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POLICY

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

PROCEDURES

Refer to [Public Health Ontario](#), Durham Region Health Department Wee Care Manual, Public Health Ontario's Environmental Cleaning [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 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:

- 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 if required physical distancing cannot be maintained

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- 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 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 younger children (grade 3 and below) are encouraged but not required to wear a non-medical mask or face covering while inside the centre, including hallways.
- Masks are not recommended for children under the age of two.
- 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 considered. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can consistently maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.
- Where a child in grade 4 or above cannot tolerate wearing a mask, a letter must be requested from their parent indicating that the child is unable to wear a mask. The letter must be placed in the child's file.
- If a staff member advises that they are unable to wear a mask for medical reasons:
 - Medical documentation must be submitted by having their physician complete the Initial Medical Statement Form.
 - While awaiting medical documentation and the determination of next steps, staff will be on a sick leave, using sick time, other bank time or unpaid.
 - Medical documentation will be reviewed by Disability Management and a determination of accommodation will be made.

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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
- When hands are visibly soiled

Food

- 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 of 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.

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- Cot sheets and blankets must be changed between each user.
- Cots must be cleaned and disinfected weekly if designated to one child, or as needed (i.e., accident or illness).
- Sheets and blankets must be changed weekly if designated to one child, or as needed (i.e., accident or illness).
- 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 children in care are asymptomatic.


Cleaning and disinfection when a child or staff become 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.

Cleaning 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.

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- 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).
- **High-touch surfaces:** Any surfaces at your Centre that have frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, toilet handles). 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:** Items such as 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 loose outdoor equipment (e.g., balls, toys) is accessed, it must be cleaned and disinfected before each use and in between use of different cohorts. No access to public parks is permitted.
- The Cleaning Schedule for Toys and Equipment must be posted in classrooms.

First Aid Kits

Each Early Learning and Child Care Centre has a first aid kit and manual. All staff must be aware of its location. Names of staff that have been trained in First Aid/CPR will be posted on the Health and Safety Board.

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First aid kits will be reviewed and checked quarterly as part of the monthly Health and Safety inspection. Items must be replaced when used.

Mobile first aid kits must be available and taken with any group leaving the centre. Mobile first aid kits must contain:

- 4 pairs of disposable non-latex gloves
- Goggles
- Medical mask
- 4 gauze pads
- 4 bandages
- 4 damp cloths
- Small pack of Kleenex
- 2 zip-lock bags for the safe disposal of soiled band-aids, gauze pads etc.
- Small tweezers
- Children’s emergency information

Staff must ensure that any items used from the mobile kit are replaced upon returning to the centre.

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.

The Supervisor or designate will maintain contact with the cleaner using a communication log. Any specific tasks or concerns should be documented. For serious concerns, the Supervisor or designate should contact the Facilities Maintenance Supervisor directly using the facilities email and cc the Program Manager.


Refer to cleaner’s schedules for more information.

A cleaning process and schedule has been established in collaboration with the school board for child care locations in school sites.

Additional cleaning and disinfecting may be required based on daily need.

Winter Safety

Each ELCC Centre has a salt box and snow shovels. Facilities Management provides for contractors to clear snow and ice from walkways, driveways and parking areas and the paved areas of the playgrounds.

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If there are safety concerns regarding snow removal etc. The Supervisor or designate can contact Facilities Management using the facilities email and cc the Program Manager:

- Only non-toxic salt may be used.
- To promote safety, staff must ensure that walkways are cleared of snow and salt is sprinkled over icy patches throughout the day, as necessary.
- Parents are requested to remove wet footwear prior to walking into playrooms in order to help prevent wet, slippery floors.
- The Supervisor or designate will arrange for additional floor mats with the Facilities Management Supervisor.
- Drinking water must always be available and accessible for the children.
- Staff must ensure that children are appropriately dressed for the weather.
- Staff and children must wear appropriate footwear indoors and outdoors.
- Staff must make a note in the log book if the contractor has not cleared the snow prior to 7.00 am. The Supervisor or designate will follow up with Facilities Management using the facilities email and cc the Program Manager.

Summer Safety

Facilities Management arranges for contractors to cut the grass, trim branches, collect leaves and dispose of trim.


The contractors must report to the Supervisor or designate before beginning work at the centre. Notation must be made in the Visitors/Inspection Log.

The Supervisor or designate will arrange for additional sand or safety surface as needed. Staff must ensure that the safety surface is raked daily to ensure the surface does not become hard and compacted.

- Staff must ensure that children are dressed in clothing that is appropriate for the weather.
- Drinking water should always be available and accessible for the children.
- Children may play outdoors between 10:00 a.m. and 2.00 pm. However, staff must use appropriate precautions including liberal use of sunscreen, clothing, sun hats, shaded play areas etc.

Sunscreen

- Parents will be asked to supply labelled sunscreen for their child and apply the initial application of sunscreen on the child upon arrival at the centre.
- Staff must wash their hands between applications of sunscreen to each child.

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- Staff should encourage the children to be as independent as possible.
- Sunscreen should not be shared between children.

Lip Balm

The use of lip balm is strictly prohibited as lids of the product pose a choking hazard.

Garbage

Outdoor receptacles must be thoroughly cleaned annually or more often as needed. The Supervisor or designate will contact facilities staff to arrange for this service.

Garbage must be kept in waterproof containers lined with plastic garbage bags. Staff must dispose of the garbage daily after lunch. Any blood-soiled items must be discarded in sealed bags. Staff must ensure that garbage bags are not over-filled and become too heavy to lift safely. Indoor garbage containers must be metal, or fire rated.

Pest Control

All kitchens and washrooms are treated monthly and other areas as necessary. Treatment is by a licensed exterminator as arranged by Facilities Management. Staff must record in the Daily Log when the contractor arrives, and the contractor must sign the Visitors/Inspection Record Book.

Dryer Maintenance

Any lint that has accumulated in the lint trap is to be removed daily by the child care aide or staff designated by the supervisor. Dryer ducts are to be cleaned on a semi-annual basis by Facilities Maintenance. The Record of Dryer Maintenance is to be located near the dryer.

Forms:

Cleaning Schedule for Toys and Equipment

Cleaning Schedule for Cots and Linens

Dryer Maintenance

Initial Medical Statement