

# Environmental Cleaning and Disinfecting Policy and Procedures

## Policy Statement

Jackman Community Daycare (JDC) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases at Jackman.

## Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting at JCD.

## Application

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

## 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., Accel or diluted bleach (sodium hypochlorite) are 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.

## 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 on the ring with the MDS sheets in plastic sleeves located in Rooms 105 & 308.

## 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

Accelerated Hydrogen Peroxide (AHP) is approved by TPH for use in our child care centre as a disinfectant or a solution of chlorine bleach and water.

The AHP disinfecting product used at JCD is Accel. This is considered a high-level disinfectant which is defined as the complete elimination of all microorganisms in or on a surface.

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

#### Disinfecting using Accel

- Put on rubber or disposable gloves
- Spray or wipe on Accel and leave on the surface for the appropriate disinfecting contact time (**1 minute**).
- Once the **1 minute** disinfecting contact time has elapsed, the surface has now been disinfected
- Any disinfected object children may put in their mouth requires a final rinse with a single-use paper towel (i.e. water bottles)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel

#### Disinfecting using a bleach solution

- Prepare chlorine bleach solutions according to the instructions on the label or in a ratio of:
  - 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or
  - 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
  - Spray the bleach onto the surface. If the spray covers the entire surface, just let dry for 2 minutes. If not, use a clean paper towel to wipe the entire surface and let dry for 2 minutes.
  - Allow to air dry, ensuring a minimum of **2 minutes** contact time
  - Prepare fresh bleach solutions daily.
  - Staff in each room are responsible to dropping off used bleach solutions at 6 PM and picking up a fresh bleach bottles at 7:30 AM. Cleaning team will prepare bleach solutions daily.

### Cleaning and Disinfection frequency requirements

#### 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
- **Hand wash 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). TDSB is responsible for this.
- **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
- **Floor Mats:** cleaning and disinfecting must be performed throughout the day, and at a minimum once daily.

Outdoor toys must be disinfected before each cohort uses it and if visibly dirty or contaminated. Any outdoor play equipment (balls, bikes, etc.) that is used must be easy to clean and disinfect. JCD may limit the amount of outdoor play equipment in use as necessary.

Outdoor play structures are not required to be cleaned and disinfected unless the equipment is visibly soiled or dirty. Children must perform hand hygiene before and after using outdoor play structures. Only one cohort at a time may be playing on a play structure; cohorts must not mingle.

Shared outdoor spaces and playgrounds may be used if physical distancing can be maintained between cohorts and other individuals outside of the group at all times.

**High-touch surfaces:** any surfaces that has frequent contact with hands such as light switches, handrails, door knobs, sinks, toilets, etc., should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)

- **Note:** Most areas are best cleaned with bleach and do not require a final rinse.

**Clean and disinfect daily:** Low-touch surfaces (any surfaces 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, and 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 Accel Disinfectant in and around the spill area and allow the appropriate **5 minutes** disinfecting contact time; or  
Spray chlorine bleach in and around the spill area and let sit for 2 minutes
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

**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. Contact the supervisor 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 to a single child per use
- Cots must be cleaned and disinfected before being assigned to a child
- Cots must be sanitized daily.
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly, or sooner when soiled or wet. Each child's bedding will be safely stored in a labeled plastic bag while not in use.

### **Additional Infection Prevention and Control Practices for Hygiene Items**

- For creams and lotions used for diapering or sunscreen, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, spray the cream/lotion container with a disinfectant
- Staff can identify personal child care clothing which they should send home in a plastic bag to be laundered. Parents and staff should be advised to wash using the "hot" setting.
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing document
- Group sensory play is suspended during the pandemic and other outbreaks.
- Items that cannot be readily cleaned and disinfected (e.g. books) will be batched and rotated on a weekly basis. Each room has their own batching system.

### **Disinfecting Washrooms**

- Daycare staff will disinfect children's washrooms after each cohort and staff washroom after each use. As much as possible, children will be escorted to the washroom so proper washroom use can be supervised and so disinfecting can occur in a timely manner. Disinfecting includes spraying the bleach solution on toilet seats, flushers, faucets, soap dispenser, dryer button, door knob, etc. Staff will record disinfecting times on cleaning sheets.
- Daycare cleaning staff will disinfect with bleach once daily the staff and children's washrooms located in the centre of the building on all 3 floors. This supports the school's caretaking team.

### **Disinfecting Classrooms between Cohorts**

- Daycare staff will assist the school in sanitizing shared classrooms before and after use by the daycare. Daycare staff will spray a bleach solution in shared rooms on all surfaces that are accessible to children as well as high-touch surfaces. Staff in each room are responsible for ensuring their room is disinfected after daycare children leave in the morning and before daycare children enter after school. If the staff is working alone and is unable to disinfect their room in the morning, they must tell the school so the caretaker can do the disinfecting.

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form; a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020  
Approved by: Health & Safety Team and JCD Management  
Date Approved: July 6, 2020  
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