

# Environmental Cleaning and Disinfecting Policy and Procedures

## Policy Statement

Terry Tan Child Centre is committed to providing a safe and healthy environment for children, families, and employees. Terry Tan Child Centre 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 Children's Services regarding cleaning and disinfecting in all Terry Tan Child Centres.

## Application

This policy applies to all employees, students, community members, and any other persons engaged in business with Terry Tan Child Centre.

## 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 PREvention Ready-to-Use (RTU)), 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 out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the SDS (blue) binder.

## Disinfecting

Accel PREvention Ready-to-Use (RTU)), was approved by TPH for use in our childcare centres as a disinfectant.

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution use Accel PREvention, which comes ready to use in spray bottles, the contact time for disinfecting is **3 minutes**.
- **Refer to Toy Disinfection Procedures for further guidance.**

#### Disinfecting using Accel PREvention Ready-To-Use (RTU) Spray

- Put on rubber gloves, recommended PPE, if the employee has sensitivities
- Spray or wipe on **Accel PREvention 3 minutes** solution and leave on the surface for the appropriate disinfecting contact time (**3 minutes**). Ensure the spray setting is **on stream** and not mist
- Once the **3 minutes** 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 single-use paper towel (i.e. 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

#### **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
- **Highchairs:** must be cleaned and disinfected before and after serving food
- **Spills** must be cleaned and disinfected immediately
- **Handwash 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).
- **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 of twice daily
- **Outdoor play equipment:** must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use
  - Any hard surfaces such as doorknobs, stair rails etc

- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks toilets etc.) These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- **Other shared items:** e.g., phones, attendance binders etc., these must be disinfected between users.
  - ❖ **Note:** Most areas are best cleaned with Accel PREvention 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 (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, 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 PREvention Ready-to-Use Disinfectant in and around the spill area and allow the appropriate 3-minute disinfecting contact time
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.
- Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster for further guidance

### **Crib and cot cleaning and disinfecting:**

- Cots and cribs must be labelled and assigned/designated to a single child per use
- Cots and cribs must be cleaned and disinfected before being assigned to a child
- Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly 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

For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves.

- Linens must be washed on the "hot" setting.
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing document

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at Terry Tan Child Centre and at any time where a change is made.

Revised Mar/2022