



Environmental Cleaning and Disinfecting Policy- Pandemic/COVID

Created: May 11, 2020, revised July 2, 2020

Reference: Toronto Public Health EMERGENCY CHILD CARE CENTRES document

Policy Statement

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

Purpose

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 evolves.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with Orde Day Care

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 kill microorganisms. Warm water, dish detergent and mechanical action (i.e. wiping) is 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., Optimum-33 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, requires 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, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder.

Cleaning

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

Disinfecting

Accelerated Hydrogen Peroxide was approved by TPH for use in our child care centres as a disinfectant. The AHP disinfecting products used in Orde Day Care is Optimum 33 a high-level disinfectant which is



defined as the complete elimination of all microorganisms in or on a surface.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Optimum 33 -the contact time for disinfecting is **1 minute**

Refer to Toy Disinfection Procedures for further guidance.

- Disinfecting using Optimum 33
- Put on rubber or heavy-duty nitrile gloves and mask, if the employee has scent sensitivities
- Spray Optimum 33 solution and leave on the surface for the appropriate disinfecting contact time (**1 minute**). Ensure the spray setting is **on stream**
 - and not mist, following manufacturers instructions
 - Once the **1-minute** 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, high chair tray, 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 hand sanitizer and sanitizing wipes as applicable by the Health and Safety reps
 - Staff to wear to ppe when required such as gloves when using disinfectant or sanitizing wipes
 - Wipes should be not be used and discarded if they are found to be dry in container

Cleaning and Disinfection frequency requirements

Clean and disinfect upon ENTRY to child care (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon children's ENTRY to child care:

- Any hard surfaces such as water bottles, containers, bags containing diapers, baby bottles, formula or diaper creams

Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

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

Highchairs: must be cleaned and disinfected before and after serving food

Spills: must be cleaned and disinfected immediately

Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).

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

High-touch surfaces: any surfaces at your location that has frequent contact with hands must be cleaned twice a day

- light switches,
- shelving,



- containers,
- hand rails,
- door knobs,
- cupboard handles
- sinks, toilets,
- elevator buttons,

- **fridge and freezer handle and fronts**
- tables not used for food and chairs

Cleaned between users

- phones
- stereos
- attendance binders (stored in plastic or wipeable binder)
- **brooms and mops,**
- **centre strollers,**
- **walkie talkies**
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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).

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

Attendance binders: must be replaced or stored in plastic folders

Note: Most areas are best cleaned with Optimum 33 and do not require a final rinse if children do not come into contact with them.

Clean and disinfect 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 etc.)

Clean and disinfect as required:

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

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. **Discard used paper towels and gloves immediately in a tied plastic bag**
7. Spray Optimum 33 in and around the spill area and allow the appropriate **1-minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. 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

Crib and cot cleaning and disinfecting:

Cots and cribs must be labelled and assigned/designated to a single child per use

Cots and cribs must be cleaned and disinfected before being assigned to a child

Cots and cribs must be cleaned and disinfected after each use

Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child

High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary

Cots must be stored in a manner which there is no contact with the sleeping surface of another cot

Bedding must be laundered daily on the "hot" setting,

Blankets will be stored in their cubbies. Beds that sag should not be used, Bed frames and legs must be cleaned and disinfected prior to use

Additional Infection Prevention and Control Practices 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. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe

Staff can identify personal child care clothing which they can leave and launder Orde Day Care location. Linens must be washed on the "hot" setting.

For Toy Cleaning and Disinfecting, please refer to the Toy Washing document

Shared space Program Rooms instructional days:

Prior to using any shared space, the following will be discussed with the Principal and Caretaking staff:

- **Will the classrooms be disinfected during the school day**
- **Will the school maintain a log of disinfected areas for each room/area**
- **Will the daycare have access to the shared space prior to offering our programs at lunch and after school**
- **What time will the daycare need to vacate the shared space in the morning to allow for cleaning before the instructional school day begins**
- **How will the playground times be scheduled**
- **How will parent teacher interviews be conducted**

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in, and at any time where a change is made.

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