

## CHAPTER TWO: HEALTH AND SAFETY

Approval Date: June 2020 Revision Date: October 2020	Policy: <b>PANDEMIC PLANNING COVID-19 – ENVIRONMENTAL CLEANING AND DISINFECTING</b>
	Policy Number: 2.5.4

### Policy Statement

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Algoma Public Health (APH) regarding cleaning and disinfecting in all Child Care Algoma programs

### Application

This policy applies to all employees, students, essential visitors, community members, and any other persons engaged in business with Child Care Algoma.

### 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 (i.e. Virox), 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 may require 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.

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### Cleaning

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

### Disinfecting

Accelerated Hydrogen Peroxide is approved for use in our child care centres as a disinfectant.

The disinfecting products used at Child Care Algoma is Virox.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Virox in spray bottles, the contact time for disinfecting is **5 minutes**
- For all other toy cleaning & disinfecting use Virox or dishwasher. The Virox needs to be mixed according to the manufacturer's instruction before use; the contact time is **5 minutes**. If using the dishwasher ensure that it is functioning properly (either reaching the appropriate chemical sanitizer or the high-temperature requirements. All toys, play equipment, table tops, chairs will be washed first with soap and water and then sprayed with Virox, after 5 minutes rinse with warm water.(a spray bottle with warm water may be used).
- **Refer to Sanitary Practices policy for further guidance.**

### Disinfect surfaces.

Disinfecting using Virox in Spray Bottles

- Spray Virox solution and leave on the surface for the appropriate disinfecting contact time (**5 minutes**).
- Once the **5 minute** disinfecting contact time has elapsed, the surface has now been disinfected
- A final rinse with warm water is required on food contact surfaces (including tables)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel

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### Cleaning and Disinfection frequency requirements

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

- Any hard surfaces such as water bottles, travel mugs, lunch containers  
Staff will be encouraged to limit items from home.  
For all electronic devices including cell phones, alcohol wipes are recommended and not Virox.

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

- Any hard surfaces such as water bottles, containers,

#### 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
- **Washrooms:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., between cohorts if shared with other cohorts, when visibly dirty or contaminated with body fluids).

Including toilet tank handles and taps on hand wash sinks

- **Floors:** cleaning, vacuuming, moping 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 at the end of each day depending on the season, and as required (e.g., visibly dirty). The use of any outdoor play equipment that is used must be easy to clean and disinfect.
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, taps etc.). 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)

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- **Other shared items:** (e.g., phones, IPADs, IPODs, etc.) These must be disinfected between users  
These items can be disinfected with alcohol swabs.

### 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, medical mask and eye protection
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 Virox on and around the spill area and allow the appropriate **5 minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area (the floor will not require a final rinse)
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene

#### ❖ 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.

### Crib and cot cleaning and disinfecting:

- Cots and cribs must be labelled and assigned 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

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- Cots and cribs must be disinfected at least once 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 –not stacked together if possible.
- Bedding must be laundered weekly, 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 plastic handle of 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 disinfecting wipe
- For Toy Cleaning and Disinfecting, please refer to the Sanitary Practices policy

### **Policy and Procedure Review**

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

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**APPENDICES I**

## Daily Cleaning Schedule

Date: \_\_\_\_\_

Room: \_\_\_\_\_

### High Contact Area

Item/toy/area	time	time

### Once Daily

Item/toy/area	time