**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 our centre.

**Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Main Square Day Care Centre (MSDCC) regarding cleaning and disinfecting.

**Application**

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

**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 kills 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 stored securely, kept out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are posted in the laundry room. Ensure that expiry dates are checked and that all manufacturer instructions are followed.

**Cleaning**

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

**Disinfecting**

When disinfecting, only approved products can be used. The AHP disinfecting products approved for use in MSDCC to be used in concentrate, spray and wipe form:

* Oxivir TB and Oxivir wipes

*All are considered high-level disinfectants which is defined as the complete elimination of all microorganisms in or on a surface.* **Ensure that all manufacturer labels and Safety Data Sheets (SDS) are read and understood. All appropriate contact times and Personal Protect Equipment (PPE) use must be adhered to for each individual item. Refer to WHIMIS and ask your Director if you have any questions**

* For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution, use Oxivir TB RTU, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**
* For all other toy cleaning & disinfecting use Oxivir TB RTU Concentrate
* **Refer to Toy Disinfection Procedures for further guidance.**

Disinfecting using Sprays and Wipes:

* Put on rubber/chemical or nitrile/vinyl gloves. If cleaning blood/bodily fluids a surgical mask must be used. If the employee has scent sensitivities a non-medical mask can be used
* Spray or wipe on the disinfectant and leave wet on the surface for the appropriate disinfecting contact time (1 minute)
* Ensure the spray setting is on stream and not mist
* Once the 1 minute disinfecting contact time has elapsed, the surface has now been disinfected
* Any surface children may come in contact with requires a final rinse with a single-use paper towel (for example, lunch tables, chair tray, floor, toy shelves). If the surface continues to be wet, you may wipe it dry with a single-use paper towel

**Cleaning and Disinfection frequency requirements:**

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

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

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

* Any hard surfaces such as water bottles, containers, etc.

**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
* **Spills** must be cleaned and disinfected immediately
* **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids). If washroom areas are used by different cohorts, high touch surfaces need to cleaned and disinfected between cohorts
* **Floors**: cleaning and disinfecting must be performed as required including when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
* **Floor Mats**: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily
* **Outdoor play equipment**: must be disinfected before each group/cohort uses it, and additionally as required (e.g., visibly dirty). This includes any play structures. Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use
* **High**‐**touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs 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)
* **Other shared items**: e.g., phones, IPADs, IPODs, attendance binders/clipboards etc., these must be disinfected between users.

**Note:** Most areas are best cleaned with wipes and do not require a final rinse if children do not come into contact with them.

**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 and other individuals can be contaminated
2. Gather all supplies, perform hand hygiene, then put on a surgical mask and single-use medical grade nitrile/vinyl 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. Do not use the existing waste receptacle provided in the area
7. Perform hand hygiene and put on a new pair of gloves
8. Spray the disinfectant in and around the spill area and allow the appropriate **1 minute** disinfecting contact time
9. A final rinse is required if children come into contact with the area
10. Remove gloves as directed and discard them immediately
11. 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. Notify Director to arrange for cleaning
* Please refer to the TPH 'Blood and Bodily Fluid Spills' poster for further guidance

**Cot cleaning and disinfecting:**

* Cots must be labelled and assigned/designated to a single child per use
* Cots must be cleaned and disinfected before being assigned to a child
* Cots must be cleaned and disinfected after each use
* High touch surfaces on cots 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 on the "hot" setting, 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
* Label individual hygiene items and store them separately
* 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
* Staff can identify personal child care clothing which they can leave and launder at MSDCC. Linens must be washed on the "hot" setting.
* For Toy Cleaning and Disinfecting, please refer to the Toy Washing and Disinfecting Policy and Procedure – COVID-19 and Toy Cleaning and Disinfecting Schedule – COVID-19

**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