**Policy Statement**

Main Square Day Care Centre (MSDCC) is committed to providing a safe and healthy environment for children, families and employees. MSDCC 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 Toronto Public Health (TPH), and MSDCC.

**Application**

This policy applies to all employees, students, community members, and any other persons engaged in business with MSDCC.

**Procedure**

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

When disinfecting only approved products can be used. Please see the list of approved products to be used in concentrate, spray and wipe form:

• Oxivir Tb & wipes

All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

**Cleaning and Disinfection of Toys using a Mechanical Dishwasher**

It is recommended that the dishwasher be used for toy washing whenever possible:

* The rinse cycle must meet a minimum of **82 degrees Celsius**
* Only use the dishwasher in the kitchen when it is not being used for any other purposes such as washing dishes, food preparation, serving
* Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin
* Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water
* Toys are air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination
* The kitchen is clean and tidy when you have completed toy washing

**Cleaning and Disinfecting Large Toys/Equipment In-Place using approved disinfectant**

Large toys, wooden toys, cots, etc. that cannot be immersed in a disinfectant solution should use this method for washing. Please follow the steps below:

1. Clean with soap and water using a cloth
2. Wipe with a clean wet cloth to rinse
3. Disinfect with approved disinfectant and have it remain wet on the surface for the appropriate contact time (**1 minute** for all disinfectant wipes on above list). Do not spray product to toys and surfaces when children or other staff are nearby
4. A final rinse is required using a single-use wet paper towel
5. Allow toys to air dry

**Tips & Reminders**

* Fill the bucket only to a level that is comfortable for transporting to the area you use for toy washing – a trolley can also be used to assist with transporting.
* Refer to the manufacturers label for all approved disinfectants for further information or review.

**Frequencies and Toy Cleaning**

* Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
* Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.
* Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.
* Cots must be cleaned and disinfected after each use.
* Refer to Cleaning and Disinfecting Schedule –COVID-19 and Environmental Cleaning and Disinfecting Policy and Procedures – COVID-19 for more guidance.

**Handling Used Toys**

* Toys that have become visibly dirty or that have come into contact with bodily fluids (for example, toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Ensure that hand hygiene is completed. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees, students, community members before commencing employment/unpaid placement at MSDCC, and at any time where a change is made (during Covid-19 students and community members are not permitted).

Revised June 30, 2020