

Health/Cleaning and Disinfecting Policy during Covid-19

PURPOSE:

The purpose of this policy is to provide guidance and requirements that must be followed to ensure the child care spaces made available for families are safe.

The Ontario Ministry of Education has set out enhanced health and safety requirements in regulation that must be developed prior to reopening of the child care centre. These regulatory requirements mandate the development of specific policies and protocols relating to Covid-19.

All employees working during this period must follow and adhere to the policies and procedures set out in the Enhanced Cleaning and Disinfecting Policy.

POLICY:

To ensure the health and safety of all persons of the child care facility, all directives provided by the Ontario Ministry of Education and Local Public Health unit must be followed during the reopening and operation of the child care centre; particularly, all cleaning and disinfecting procedures must be followed.

PROCEDURE:

HAND HYGIENE AND RESPIRATORY ETIQUETTE

All individuals must follow proper and frequent hand hygiene practices while at the child care centre.

Staff members will provide supervision for hand hygiene practices and provide assistance where needed.

Step By Step Learning Academy Daycare Centre will ensure there is a sufficient supply of hand hygiene products made available in all program rooms with a hand washing sink or Alcohol-Based Hand Sanitizer.

All individuals must practice proper respiratory etiquette such as covering cough or sneeze in sleeve.

All staff members must be aware of the proper donning and doffing (putting on and removing) of Personal Protective Equipment. (Please refer to enclosed poster).

ENHANCED CLEANING AND DISINFECTING

Cleaning and disinfecting are a two-step procedure and must be an ongoing part of your everyday routine. Surfaces must be cleaned with detergent and water before you can disinfect.

Step By Step Learning Academy Daycare Centre Inc. is inspected by York Region Public Health throughout the year for both overall cleanliness and as well as a safe kitchen.

When a Public Health inspector comes, they look for the following:

1. Physical Setting/ General Maintenance and Sanitation
 - a. Floors, walls and ceilings are clean and in good repair
 - b. Surfaces, equipment, furniture are clean and in good repair
 - c. Frequency of garbage removal is adequate to maintain the premises in a sanitary condition
 - d. Adequate protection against the entrance of insects, vermin, rodents, dust and fumes
2. Smoking/smoking on Premises
 - a. Staff refrain from smoking while working
3. Physical Setting/Water Supply
 - a. Potable, hot and cold running water provided
4. Procedural/General infection Prevention and Control
 - a. A fully equipped hand wash sink is provided
5. Infection Control/General Cleaning and Disinfection Requirements
 - a. Approved disinfectants are maintained and adhere to appropriate contact times
6. Infection Control/Cleaning and Disinfection of Toys and Sensory play
 - a. Toys/ teaching materials are cleaned and disinfected
 - b. Sensory play items are properly maintained
7. Infection Control/Cleaning and Disinfection of Equipment
 - a. Cribs, cots, mats, high chairs, booster seats and tables are cleaned and disinfected
8. Infection Control /Cleaning and Disinfection of Toilets/Potty Chairs
 - a. Toilets/potty chairs and seats are cleaned and disinfected
9. Infection Control/Personal Diapering Requirements
 - a. Proper diaper change procedure is followed
10. Infection Control/Personal Item Requirements
 - a. Personal items are stored in a sanitary manner to prevent cross contamination
 - b. Sleeping equipment is properly maintained and arranged
11. Infection Control/Linen Requirements
 - a. Linens are laundered frequently and stored in a sanitary manner
12. Physical Setting/General Maintenance and Safety
 - a. Outdoor play equipment is well maintained
13. Infection Control/Routine Practices
 - a. Staff follow proper routine practices
 - b. Staff follow proper hand hygiene practice
14. Infection Control/Policy and Procedure Requirements
 - a. Emergency response, illness outbreak, cleaning and disinfecting policies and procedures are developed and implemented
15. Animal/Animal Management
 - a. Pets are in good health and cage is well maintained
16. Health Hazards/Health Hazard conditions
 - a. Premises is maintained free from every condition that may be an immediate health hazard

Disinfecting Tips

Process

- Clean all surfaces with soap and water before they are disinfected
- Test your disinfectant daily with the appropriate disinfectant test strips to ensure maximum effectiveness. Disinfectant solution that are not at the required concentration must be discarded and replaced with a freshly mixed solution.
- Do not store a household bleach solution for more than one week.
- When using a “quart”, iodine or chlorine compound, test it with appropriate test strips to ensure the correct concentration
- Follow the appropriate contact time listed below. This allows the disinfectant to effectively reduce the number of organisms on a surface.

Storage

- Keep your disinfecting solutions out of the reach of children
- Store all chemicals in an area that is inaccessible to children
- Label the bottles clearly with the chemical name
- Write the mixing directions directly on the bottle

Proper cleaning and disinfecting practices

WHEN TO CLEAN, AND DISINFECT	EXAMPLES OF ACTIVE INGREDIENTS/DISINFECTANTS	CONTACT TIME	WHERE TO CLEAN, AND DISINFECT
Everyday use (non-outbreak) Minor blood/body fluid spills (drops of fluid) Effective against: Vegetative bacteria and enveloped viruses Staphylococcus aureus (including MRSA) Streptococcus Salmonella Vancomycin-Resistant Enterococcus (VRE) Human	500ppm bleach solution	5	Surfaces: Door knobs, Hand rails, Chairs, Tables, Telephones, Counter tops, sink faucets handles,
	1000ppm bleach solution	2	
	Quaternary Ammonium Compounds (QUATs) (e.g., Lysol, ED-Everyday Disinfectant, Quarto 78 Plus, A-3, Swish Clean and Green) Not to be used on equipment)	Follow Manufacturer’s instruction	
	3% Hydrogen Peroxide	30	
	70-95% Alcohol (Ethyl or Isopropyl) (Not to be used on surfaces)	10	

Immunodeficiency Virus (HIV) Hepatitis B and C Viruses Respiratory Syncytial Virus (RSV) Influenza Virus	Others Benefit	10	Toys, Shared play equipment Vinyl mattress covers, Floor mats, Diaper change stations
Outbreak situation Major blood/body fluid spills Confirmed viral or bacterial infection of pathogens listed below (non-outbreak situation)	5000ppm bleach solutions Also, a sporicidal	10	
	6% Hydrogen Peroxide	30	
Effective against: Mycobacteria, enveloped and non-enveloped viruses and fungi Mycobacteria tuberculosis Norovirus Hepatitis A Virus Rotavirus Coxsackie Virus/Hand, Foot and Mouth Disease Rhinovirus/Common Cold Candida	Accelerated Hydrogen Peroxide	Follow manufacturer's instruction	

How to Clean a Mess:

Messy accidents that involve urine, feces, vomit or blood are an everyday event in a day nursery. Because body fluids may be infectious, it is important to clean and then sanitize surfaces after a spill.

Here is how the Canadian Paediatric Society recommends cleaning up large spills or accidents.

1. Wear gloves while cleaning. Household rubber gloves are acceptable for most spills, but not for blood. Wear disposable gloves when cleaning up blood.
2. Wipe up the spill with disposable towels or newspaper.
3. Clean the area by washing with a detergent solution. Rinse and dry the area.
4. Sanitize the area with a fresh bleach solution (use 1:10 dilutions, 1-part bleach to 9 parts water)

5. Rinse rubber gloves in bleach solution and then store. If disposable gloves are worn, remove and throw out.
6. **WASH HANDS** (See policy on hand washing for correct technique)
7. Rinse mop in fresh sanitizing solution and then air dry.
8. If clothing is soiled, change into fresh clothing. Soiled clothing should be cleaned at home rather than rinsed or cleaned in the day nursery.

CLEANING AND DISINFECTING PROCEDURE (COVID-19)

All staff members are responsible to assist with the prevention of infection by following the cleaning and sanitizing schedule of the child care centre. This includes all toys, furniture, countertops, doorknobs, and frequently used surfaces. All cleaning and disinfecting must be used by a pre-mixed solution with an identified drug number and must respect the contact time of the solution.

TOYS: Toys will be cleaned and disinfected at the end of each program day. Mouthed toys will be removed immediately after use for cleaning and disinfecting. Mouthed toys will not be shared with other children.

Frequently Touched Surfaces: All frequently touched surfaces will be cleaned twice daily before opening and after closing of the child care program, in addition to the regular sanitation routine. Surfaces that have frequent contact with hands will be cleaned and disinfected at least twice daily as well as all surfaces that are visibly dirty. Increased cleaning will be completed for toilets, toilet seats, hand washing sinks, countertops, and fixtures to a minimum of once every 4 hours.

Diapering and Toileting: Proper cleaning and disinfecting procedure will be completed between each diapering and toileting routine.

Other Items: Linens must be laundered between children. Parents will be responsible for the laundering of all linens at the end of the week. All cots will be disinfected every day. There will be no sharing of any personal items such as soothers, bottles, Sippy cups, toothbrushes, face cloths, etc. All items that do belong to a child **MUST** be labelled with the child's first and last name. There will be a strict "No Food Sharing" Policy implemented. Children will respect social and physical distancing during meal and snack times. All Food and meals will be prepared individually ready for distribution at mealtime. There will be no sharing of any food utensils. All utensils will be sanitized and disinfected through the centre's high-compression heated industrial dishwasher. Staff will practice social and physical distancing, avoiding close to face contact with all children where possible. During rest periods, children will be distanced and following the guidelines of head-to-toe/toe-to-head concept.

***All staff member must ensure proper PPE is work during the cleaning and disinfection process, especially when cleaning bodily fluid spills.**

STEP BY STEP LEARNING ACADEMY will ensure there is a sufficient supply of cleaning and disinfecting products provided and accessible to staff members.

A daily cleaning and disinfecting schedule and log will be kept and posted at the child care centre.

All rooms where a symptomatic child or individual was present must be cleaned and disinfected with an outbreak level disinfectant, in addition to high traffic areas such as the washrooms, hallway and frequently touch items and surfaces immediately.

TOYS AND EQUIPMENT

All toys used at Step By Step Learning Academy will be made of material that allows for proper cleaning and disinfecting. There will be no toys with cloth materials such as plush toys.

All toys will be cleaned at the end of each day, and throughout the daily program where necessary.

Designated toys and equipment will be provided for each cohort and child, all designated items will be labels.

There will be no sharing of toys and equipment between cohorts.

All mouthed toys will be cleaned and disinfected immediately.

All play equipment and play structures will be cleaned and disinfected prior to each used by cohort.

Each cohort will have designated play equipment during outdoor activities and will be cleaned and disinfected after each use.

DIAPERING AND TOILETING

Toilet and potty seats will be cleaned and disinfected after each use between children.

All staff members must follow the proper diaper change procedure. (Please refer to Diapering policy.)

There will be no use of communal skin products. Proper application of other skin products must be followed to ensure there is no cross-contamination.

All staff members must ensure proper PPE is worn during all Diapering and Toileting routine.

LAUNDRY AND SLEEPING EQUIPMENT

All personal beddings and linens are to be labelled with the child's full name and not to be shared between other children.

Sleeping equipment such as cots and beddings must be designated and not shared.

Sleep Equipment and beddings must be cleaned and disinfected after each use or when visibly soiled.

All contaminated items belonging to a child must be sent home immediately for cleaning. All soiled items must be securely placed in a tied plastic bag and send home with the child. Soiled items must not be rinsed or washed at the child care centre.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All staff members must ensure the appropriate and proper PPE are worn where necessary.

Staff members conducting daily screening of individuals must ensure proper PPE is worn.

The proper Personal Protective Equipment to be worn should include:

- Surgical/Procedural mask
- Eye protection
- Gloves
- And Gown

All PPE should be sing-use only, unless specified by the manufacturer.

Step By Step Learning Academy will ensure there is a secured and adequate supply of personal protective equipment at the child care centre available and ready for use.

All staff members must be trained on the proper usage of PPE including how to put on and take off the PPE prior to working.

FOOD SAFETY

There will be a NO SHARING policy implemented at the child care centre.

These include No Sharing of the following:

- Food
- Water bottles
- Or any personal items and belongings

All personal items must be labeled.

Meals and snacks will be portioned into individual size in the kitchen by our certified food handler before serving to the program rooms.

There will be no self-serve.

Utensils and food items will not be shared.

Step By Step Learning Academy Daycare Centre will not accept any outside food source provided by families, unless otherwise approved based of the necessity and reasonable considerations.

Step By Step Learning Academy Daycare Centre will continue to ensure the health and safety of all members of the child care centre is kept in priority.

All individuals are expected to follow the policies and procedures implemented at the child care centre.

EQUIPMENT AND TOY USAGE AND RESTRICTIONS

- The child care centre will remove all toys and equipment that cannot be cleaned and disinfected appropriately.
- Toys and equipment will be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.
- Where toys and equipment are shared, all toys and equipment will be cleaned and disinfected before being shared with the next child.
- There will be no sensory tables offered during this time.
- Sensory materials such as playdough will be single use and distribute boxes labelled with the child's name.

OUTDOOR PLAY

- Outdoor play will be by cohort in order to facilitate physical distancing.
- All play structures that are used by more cohort will be cleaned and disinfected before and after each use by each cohort.
- Designated toys and equipment such as balls and loose parts will be encouraged for each cohort and room.
- All shared toys and equipment used in each cohort must be cleaned and disinfected before being shared.
- Consideration of taking a walk in the community may be implemented.
- Children will be required to supply own sunscreen and not to be shared between children.
 - Staff members can assist children to apply sunscreen and will practice proper hand hygiene when doing so.

PREVENTION OF OCCUPATIONALLY ACQUIRED INFECTIONS

Staff are required to minimize the risk of occupationally acquired infections at all times. To do this staff must follow the proper procedures for the following tasks when performing the following routines

- First Aid
- Diapering and Toileting
- Hand Washing
- Contact with Body Fluids

ADDITIONAL CONTROL MEASURES IMPLEMENTED AT THE CENTRE

- Children, Parents and Guardian's, and staff members are encouraged to practice good personal hygiene daily.
- Ensure proper and frequent handwashing routines are taken place; especially before meals and after eat toilet routine.
- A High Concentration Solution is always used to disinfect any situation of an “Outbreak Situation”.
- Toys and necessary items used by children are sanitized and disinfected each day, and all commonly used areas such as door handles and toilet handles are cleaned with a high concentration solution after each use and daily.
- Ensure the proper diapering routine and disinfection process is followed after each use.
 - Ex. Children's and Staff's hands are washed before diaper changing/toileting, gloves are put on the staff, diaper is changes, gloves are disposed (and a new pair to be put on if bottom cream is to be applied), both child and staff hands are washed again, child returns to group activity and staff returns to sanitize and disinfect change table/toilet/potty with High Concentration Solution.
- There will be NO sensory tables or water play implemented at the child care centre to ensure and limit any transmission of Covid-19.
- If an outbreak is declared, all bedding/linens are sent home and are to be washed immediately by parents.
- A designated staff will disinfect all sleeping equipment such as cots immediately.
- In the event of an outbreak, all employees are given a specific work schedule and should be following the arrangement strictly to avoid any potential risk of coming into contact with bodily fluids.
- Soiled Clothing is sent home for parents to wash in a tight sealed plastic bag.
- Parents and Guardians are also encouraged to help take extra infection prevention and control measures at home to support the limitation of the spread of illness to other family members.

Step By Step Learning Academy Daycare Centre

Daily Classroom Sanitary Schedule

Week of: _____

DAYS OF THE WEEK	Date:		Date:		Date:		Date:		Date:	
	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
Doorknobs	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Tables and Desks Chairs	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Light switches	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Toys, vinyl mattress covers, mats	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Counters and surfaces, change stations	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Railings	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Doors and glass	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Toilets, Sinks, Taps	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Telephones	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:
Shared play equipment	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:	Initials:

Comments:
