



Environmental Cleaning and Disinfecting Policy and Procedures

Discovery Early Learning & Care has been in contact with PHSD and have approved the cleaning and disinfecting products that each site has used prior to the pandemic.

Purpose

Discovery Early Learning & Care will ensure that all employees are aware of, and adhere to, Discovery Early Learning & Care's sanitary policies and procedures and direction by the PHSD regarding cleaning and disinfecting in the re-opening Discovery Early Learning & Care.

Policy

Discovery Early Learning & Care is committed to providing a safe and healthy environment for employees, children and families. We will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Discovery Early Learning & Care is required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 (CCEYA) and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any employees, children, or parents/guardians are exposed to COVID-19.

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, 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 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 and Disinfecting will be done three times a day and as needed, upon opening, mid-day and closing. Employees and designated screeners will be responsible for the cleaning and disinfecting. Employees will be responsible for the small spills happening in their room. Designated cleaners will wear gloves when cleaning/disinfecting and when immersing toys in diluted disinfectant when toy washing.

Cleaning

- Use soap and warm water to clean visibly soiled surfaces (Bottle #1).
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed (Bottle #2).
- Let the surface dry.

Disinfecting

- Virox, bleach and ES65 have been approved by PHSD for use in our child care centres as a disinfectant. These are the same products we had been using prior to pandemic.
- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution which comes ready to use in spray bottles or wipes, the contact time for disinfecting ranges depending on product used.
- We will continue to use the same products used pre-pandemic, for disinfecting and cleaning of playrooms, kitchens, and surfaces.

Disinfecting solutions at each site varies:

1. Disinfectant Spray Solution (Bottle Labeled)

- a) Main Site – Bleach solution is (500 ppm or 1:1000 ratio) for small quantities use 5ml of bleach for 500 ml of water or 50 ml of bleach in 5 litres of water. Let stand for 10 minutes for bleach disinfecting.
- b) School Site Playrooms – Virox Solution for St. John, St. Paul and Holy Trinity. (1:16 dilution) 32 oz bottle use 20 ml of virox with water. Let sit for 5 minutes for disinfecting.
- c) School Site Kitchens – Enviro Solutions ES65 General Purpose Neutral Disinfectant. This product is premeasured in a dispensing system located in the custodial rooms. Let sit for 10 minutes for disinfecting.

Sanitizing-Kitchen-Food Contact Surfaces

Public Health has approved our kitchen grade disinfecting and cleaning products.

Dishwashing

Our dishwashers are equipped with chemical and disinfecting products and are automatically dispensed for each use.

Cleaning and Disinfection Frequency Requirements

Clean and disinfect upon employee's entry to child care programs:

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

Clean and disinfect upon children's entry to child care programs:

- Any hard that a parent/guardian is required to provide for their child, with the understanding to limit the amount of items sent to program from home.

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 sanitized before and after each use, using assigned products.
- **Spills:** must be cleaned and disinfected immediately
- **Handwash sinks:** employees and children washroom areas and portable sinks must be cleaned and disinfected at least two times per day, between cohort use (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.
- **Outdoor play equipment:** must be disinfected before use, and as required (e.g., visibly dirty and between cohorts). Any outdoor play equipment that is used must be easy to clean and disinfect.
- **High-touch surfaces:** any surfaces that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.). These surfaces will be cleaned 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Other shared items:** (e.g., phones, tablets, music devices, attendance binders etc.) These must be disinfected between users.
- **Food** must be protected from contamination at all times. This may include ensuring guards or covering for food and utensils.

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 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 disinfectant in and around the spill area and allow the appropriate disinfecting contact time, based on your own disinfectant requirements.
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 (See *Appendix E: Emergency Child Care Centre Operation-Hand Hygiene Policy and Procedures*)

◆ **Note:**

- 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.

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
- 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, and when soiled or wet

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.
- 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 disinfectant.

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