

Park Lawn Preschool Inc.	Health and Safety  <b>COVID-19 Toy Washing and Disinfecting Policy and Procedure</b>	Approved: 22 July 2020  R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 H	

## 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 locations.

## 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.

## Procedure

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

When disinfecting, only approved products can be used. Please see the list of approved products to be used in concentrate, spray and wipe form:

- Oxivir (Diversey) concentrate, ready-to-use spray, wipes
- Accel wipes
- Impact Liquid Wash (Sprakita) concentrate for dishwasher
- Impact Liquid Rinse (Sprakita) concentrate for dishwasher
- Approved alternates, if necessary

All toys that are plush must be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys, etc. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

## Cleaning and Disinfection of Toys using a Mechanical Dishwasher

It is recommended that the dishwasher be used for toy washing whenever possible:

- The rinse cycle must meet a minimum of **82 degrees Celsius**
- Only use the dishwasher in the kitchen when it is not being used for any other purposes such as washing dishes, food preparation, serving
- Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin
- Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water
- Toys are air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination
- The kitchen is clean and tidy when you have completed toy washing

## **Manual Cleaning and Disinfection of Toys**

### **4 Sink/Bin – 5 Step Method for Disinfecting Toys using Disinfectant Concentrate i.e., Oxivir Five 16 Concentrate, or approved alternate, if necessary**

To ensure consistent and proper dilution of the concentrated product, such as Oxivir Five 16, ONLY designated staff are assigned to mixing the solution for each child care centre. Staff must use test strips to test the concentration of the Oxivir Five 16 in the jugs. Please refer to the COVID-19 Environmental Cleaning and Disinfecting Policy and Procedure for testing information.

Small toys that can be immersed in water should use the 4 Bin- 5 Step method for washing. Please following the steps below:

1. Sink/Bin - wash with soap and warm water to clean visible dirt
2. Sink/Bin - rinse soap off with clean water
3. Sink/Bin - soak in disinfectant mixture for the appropriate contact time to disinfect
4. Sink/Bin - rinse using clean water
5. Air dry toys by placing them on a Drying Tray

### **3 Sink/Bin – 4 Step Method for Disinfecting Toys**

Please following the steps below:

1. Sink#1 - wash with soap and warm water to clean visible dirt **& rinse with warm running water before moving to next step**
2. Sink#2 - soak in disinfectant mixture for the appropriate contact time to disinfect
3. Sink#3 - rinse with clean warm water
4. Air dry toys by placing them on a Drying Tray

### **Cleaning and Disinfecting Large Toys/Equipment In-Place using approved disinfectant**

Large toys, wooden toys, cots, cribs, etc. that cannot be immersed in a disinfectant solution should use this method for washing. Please follow the steps below:

1. Clean with soap and water using a cloth
2. Wipe with a clean wet cloth to rinse
3. Disinfect with approved disinfectant and have it remain wet on the surface for the appropriate contact time (**1 minute** for all disinfectant wipes on above list). Do not spray product to toys and surfaces when children or other staff are nearby
4. A final rinse is required using a single-use wet paper towel
5. Allow toys/equipment to air dry

### **Tips & Reminders**

- Fill the bucket only to a level that is comfortable for transporting to the area you use for toy washing – a trolley can also be used to assist with transporting.
- Unused test strips must be kept dry and in a dark space.
- When a new bottle of test strips is opened the date opened should be written on the bottle.
- Test strips expire six (6) months after the container is opened. Any unused test strips must be discarded after 6 months as it is no longer effective.
- Refer to the manufacturers label for all approved disinfectants for further information or review.

## **Frequencies and Toy Cleaning**

- Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.
  - o Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children
- Cribs and cots must be cleaned and disinfected after each use.
- Refer to COVID-19 Cleaning and Disinfecting Schedule and COVID-19 Environmental Cleaning and Disinfecting Policy and Procedure for more guidance.

**Handling used toys**

- Toys that have become visibly dirty or that have come into contact with body fluids (for example, toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Ensure that hand hygiene is completed.
- Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.

**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 Posters / Resources:**

**CHANGE LOG**

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219H	1	August 4, 2020	Added "approved alternate" for disinfecting product	S. Allman	N/A