



Laundry Policy and Procedure- Covid -19

Created: March 15, 2016

Revised: October 23 2017, May 6, 2020, July 2, 2020

Reference: Toronto Public Health Guidance Document 2017, 2019

Approved by Board of Directors: November 15, 2017

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.

Orde Day Care has developed a policy and procedure for all staff, students and volunteers to adhere to when handling soiled laundry, which encompasses the collection, transportation, handling, washing and drying of soiled items, children's personal items, and items that cannot be laundered at the centre. Sheets and cot covers have been shown to harbour microorganisms that proliferate in a moist and warm environment, but if handled appropriately infection is significantly reduced. Current research indicates that improper use of bedding materials in childcare may increase the risk of communicable disease transmission

Procedures

Staff, students and volunteer must adhere and review this policy upon hiring/unpaid placement and yearly thereafter, or whenever changes are made.

Laundry Schedule- Covid-19

- All cribs and cots must be cleaned and disinfected after each use
- All sheets and blanket must be washed after each use
- All items that need to be laundered must be left outside of the classroom door in a sealed bag
- All crib and/or bed linens are to be changed and laundered weekly, and more often if required (i.e. linen is soiled)
- Infant and toddler programs must ensure that are washed after each use, bibs should not be reused before washing
- Laundry for bedding and bibs will take place each day

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 laundry will be placed in a laundry bag and then into a **garbage bag**. Laundry bag and contents will be emptied into the washing machine for washing.
- Soiled laundry cannot be left in the basket labelled clean laundry or left on top of the washer or dryer. Soiled laundry can be left on the floor in the **garbage bag** in front of the washer/dryer.
- Clothes that have become wet due to inclement weather or activity will not be dried in the dryer unless it has been washed first.
- Any bedding that contains bodily fluids will be washed separately at the daycare **and will not be sent home to be laundered**.
- Soiled and/or wet clothing, towels or bibs are not to be left in laundry bins overnight
- Clean laundry will be returned into the clean laundry bag and then placed in a clean garbage bag for transport into the rooms.
- Laundry baskets should not be brought back and forth from the rooms to the laundry area unless they are disinfected by each user prior to use

Laundry Facilities

- Prior to operating the washer and dryer, read the manufacturer's instructions on use
- Use laundry facilities for child care linens and supplies only
- Keep all laundry in garbage bags until ready for washing
- **All items will be washed and dried in hot water /dryer setting**
- **At the Satellite site a curtain must separate the laundry facilities from the kitchen- this curtain must be washed daily**
- Remove lint from the dryer when removing clean dry laundry, and wash hands afterwards
- 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
- **Do not start a wash cycle unless you are able to put it in the dryer before the end of your shift**
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Policy and Procedure Review

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

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