

Environmental Cleaning and Disinfecting 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 and employees. TELCCS will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting in all TELCCS locations.

Application

This policy applies to all employees, students, and any others persons engaged in business with TELCCS.

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.

Contact Time: the amount of time that the disinfecting product will need to remain wet on a surface to achieve disinfection. This is outlined on the bottle or wipe container.

Procedures

All products including cleaning agents and disinfectants must be stored securely, kept out of reach of children, labelled and must have Safety Data Sheets (SDS) up to date, which are stored in the WHMIS (blue) binder. Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Ensure that expiry dates are checked and that all manufacturer instructions are followed.

Cleaning

- Assign dedicated staff to complete environmental cleaning and disinfection duties
- Maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cots and cribs
- Use soap 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

When disinfecting only approved products can be used. The AHP disinfecting products approved for use in TELCCS to be used in concentrate, spray and wipe form are:

- Oxivir Tb and Oxivir Five 16
- Optim 33tb and Optim 1
- Accel INTERVention
- Peroxigard

These products are considered high-level disinfectants which is defined as the complete elimination of all microorganisms in or on a surface. Ensure that all manufacturer labels and Safety Data Sheets (SDS) are read and understood. All appropriate contact times and personal protective equipment (PPE) use must be adhered to for each individual item. Refer to WHIMIS and ask your supervisor if you have any questions

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a disinfectant solution, use approved disinfecting wipes or spray which comes ready to use
- For all other toy cleaning & disinfecting use Oxivir Five 16 Concentrate, which has to be mixed and tested before use, the contact time is 5 minutes.
- Refer to Toy Washing and Disinfecting Policy and Procedure – COVID-19 for further guidance.

Disinfecting using Sprays and Wipes:

- Refer to the Personal Protective Equipment (PPE) policy for requirements based on products/tasks. Please also review the safety data sheet (SDS) and product label.
- Spray or wipe on the disinfectant and leave wet on the surface for the appropriate disinfecting 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 upon ENTRY to child care (for staff):**

- Any high touch hard surfaces such as water bottles, travel mugs, cell phones etc

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

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

Clean and disinfect frequencies for other surfaces and items:

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

- **Toys:** toys and equipment must be cleaned and disinfected daily, between cohorts and as often as necessary (e.g., when soiled, contaminated, or if the toy has been used by a symptomatic individual)
 - Assign specific toys and play equipment to one cohort if possible
 - Toys that have been mouthed or become contaminated must be either cleaned and disinfected immediately or placed in a designated dirty toy bin. The bin must be clearly labelled and inaccessible to children
- **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
- **Washroom and sink areas:** high touch surfaces in staff and children washroom areas must be cleaned and disinfected at least twice daily and as often as necessary (e.g., when visibly dirty or contaminated with body fluids). Low touch surfaces must be cleaned and disinfected once/daily. If washroom areas are used by different cohorts, high touch surfaces need to be cleaned and disinfected between cohorts
- **Floors:** cleaning and disinfecting must be performed at a minimum of once daily, and as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- **Floor Mats:** cleaning and disinfecting must be performed throughout the day, and at a minimum of once daily
- **Outdoor play equipment:** must be cleaned and disinfected daily, between cohorts, and as often as necessary (e.g., when visibly dirty, contaminated or if used by a symptomatic individual). Alternatively, outdoor play equipment can be batched and rotated weekly.
- **Outdoor play structures:** must only be used by one cohort at a time and children must perform hand hygiene before and after use. Outdoor play structures are not required to be cleaned and disinfected between cohorts unless the equipment is visibly soiled or dirty.
- **Shared indoor gross motor areas:** toys and equipment must be cleaned and disinfected between cohorts, daily, and as often as necessary (e.g., when visibly dirty, contaminated or if used by a symptomatic individual).
- **High-touch surfaces:** these are any surfaces at your location that have frequent contact with hands (e.g., light switches, some shelving, containers, hand rails, door knobs etc.) These surfaces should be cleaned and disinfected at least twice per day and as often as necessary (i.e., 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.
- **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.), and as required, i.e., if soiled with bodily fluids.

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 personal protective equipment (PPE)- a medical mask, eye protection, single-use medical grade nitrile/vinyl gloves and a gown
3. Soak up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in a separate garbage bag
4. Clean the spill area with soap, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towels
6. Discard used paper towels and gloves immediately in a tied plastic bag. Do not use the existing waste receptacle provided in the area, and instead dispose in the main garbage area away from others
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 PPE. Discard and replace the medical mask, clean or replace the eye protection, discard the gloves, and launder the gown if reusable, if not reusable, discard.
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
 - 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 weekly and as often as necessary (e.g., when visibly dirty, contaminated or if used by a symptomatic individual).
- Crib mattresses must be cleaned and disinfected weekly and as often as necessary (e.g., when soiled, wet, visibly dirty, contaminated, if used by a symptomatic individual 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 weekly on the "hot" setting, and as often as necessary (e.g., when soiled, wet, visibly dirty, contaminated or if used by a symptomatic

individual). The bedding must be assigned to an individual child, stored separately to prevent accidental sharing and in a manner that prevents contamination.

Additional Infection Prevention and Control Practices

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed with soap and water upon arrival to the centre
- 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 centre, wipe the cream/lotion container with a disinfecting wipe
- Staff can identify personal child care clothing which they can leave and launder at the child care location. Clothing must be washed on the "hot" setting.
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing and Disinfecting Policy and Procedure – COVID-19 and Toy Cleaning and Disinfecting Schedule – COVID-19
- Cleaning and disinfecting activities must be tracked for each room, this includes play areas, surfaces and sleeping equipment on the Cleaning and Disinfecting Schedules- COVID-19.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a TELCCS, and at any time where a change is made.

Revised October 19, 2021