



**PRESCHOOL
CANADA**
Early Learning Academy

Sanitary and Environmental Cleaning Policy

Policy Statement

To ensure the health and well-being of children and staff within the Preschool Canada Pickering facility.

In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.

Purpose

To ensure that all employees are aware of Durham Region Public Health sanitary precautions COVID- 19 in all our locations.

Application

This policy applies to all employees, parents/guardians, volunteers, community members, and any other persons engaged in business with Preschool Canada.

Procedures

Refer to Public Health Ontario, Health Department Wee Care Manual, Public Health Ontario's Environmental [Cleaning and Disinfection fact sheet](#), the Public Services Health and Safety Association's Child Care Centre [Employer Guideline](#), and the [Reopening Tool Kit](#) for information and best practices for cleaning and disinfecting.

Preschool Canada staff will be cleaned thoroughly and daily on an ongoing basis. Cleaning and disinfecting will be logged to track and demonstrate cleaning schedules.

Cleaning/Cleaning Steps

- Removing all visible dirt from the surface of an object
- Use detergent and warm water to clean visibly soiled surfaces before disinfecting
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

Disinfectant/Sanitizer

The use of an approved disinfecting product from the [List of Hard-surface disinfectants](#) and hand sanitizer COVID-19 is required.

When possible, do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).

Use only disinfectants with a Drug Identification Number (DIN) on the Government of Canada approved list of COVID-19 disinfectants.



Instructions for using disinfectants can be found on the label or on the manufacturer instructions (i.e. Safety Data Sheet) to determine safe use and which PPE is required.

Chemicals like detergents, disinfectants, and sanitizers can be dangerous. Therefore always read and follow the manufacturer instructions, ensure all chemicals in containers are labelled correctly, and never mix two chemicals in the same container. If you are unsure...ASK.

Before using, ensure that the disinfectant is not expired (some disinfectants that are mixed each day, like bleach, must be discarded at the end of the day).

Sanitizing: defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Clean and disinfect upon ENTRY to childcare (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon children's ENTRY to childcare:

- Any hard surfaces such as water bottles, containers

Hand Washing

Centres will perform and promote frequent and proper hand washing. All staff and children are to wash/sanitize their hands before entering the program.

Staff must wash their hands with soap and warm water in the following situations:

- As they start their day at the centre
- Before handling food
- Before and after eating
- Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- After handling toxic materials
- Before and after using gloves
- Before and after applying sunscreen if the child needs assistance
- Before and after touching theirs or someone else's face
- Before and after touching any child's personal belongings
- Before leaving the centre

Children must wash their hands with warm soapy water:

- As they start their day at the centre
- Before handling food
- Before and after eating
- Before and after toileting
- Before and after wiping their own nose
- Before leaving the centre



Food Provision

- No self-serving or family-style at mealtimes
- Meals are to be individually portioned for children
- No items should be shared at mealtimes (e.g. serving spoons)
- No outdoor food provided by family outside of the regular meal provision except where required, and special precautions for handling and service food are in place
- Children should neither prepare nor provide food that will be shared with others

Cots and Cribs Cleaning and Disinfecting:

Children will have a cot assigned to them. Cots will be placed to support physical distancing practices.

- Cot sheets and blankets must be changed between each user
- Cots must be cleaned, disinfected and laundered between each use if shared between children
- Sheets and blankets must be laundered at least weekly (if the cot is used by one child)
- Blankets are stored in a designated area (i.e. individually labelled bag/cubby/container)
- Staff must record all these tasks on the Cleaning Schedule for Linens and Cots
- 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 in 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 at the center.

Label individual hygiene items and store them separately.

For creams and lotions during diapering, never put hands directly into a lotion or cream bottles; use a tissue or single-use gloves. Upon arrival at the center, wipe the cream/lotion container with a disinfecting wipe.



Whole Centre, Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean, and sanitary. The Supervisor or designate must be advised of any concerns regarding toys and equipment.

- All toys used at the centre must be made of materials that can be cleaned and disinfected easily. Avoid absorbent materials like plush toys (carpets, fabric-like materials)
- Toys must be cleaned prior to disinfection, or a one-step cleaning and disinfection product is used
- Toys that cannot be cleaned and disinfected (e.g. unsealed wooden items) must be used for only one day and then placed in a sealed and cleanable container for **two weeks** before being re-introduced to the cohort
- Staff must track and record rotation items
- Activities should be planned to avoid the sharing of objects or toys
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Standard Cleaning protocols will be followed when children in care are asymptomatic.

Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination are higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and sanitized before and after each use
- Children **must not share** food, feeding utensils, soothers, bottles, sippy cups. Other tables and chairs being used are to be cleaned and disinfected twice daily and more often as needed
- **Spills** must be cleaned and disinfected immediately
- **Washrooms and Handwash sink:** One cohort should access the washroom at a time. Public Health recommendation is that washroom areas must be cleaned in between each use, particularly if different cohorts will be using the same washroom. Washrooms should also be cleaned as often as necessary (e.g., when visibly dirty or contaminated with body fluids). This includes using approved surface disinfectant with a DIN to clean and disinfect the diaper change mat and area
- **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 outdoorplay
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets, toilet handles, etc.). These surfaces should be



cleaned and disinfected 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, IPADs, iPods, attendance binders, etc.). These must be disinfected between users).
- All toys must be cleaned and disinfected daily when in use and between cohort usage
- Mouthed toys must be cleaned and disinfected after every use.
- Large equipment and shelving must be cleaned and disinfected every week
- Water tables must not be used. Only individual sensory play is permitted. If sensory materials are offered, they should be provided for single-use and labelled with the child's name.
- Dramatic play clothes must be laundered after each use.
- Floors must be kept clean and dry throughout the day. They must be swept and mopped as necessary by the staff.
- Children's cubbies are to be kept neat and checked weekly by staff.
- 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. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- Sprinklers can be used on the property by one cohort at a time where the water being sprayed is potable and single-use (drains away/absorbed by ground after use.)
- The use of a wading pool or slip and slide is not permitted
- The Cleaning Schedule for Toys and Equipment must be posted in playrooms.

Daily Cleaning

The [Ministry of Health's process for cleaning surfaces](#) will be followed by all staff.

If a facility chooses to have dedicated cleaning staff who will have no direct care or close contact with children or other staff, they must wear a medical mask, eye protection (goggles or face shield) and gloves as required by the manufacturer of cleaning/disinfection products.

It is not required for cleaning staff to replace PPE between cleaning rooms, given the PPE is being worn properly and is in good repair. If the PPE is wet, damaged, or visibly soiled, PPE must be removed, disposed of, and new PPE put on prior to continuing into another room. If PPE is removed for any reason (i.e., soiled, break time, lunch), staff must follow proper removal procedure and conservation/disposal. Please refer to the Public Health Ontario videos on Putting On PPE and Taking Off PPE

Physical Distancing

The physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort.

Each cohort must have their own assigned indoor space, separated from all other cohorts by a physical barrier to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller



than the tallest person in the facility. It must be as wide as space/room will allow.

Encourage more physical space between children by:

- Spreading children out into different areas
- Staggering, or alternating, lunchtime and outdoor playtime
- Incorporating more individual activities or activities that encourage more space between children
- Offering increased outdoor play
- Groupings of children (i.e. separate classes) must remain separate from other groupings within the childcare centre

Distancing between staff

- Staff should respect the 2-meter recommendations from the Province. Staff should not gather for lunch, break or other activities.
- Staff should not carpool with other staff.

Distancing during pick up and drop off

- Pick-up and drop-off of children should happen outside the childcare setting unless it is determined that there is a need for the parent/guardian to enter the setting.
- Staggering pick up and drop off to respect social distancing as much as possible
- Use of video and telephone interviews should be used to interact with families where possible, rather than in person

Preschool Canada keeps a cleaning and disinfecting log to track and demonstrate cleaning schedules.

- Existing practices should be reviewed to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, child safety, staffing, and signage, and PPE usage when cleaning.
- Keep an inventory to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (for example, porous or soft items such as stuffed toys, area rugs, fabric upholstered seating).

***** All staff shifts are subject to change, dependent on efficacy. Efficacy will be monitored daily *****

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees, and at any time where a change is made.

Policy updated on November 11, 2020