinfect the mouthed/contaminated toy
- Let air dry

Toy Cleaning and Disinfection

- When cleaning and disinfecting toys you must wear the appropriate personal protective equipment (PPE):
 - When mixing bleach wear rubber gloves and a mask
 - When using Optimum 33/ Oxivir or Accel wipes wear rubber gloves
 - When cleaning and disinfecting: rubber gloves and mask (if you have scent sensitivities)
- Toys must be cleaned and rinsed prior to disinfection

Manual cleaning and Disinfecting

Toronto Public Health's Three Compartment Sink/Bin Method when using bleach

Step 1: Perform hand hygiene, then put on gloves (see Hand Hygiene Procedure for glove use)

Step 2: 1st sink/bin: wash toys with soap and water



Step 3:/2nd sink/bin: rinse toys of soap off with water

Step 4:/ 3rd sink/bin: soak the toys in a bin or sink of disinfectant.

Step 5: Let the toys sit for the appropriate contact time five (5) minutes bleach

Step 6: Rinse toys with clean water, then air dry.

Step 7: Initial and date toy washing schedule

Step 8: Ensure bleach products are stored out of reach of the children in a non-accessible area

Toy Disinfecting Procedures- Using Optimum 33/Oxivir

Step 1: Perform hand hygiene, then put on gloves (see Hand Hygiene Procedure for glove use)

Step 2: Spray the premixed Optimum 33 on to the toy surface.

Step 3: **Ensure one (1) minute of contact time- Optimum**
Ensure five (5) minute of contact time- Oxivir

Step 4: Allow the toy to air dry in areas protected from contamination – do not place toys to dry on change table pad, bathroom area

Step 5: Optimum 33 must be kept away from children in a locked non-accessible area

Toy Washing/Disinfecting Procedures- Using the Dishwasher

If using the dishwasher for toy washing you must ensure the following:

- The rinse cycle must meet a minimum of 82 degrees Celsius
- Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation, serving)
- Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin
- Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water
- Toys are air dried
- The kitchen is clean and tidy when you have completed toy washing
- Toys are delivered to the bench or table outside of the program rooms the following day

Toy Washing Procedure when using the washer and dryer

1. All bedding will be washed and dried on a daily basis
2. All laundry will be picked up from the room and delivered back once cleaned

Toy Washing Procedure for Large Toys/Equipment in Place

1. Clean with a spray bottle that contains soap and water and a clean cloth
2. Wipe with a separate clean cloth to remove soap residue
3. Disinfect by spraying with Optimum 33/Oxivir or wiping with an Accel wipe
4. Let sit for one minute
5. Rinse with a wet paper towel and air dry

Disinfectant – Kitchen Staff responsibilities

- Date of expiration of Optimum 33, Oxivir bottles and wipes are checked upon delivery



- The stored disinfectant is within the predetermined shelf life
- Testing strips are available for testing potency of Optimum 33
- Logging of test is undertaken and posted
- SDS sheet is available for staff reference

Policy and Procedure Review:

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

I acknowledge receipt of Orde Day Care **Enhanced Toy Washing Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Enhanced Toy Washing 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 Toy Washing 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: