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 Health Department Wee Care Manual, Ministry of Health Guidance document for child care and the Re-Opening Tool Kit. Centres will be cleaned thoroughly prior to re-opening and daily on an ongoing basis.

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

Disinfecting
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 up blood and body fluid e.g. vomitus spills and disinfecting surfaces
- Rinsing wet clothing or linen
- Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing
- During active screening and in the case of an isolation of an ill child
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

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

Cots

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

- Cot sheets and blankets must be changed between each user
- Cots must be cleaned and sanitized between each use
- Sheets and blankets must be changed between each use
- 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.
- 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.

**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 disinfected before and after each use.
- 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.
- **Handwash sinks**: staff and child 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.
- **High-touch surfaces**: any surfaces at your location that have frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, 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.
- 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 e.g. each child has their own separate bin or playdough that is cleaned and disinfected or disposed of between use.
- 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 equipment is accessed, it must be cleaned and disinfected before each use. Only centre outdoor equipment can be utilized. No access to public parks is permitted.
- The Cleaning Schedule for Toys and Equipment must be posted in playrooms.
First Aid Kits

Each Early Learning and Child Care facility 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.

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 latex gloves
- 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
- 4 quarters for the telephone
- Children’s emergency information
- Small first aid manual

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.

ELCC 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.

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.

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 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
- Staff should encourage the children to be as independent as possible

Lip Balm

- The use of lip balm is strictly prohibited because the 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