

Park Lawn Preschool Inc.	Health and Safety COVID-19 Environmental Cleaning and Disinfecting Policy and Procedure	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 C	

Policy

Park Lawn Preschool Inc. (PLP Inc.) is committed to providing a safe and healthy environment for children, families and employees. PLP Inc. will take every reasonable precaution to prevent the risk of communicable diseases within all our centres.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Toronto Children's Services in all PLP Inc. centres.

Application

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

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 centre's WHMIS binder. 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 disinfecting products approved for use in PLP Inc. centres to be used in concentrate, spray and wipe form is:

Oxivir Diversey (or approved alternate)

- This is considered a high-level disinfectant 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 the supervisor if there are any questions**
- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution, use wipes or a spray which comes ready to use, the contact time for disinfecting is **1 minute**
- **Refer to COVID-19 Toy Washing and Disinfecting Policy and Procedure 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 wet single-use paper towel (for example, lunch tables, high 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:

Cleaning of the premises should be completed daily with frequently touched surfaces cleaned and disinfected twice daily at a minimum. More frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.

Cleaning Log

Staff are required to record all cleaning and disinfection activities in the designated cleaning log form for the centre. The Cleaning and Disinfection log must include the name of the person who completed the cleaning, date and time and area that cleaning was completed.

Frequency of Cleaning Requirements

Clean and disinfect upon **STAFF'S ENTRY** to child care:

- 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.

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher. Clean and disinfect frequencies for other surfaces and items:

- **Tables, chairs 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, and throughout the day when rooms are available, for example, 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 (for example, visibly dirty). This includes any play structures, if being used. Any outdoor play equipment and toys 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 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 and as often as necessary (for example, when visibly dirty or contaminated with body fluids)
- **Other shared items:** for example, phones, IPADs, IPODs, attendance binders 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 (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. 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 and mask 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 glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.
- 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.
- 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 clothing which they can leave and launder at the child care location. Linens must be washed on the "hot" setting.
- For Toy Cleaning and Disinfecting, please refer to the COVID-19 Toy Washing and Disinfecting Policy and Procedure and the COVID-19 Toy Cleaning and Disinfecting Schedule

Shared Spaces or equipment

Any shared space or equipment should be cleaned in between each use and only one group at a time should have access to the shared space or equipment. For example, washrooms or shared toys.

Outdoor structures should continue to be cleaned after each cohort use and be used by only one group at a time. Proper hand hygiene must be followed before and after using shared play structures. Each cohort should have designated toys and equipment for each group.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a PLP Inc. centre, and at any time where a change is made.

Link(s) to Resources:

Posters:

- [TPH Glove Use](#)
- [TPH Blood and Body Fluid Spills](#)

CHANGE LOG

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219C	1	August 4, 2020	Added "approved alternate" to disinfecting products	S. Allman	N/A
PLP HS 219C	2	Nov 9, 2020	Frequency of Cleaning Record of Cleaning Shared space Outdoor Cleaning	B. Leung	N/A