



Park Lawn Preschool Inc.

Park Lawn Preschool * Humber Bay Child Care Centre * PLP Early Learning Centre at St. Mark

PLP HS 201 Infection Prevention and Control (IPAC)

Park Lawn Preschool Inc. strives to create a healthy environment for the children, families and its employees by ensuring proper sanitary practices are followed. Proper sanitary practices in the child care environment can help prevent the spread of germs, bacteria, viruses, and diseases. We hope that by following these protective and preventive actions we can greatly reduce the risk of infection or disease.

Parents and families also play an important role in creating a healthy environment for our child care centres. Park Lawn Preschool Inc.'s staff are encouraged to share the following procedures and practices with families to help reduce the risk of infection and disease at home and at the centres.

Infection Prevention and Control (IPAC) procedures include and are not limited to:

1. Hand Hygiene
2. Diapering
3. Toileting
4. Environmental Cleaning and Disinfecting
5. Toy cleaning and Disinfecting
6. Laundering and Sleeping Equipment
7. Handling of Pets and visiting animals

Park Lawn Preschool Inc. makes every effort to keep the environment healthy and germ-free.

1. Hand Hygiene

Hand washing is one of the most important things you can do to help prevent illness from spreading from person to person. It is the preferred method of keeping hands clean when running water is available. [Toronto Public Health's Hand Washing poster \(Appendix A\)](#) must be posted by all hand washing sinks as a reminder for staff and children to wash their hands.

Expectations

- Children are taught proper hand hygiene by staff
- Children must be supervised when using *Alcohol-based Hand Rub (ABHR)*
- Hands must be washed with soap and water when they are visibly soiled.
- Staff, visitors, parents and children must clean their hands upon arrival and/or entry into any room.

Good Practices for Hand Hygiene

When hands are visibly dirty, hands should be washed with plain soap, water and then dried thoroughly with paper towel.

Each classroom (where possible) will be equipped with a designated hand washing sink with hot and cold running water, as well as a liquid soap dispenser with paper towels. Hand washing information sheets are posted at each designated hand washing sink.

Staff should assist children with cleaning hands:

- After playing outdoors
- After using the washroom
- Before eating
- Before and after handling pets
- When sneezing, coughing or blowing their nose
- Before and after communal sensory play activities

Staff MUST clean hands:

<i>Before</i>	<i>After</i>	<i>Before and After</i>
<i>Preparing, handing or serving food</i>	<i>Sneezing, coughing, blowing your nose</i>	<i>Touching a cut or open sore</i>
<i>Initial contact with children</i>	<i>Using the washroom</i>	<i>Touching eyes, nose or mouth</i>
<i>Handling items in the room</i>	<i>Handling garbage</i>	<i>Handling pets</i>
<i>Giving medication</i>	<i>Treatment/care involving blood, body fluids, secretions and excretions</i>	<i>Use of gloves</i>
	<i>Changing diapers</i>	
	<i>Handling raw foods</i>	
	<i>Outdoor play</i>	
	<i>Assisting children with toileting</i>	

Alcohol-based Hand Rub (ABHR)

Hand Sanitizing is an effective way to clean hands when hands are not visibly dirty. Hand Sanitizers with a 70-90% alcohol base can be used. When using hand sanitizer, the procedures set out by [Toronto Public Health’s Hand Sanitizing poster \(Appendix B\)](#) must be followed. Centre Supervisors will provide parents with a [Hand Sanitizer Permission Form](#) at the time of registration to obtain consent for the child to use ABHR.

Hand sanitizer should never be used after food preparation. Staff assigned to prepare food is required to wash their hands with soap and water.

According to [Toronto Public Health \(2012\), “Guidance Document: Infection Prevention and Control in Day Nurseries”](#), non-alcohol based hand rubs are not recommended for hand hygiene and should not be used.

Hand Hygiene Compliance

Park Lawn Preschool Inc. manages hand hygiene compliance by performing random monitoring of staff hand washing and sanitizing (Appendix C). Centre Supervisors will also review hand hygiene procedures with staff quarterly in staff meetings.

Hand Care Program

Park Lawn Preschool Inc. implements a hand care program for staff to assist in improving the effectiveness of safe hand hygiene practices. It is important to assess and identify skin problems on your hands in order to be proactive in protecting hands from skin breakdown. Maintaining healthy hands with intact skin, free of irritation is of utmost importance. To help staff identify needs, Park Lawn Preschool Inc. makes available a 'Your Hand Care Assessment Tool' (Appendix C) from Ontario Public Health.

Product selection for hand hygiene

The selection of products for hand hygiene use may have a significance impact on how effective hand hygiene compliance is maintained. Park Lawn Preschool Inc. takes into consideration the following when selecting hand hygiene products (soaps, lotions, paper towels, alcohol based hand rubs):

- Provide a 70-90% alcohol based hand rub to be used for hands that are not visibly soiled
- Provide staff with effective hand hygiene products that have low irritancy potential
- Solicit feedback from staff regarding feel, fragrance and skin tolerance of products being considered
- Provide hand moisturizing products to help reduce the occurrence of skin irritation
- Select products that are scent free
- Select paper towels that are non-irritating
- Select gloves that are non-irritating.

Staff Education

When washing hands:

- Hot water is an irritant, use warm water when washing hands
- User paper towels to pat dry hands instead of rubbing them
- Apply moisturizer
- Avoid using alcohol-based hand rubbing right after washing hands to avoid dermatitis
- Dry hands thoroughly before putting gloves on

When using alcohol-based hand rub:

- Ensure hands are visibly clean (if soiled, hands should be washed)
- Apply a small amount of product onto one palm
- Apply product all over the surface of the hands, fingers and back of hands and thumbs
- Rub hands until DRY, approximately 15-20 seconds
- Dry hands thoroughly before putting gloves on
- Apply moisturizer if ABHR is used frequently

When using gloves:

- Ensure hands are clean and dry before putting gloves on
- Wear gloves for as short of time as possible
- Ensure gloves are intact, clean and dry inside

Glove Use

Gloves must be worn if there is opportunity for hands to be in contact with blood, body fluids, secretions, excretions, and contaminated equipment or surfaces. Gloves are to be used as **single use** only to prevent the transmission of pathogens. It is important that gloves are not to be re-used.

Park Lawn Preschool Inc. ensures that the Toronto Public Health Glove Use poster (Appendix E) is posted in a conspicuous place and glove use procedures are followed. Gloves are a good protective tool, however they cannot always be completely free of leaks and hands may become contaminated. It is imperative that hands be washed before and after the use of gloves. Any gloves that have been removed must be discarded immediately in the garbage disposal.

2. Diapering

Sanitary practice for diapering is extremely important as fecal contamination in the child care environment can lead to the spread of infection. Diapering areas are required to have a separate disposal container with a leak proof plastic liner and should be foot activated, a changing mat that can be disinfected and a changing table that is adjacent to a sink, used solely by staff and children for the purpose of hand washing before after diapering and toileting. Hand washing areas must be equipped with a soap dispenser and running water. Sinks are required to be cleaned daily.

When diapering, children are never to be left on the change table, not even for an instant. Prior to diapering, staff should get the change area organized with the individual child's supplies. This will help prevent having to take the child down from the table during diapering time. Children's diapering supplies; diapers, creams and wipes are to be kept in labelled individual compartments. Any cloths and towels should only be used once and separate cloths should be used for cleaning the child's face and hands. The diapering surfaces must be disinfected after each use.

All Park Lawn Preschool Inc. child care centres follow the guidelines and procedures set out by Toronto Public Health. The Toronto Public Health Diaper Routine poster (Appendix F) must be posted in ALL diapering areas and followed to ensure sanitary practices.

Diaper disposal containers must have a tight fitting lid and should be emptied and sanitized at least twice a day. If a child uses cloth diapers, soiled diapers must be double bagged to prevent the spread of disease.

3. Toileting

Sanitary practices where young children are toilet training are extremely important. Park Lawn Preschool Inc. provides toilets and hand washing facilities that are easily accessible to children. Staff provides support for children who are toilet training by encouraging them to gain independence and to teach them self-help skills. Children that are toilet training are supervised by a staff at all times and are

available to assist children, if necessary. Children are encouraged to flush toilets and wash their hands after each use and staff model proper hand hygiene to children.

When children are at early stages of toilet training, it is not unusual for children to have accidents and soil themselves. Parents are required to provide extra clothing for their child and all soiled clothing is double bagged, to prevent the spread of disease, and taken home.

All Park Lawn Preschool Inc. child care centres follow the guidelines and procedures set out by Toronto Public Health. The Toronto Public Health Toilet Routine posters (Appendix G) must be posted in ALL toileting areas and followed to ensure sanitary practices. Children's toilets are sanitized after every use and staff are required to use gloves when cleaning to prevent cross contamination.

4. Environmental Cleaning and Disinfecting

All Park Lawn Preschool Inc. child care centres follow strict practices set out by Toronto Public Health for cleaning and disinfecting in the classroom. All staff are responsible for ensuring their classrooms are cleaned and maintained according to their Classrooms Cleaning and Disinfection Schedule (Appendix H).

Cleaning is the physical removal of foreign material (e.g. dust, soil, etc.) and organic material (e.g. blood, secretions, microorganisms, etc.) Cleaning only removes the physical material but does not kill the microorganisms.

Cleaning should be done with warm water, detergent and mechanical action. It is also necessary to rinse with clean water to ensure detergent film is removed.

Disinfection is the process of killing most disease causing microorganisms on objects using chemical solutions.

Choosing and Using a Cleaner:

Park Lawn Preschool Inc.'s child care centres uses cleaner that can be used on multi surfaces and are compatible with the disinfectant used.

The following steps are to be followed when cleaning:

- Wear appropriate personal protective equipment
- Clean in a progression from low-touch to high-touch surfaces and from top to bottom
- If require, rinse surface with clean warm water

Choosing and Using a Disinfectant:

Park Lawn Preschool Inc.'s child care centres use a ready-to-use/pre-mixed disinfectant which is ideal for use. The product is labelled with a DIN number and has Safety Data Sheet.

According to Toronto Public Health 2016 Guidance document, an ideal disinfectant should:

- Have a broad spectrum of antimicrobial effectiveness

- Be fast acting
- Not be affected by environmental factors
- Have good cleaning properties
- Be non-toxic or non irritating
- Carry wide material compatibility
- Be easy to use with clear label instructions
- Be stable in concentrate or use-dilution and there have a suitably long shelf life

The following steps are to be followed when disinfecting:

- Read and follow all manufacturer instructions before use
- Wear appropriate personal protective equipment
- Clean before disinfection
- Do not dip a soiled cloth into the disinfectant solution

Surface Types

High-touch Surfaces

High-touch surfaces are required to be cleaned and disinfected at least daily and more frequently if the risk of contamination is higher (e.g. during an outbreak).

High-touch surfaces may include; doorknobs, faucets, toys, cribs/cots, light switches and computer keyboards.

Low-touch Surfaces

Low-touch surfaces are required to be cleaned and disinfected as needed.

Low-touch surfaces may include; walls and windowsills.

Other Surfaces

Carpeted floors must be vacuumed as necessary and cleaned promptly when a spill occurs. Carpets should be shampooed/steam cleaned every two (2) times a year.

Floor mats that cannot be adequately cleaned and disinfected should be removed and replaced.

Floors must be cleaned and disinfected at least once daily.

Cleaning of all surface types must follow the Environmental Cleaning Schedule (Appendix J) for each classroom and is the staff's responsibility to ensure their classrooms are cleaned accordingly.

Blood and Body Fluid Spills

Child care workers may often come into contact with blood and body fluid spills when dealing with children. Blood and body fluids may contain infectious disease and must be cleaned up immediately to prevent the spread of microorganisms. To ensure sanitary practices are maintained when staff comes into contact with blood and body fluid spills, each classroom is required to post and follow the Toronto Public Health Blood and Body Fluid Spills (Appendix K) procedure. Personal Protective Equipment (PPE) should be used at all times when cleaning up a spill and when disinfecting.

5. Toy Cleaning and Disinfection

Park Lawn Preschool Inc. ensures that all toys used in program are cleaned and disinfected based on a cleaning schedule posted in each classroom. Toddler and Preschool programs are required to clean and sanitize their classroom and toys weekly following the Weekly Cleaning Schedule (Appendix M) or as needed all year long. The Before and After School Kindergarten and School Age programs are also required to clean and sanitize their classroom and toys weekly during March Break, Winter Break and Summer Break, however, during the school year where children only attend the program before and after school, classrooms and toys are required to be cleaned and sanitized on a monthly basis following the Monthly Cleaning Schedule (Appendix M). In addition, all toys are to be cleaned as they become soiled.

Cleaning schedules are posted in a conspicuous place in the classroom and staff is required to initial and date as they complete the cleaning of each area.

Note: Shared individual electronics and computers should be cleaned between users.

Procedure for Toy Cleaning and Disinfection as outlined by Toronto Public Health's Guidance Document:

- Inspect toys for damage, sharp, or broken pieces
- Toys are to be cleaned according to manufacturer's instructions prior to disinfection
 - Disinfection Options:
 - commercial dishwasher (must reach 82 °C)
 - Hospital-grade approved, low-level disinfectant
- Allow toys to air-dry before storing
- Empty and clean toy storage boxes/cupboards according to the toy cleaning schedule
- Monitor bins weekly for pest activity
- Toy cleaning is NOT permitted in designated hand washing sinks
- A separate container is used for "mouthed/unclean toys"

Sensory Play

Sensory play is the area where children explore different senses, experiment, scoop, pour, and squeeze things. However, sensory play can also be an area where play equipment can be easily contaminated. To ensure sensory play activities are clean and safe, Park Lawn Preschool Inc. child care centres are required to post and follow Toronto Public Health procedures for Sensory Play Activities (Appendix L).

- Sensory play should be in containers that can be easily moved, cleaned and disinfected.
- Samples of sensory play; water, pasta, sand, gravel, potting soil, and play dough.
- Children must wash their hands before and after sensory play
- Bins are to be cleaned and disinfected when emptied
- **Play dough must only be one time use.**

- Staff must supervise children during all types of sensory play.
- All toys that have been in contact with a child's mouth must be removed and disinfected daily.
- Communal sensory play is suspended during an outbreak.

6. Laundering and Sleep Equipment

Laundry

Soiled laundry may pose an increased risk of communicable disease transmission if not cared for properly. To help minimize this risk, proper laundering procedures must be followed by all staff.

- Wear PPE when in contact with soiled laundry
- Wash soiled laundry with hot water and place clean laundry in dryer
- Children's soiled clothing must be sent home for cleaning (do no rinse; roll and place items in a sealed plastic bag; solid stools must be disposed of in the toilet prior to bagging clothes)
- Soiled items must be kept separate from clean items in a covered container/bag
- Bedding (sheets and blankets) must be assigned to each child and laundered weekly or when soiled or wet

Sleep Equipment

Park Lawn Preschool Inc. maintains strict sanitary practices for children's sleeping equipment. Each child is required to have their own set of bedding (sheets, blankets, pillows) and an individual cot, labelled with their name, assigned to them. Sleep equipment cannot be shared at any time and must be laundered once it has been soiled. In addition, cots and bedding must be cleaned and disinfected before being assigned to another child. Staff is required to follow the Weekly Cleaning Schedule (Appendix M) and sign off weekly when sleeping equipment is being cleaned and disinfected.

7. Pets and Animals

Pets and animals may pose risks of allergies, injuries and infections particularly to those under 5 years of age, where they are more likely to develop serious illness from infections due to microorganisms. All staff and children who handle animals must practice strict hand hygiene after contact with animals, their feed and/or their environment.

In the event, the child care centre has a pet in their centre the following expectations must be followed:

- Strict hand hygiene procedures must be followed.
- Staff must supervise all contact between the children and animals.
- Children must not feed the animals or have food or drink in proximity of the pets.
- Animals must be housed within some barrier that protects the children.
- Dogs or cats must wear proper collars with a license tag.

- A staff must be assigned to clean the pet habitat and wear personal protective equipment.
- Pet cages and/or habitats must NOT be cleaned in a food preparation sink or area.
- Pet cages must be cleaned regularly using a damp cloth and then disinfected. They must be in a well-ventilated area.
- Animal bites shall be immediately reported to Toronto Public Health.

Toronto Public Health has listed the following expectations for activities involving pets and animals:

Child Care Centre staff and children may have contact with the following animals:

- Dogs, cats, rabbits, birds, rodents (e.g. mice, hamsters, rats, gerbils, guinea pigs) and fish

These animals must have an appropriate temperament to be around children and show no signs of disease.

Dogs and cats shall be fully immunized against rabies, must be trained and be in good health. Written proof from a veterinarian is required.

Pet birds are strongly discouraged in child care centres.

The following animals are **prohibited** to be kept as pets and are not recommended to be involved in activities with children.

- Exotic animals
- Wild/stray animals
- Inherently dangerous animals
- Venomous or toxin-producing spiders and insects

The following animals are **prohibited** to be kept as pets and are NOT allowed to be involved in activities with children.

- Reptiles
- Amphibians
- Live poultry
- Ferrets
- Farm animals