

# Environmental Cleaning and Disinfecting HCC Policy and Procedures – COVID-19

## Policy Statement

Toronto Early Learning & Child Care Services (TELCCS) is committed to providing a safe and healthy environment for children, families, providers and visitors. TELCCS will take every reasonable precaution to prevent the risk of communicable diseases within all of our home child care locations.

## Purpose

To ensure that everyone is aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting in all TELCCS home child care (HCC) locations.

## Application

This policy applies to all providers, visitors, community members, and any other persons engaged in business with TELCCS HCC.

## 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 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.

## Procedure

All products including cleaning agents and disinfectants must be stored securely, kept out of reach of children and labelled. Ensure that expiry dates are checked and that all manufacturer instructions are followed.

### 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**

### **Preparing Household Bleach as a Disinfectant**

#### **Remember the following:**

- The solution must be made fresh daily to preserve strength
- The bottle must be labelled with the contents - parts of water and bleach used
- Clean before applying the disinfectant
- Follow the contact time
- Household bleach is 5.25% sodium hypochlorite solution (50,000ppm available chlorine)

### **High-level disinfection Solutions**

- 1:50 chlorine bleach solution
- 1 part bleach and 49 parts water
- 1,000 ppm (parts per million)

### **How to mix the bleach solution**

- 10 ml bleach with 495 ml water

**Or**

- 2 tsp. bleach with 2 cups water

### **Disinfecting using Sprays and Wipes:**

- Put on gloves. If cleaning blood/bodily fluids, a surgical mask must be used.
- If the provider has scent sensitivities a non-medical mask can be used.
- Spray or wipe on the disinfectant and leave wet on the surface for the appropriate contact time.
- Ensure the spray setting is on stream and not mist
- Once the 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

### **Cleaning and Disinfection Frequency Requirements**

#### **Clean and disinfect daily in the home (for provider):**

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

#### **Clean and disinfect upon children's ENTRY to the home:**

- Any hard surfaces such as water bottles, containers, etc.

#### **Clean and disinfect frequencies for other surfaces and items:**

Cleaning and disinfecting routines of high touch surfaces and toys must be increased and recorded daily.

- **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

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- **Washroom and sink areas:** provider 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). If washroom areas are used by household residents, high touch surfaces need to be cleaned and disinfected between use
- **Floors:** cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when available
- **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). This includes any play structures. 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. Please note that community outdoor playgrounds are not to be used at this time.
- **High-touch surfaces:** any surfaces at your location that have frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs etc.) These surfaces must 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, IPADs, IPODs, attendance binders etc., these must be disinfected between users.
  - **Note:** Most areas are best cleaned with wipes 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 and other individuals can be contaminated
2. Gather all supplies, perform hand hygiene, put on a surgical mask and single-use medical grade nitrile/vinyl gloves
3. Soak 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. Do not use the existing waste receptacle provided in the area
7. Perform hand hygiene and put on a new pair of gloves
8. Spray the disinfectant in and around the spill area and allow the appropriate disinfecting contact time
9. A final rinse is required if children come into contact with the area
10. Remove gloves and mask and discard them immediately

### 11. Perform hand hygiene

#### **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
- Cots and cribs must be cleaned and disinfected after each use.
- Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child
- Cots must be stored in a manner 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 to the provider home
- Label individual hygiene items and store them separately
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the provider home, wipe the cream/lotion container with a disinfecting wipe
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing and Disinfecting HCC Policy and Procedure – COVID-19 and Cleaning and Disinfecting HCC Schedule – COVID-19

#### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all home visitors and providers before children are placed in the home, and at any time where a change is made.

Revised July 7, 2020