



## **Pest Control Policy and Procedure**

Created: March 15, 2016

Revised: October 17, 2017, October 24, 2018, May 6, 2020

Reference: Toronto Public Health Guidance Document 2017,2019

Approved by Board of Directors: November 15, 2017

### **Policy**

Orde Day Care is committed to providing a safe and healthy environment for children, families, staff/students and volunteers. Pests such as mice, rats and cockroaches pose a potential health threat. These pests are known to carry disease, and can worsen or trigger asthma symptoms in individuals. In order to combat the likelihood of a pest infestation Orde Day Care must take every reasonable precaution to prevent the risk of communicable diseases within our centres and will establish and maintain an Integrated Pest Control Program (IPM).

### **Procedure**

Our pest control focuses on pest prevention through the elimination of the pests' access to food, water and shelter. In order to ensure the success of our IPM program the staff/students and volunteers review this policy upon hiring/unpaid placement and annually thereafter, or when changes are made.

### **Program Staff must ensure**

- Clutter and accumulation of materials in the program rooms and sheds ~~are~~ reduced by removing broken or unused items
- Furniture and cubbies are pulled away from walls and items are picked up off the floor to ensure adequate cleaning of the environment at the end of every week
- Food and food related sensory items that are left in the program rooms are stored in **labelled** containers with tight fitting lids.
- Any spills of food are cleaned up immediately
- Any food products used from the kitchen are returned to containers with tight fitting lids
- Reporting of any pest activity directly to their Supervisor or Joint Health and Safety worker representative
- **Informing Supervisor of uncleaned classroom**

### **Kitchen staff must ensure**

- All shelves, closets, cupboards and storage areas that contain food are cleaned and disinfected on a weekly basis.
- All food is stored in containers with tight fitting lids
- No food is left open in the staff room, at the end of their day.

### **Supervisor must ensure**

- Report any structural problems or **uncleaned classrooms** to the caretaker
- Report any sighting of pest from the staff/student/volunteer to the caretaker or directly to the pest control officer
- **Schedule the bi annual cleaning of the outdoor sheds and playground structures in the spring and summer months**



- Monitor the cleanliness of the program rooms, and instruct staff to clean or declutter if necessary.
- **Receive a copy of the pest control reports from the TDSB caretaking staff and file for Toronto Public Health Inspections**

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