

PROGRAM POLICIES SANITARY PROCEDURES AND PRACTICES	GENERAL SANITARY PRECAUTIONS – COVID 19	SUBJECT	COVID-19
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POLICY

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.

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.

Centres will be cleaned thoroughly prior to re-opening and daily on an ongoing basis. In addition, frequently touched surfaces should be cleaned and disinfected at least twice daily. Cleaning and disinfecting should be logged to track and demonstrate cleaning schedules.

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

Disinfectant/Sanitizer

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

Clean and disinfect upon ENTRY to child care (for staff):

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

Clean and disinfect upon children's ENTRY to child care:

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- Any hard surfaces such as water bottles, containers

Disposable Gloves

Gloves must be worn in the following circumstances and disposed after use:

- Administering first aid
- Cleaning and disinfecting blood and body fluid (e.g. vomitus spills)
- Rinsing wet clothing or linen
- Contact with diarrhea including cleaning and disinfecting contaminated surfaces, diaper changing
- During active screening and in the case of an isolation of an ill child

Medical Masks and Face Shields

- All staff and students completing post-secondary placements are required to consistently wear medical masks and eye protection (i.e., face shields or goggles) while inside the centre, including in hallways.
- All other adults (i.e., parents/guardians and essential visitors) are required to wear a face covering or non-medical mask while inside the premises).
- All children in grades 4 and above are required to wear a non-medical mask or face covering while inside the centre, including in hallways. Parents/guardians are responsible for providing their children with a mask and should be reminded that their child will require a way to store their mask when not in use.
- All children (grade 3 and below) are encouraged but not required to wear a non-medical mask or face covering while inside the centre, including in hallways.
- Masks should be replaced when they become damp or visibly soiled.
- The use of masks is not required outdoors for adults or children if physical distancing of at least two metres can be maintained between individuals.
- Reasonable exceptions to the requirement to wear masks are expected. Exceptions to wearing masks indoors could include circumstances where a

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physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc. Requirements and exemptions related to masks must be documented. A doctor's note is not required for mask exemption and is discouraged as a general practice but may be requested.

- Masks are not recommended for children under the age of two.

Gowns

Gowns must be worn in the following circumstances:

- Cleaning and disinfecting bodily fluids
- While caring for child in isolation

Hand Washing

Centres will perform and promote frequent and proper hand washing. Staff must wash their hands with soap and warm water in the following situations:

- 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 touching theirs or someone else's face
- When hands are visibly soiled

Children must wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting
- Before and after wiping their own nose

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- When hands are visibly soiled

Food Provision

- No self-serving 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

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 and disinfected weekly if designated to one child
- Sheets and blankets must be changed weekly if designated to one child
- Staff must record all these tasks on the Cleaning Schedule for Linens and Cots

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.
- Activities should be planned to avoid the sharing of objects or toys.
- Standard cleaning protocols will be followed when child in care are asymptomatic.

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Cleaning and disinfection when a child or staff becomes ill during care

- When a child or staff becomes ill during care, steps must be taken to clean and disinfect all areas and items that the ill person may have been in contact with as soon as possible.
- The isolation room or area is to be cleaned and disinfected immediately after the child has been sent home.
- All toys and equipment must be immediately removed from the room to be cleaned and disinfected. Any items that cannot be cleaned (e.g. books, cardboard puzzles) should be removed and stored in a sealed container for seven days before they can be put back into rotation.
- If possible, remove children from potentially contaminated area until cleaning and disinfection is complete.

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 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 sinks:** 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).
- **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)

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- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, toilet handles) should be cleaned and disinfected at least twice per day at minimum, but as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- **Other shared items:** any shared items (e.g., phones, IPADs, IPODs, attendance binders) must be disinfected between users
- All toys must be cleaned and disinfected daily when in use
- 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 staff.
- Children's cubbies are to be kept neat and checked weekly by staff.
- If outdoor toys and equipment is accessed (e.g., balls, ride-on toys), it must be cleaned and disinfected before each use and in between use of different cohorts.
- Outdoor play structures (e.g., slides, climbers) do not require cleaning in between cohort use; instead the focus should be on exceptional hand hygiene before and after outdoor play.
- 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.

Centre cleaners will thoroughly clean and disinfect bathrooms, sweep and mop floors, spot clean glass, vacuum carpets, dust furniture and shelves, empty garbage and disinfect containers daily.

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