

Immanuel Environmental Cleaning and Disinfecting Policy and Procedures – COVID-19

Policy Statement

Immanuel Child Care (ICC) is committed to providing a safe and healthy environment for children, families and employees. ICC will take reasonable precaution to prevent the risk of communicable diseases.

Purpose

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

Application

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

Definitions

Cleaning: refers to the physical removal of foreign material (for example, dust, soil) and organic material (for example, blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (for example, 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 require 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 stored in the WHMIS binder 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

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.

- For general environmental disinfection of toys, high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution or placed in the dishwasher, use Ecolab spray, which has to be mixed and tested before use, the contact time is **10 minutes**.
- For tables, sink counters and children's chairs use Oxivir, which comes in a ready to use spray bottle, the contact time is **1 minute**.
- **Refer to Toy Disinfection Procedures for further guidance.**

Disinfecting using Sprays:

- Put on rubber/chemical or nitrile/vinyl gloves.
- Spray on the disinfectant and leave wet on the surface for the appropriate disinfecting contact time.
- Ensure the spray setting is on stream and not mist
- Once the disinfecting contact time has elapsed, the surface has now been disinfected

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
- **Washroom and sink areas:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (for example, when visibly dirty or contaminated with body fluids). If washroom areas are used by different cohorts, high touch surfaces need to be cleaned and disinfected between cohorts
- **Floors:** cleaning and disinfecting must be performed as required including when spills occur.
- **Outdoor play equipment:** must be disinfected before each group / cohort uses it, and additionally as required (for example, visibly dirty). This includes any play structures. Any outdoor play equipment that is used must be easy to clean and disinfect. Bike handles must be disinfected between children.
- **High-touch surfaces:** any surfaces that have frequent contact with hands (for example, light switches, shelving, containers, hand rails, door knobs etc.) These surfaces should be cleaned at least twice per day (refer to schedule and sign off) and as often as necessary (for example, when visibly dirty or contaminated with body fluids)

Note: Most areas do not require a final rinse if children do not come into contact with them.

Clean and disinfect daily:

- Low-touch surfaces (any surfaces that have minimal contact with hands), must be cleaned and disinfected daily (for example, 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, put on a surgical mask and single-use medical grade nitrile/vinyl gloves
 3. Soak 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. 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 disinfecting contact time
 9. A final rinse is required if children come into contact with the area
 10. Remove gloves and mask and discard them immediately
 11. Perform hand hygiene
- 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. Use **Ecolab** disinfectant. Contact time is **10 min.**
- Cots must be cleaned and disinfected after each use. Use **Ecolab** disinfectant. Contact time is **10 min.**
- 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.
 - Individual water bottles must be stored in a manner that ensures mouthed areas do not contact each other.
- 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
- 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 before commencing employment at ICC, and at any time where a change is made.

Revised July, 2020