

CATEGORY: Sanitary Policies and Procedures

DATE: July 2017

SUBJECT: Environmental Cleaning and Disinfecting Policies & Procedures UPDATED: March 2023

APPROVED BY: Executive Director, Shemina Ladak



Purpose

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, and volunteers. CICC will take every reasonable precaution to ensure a safe and healthy environment for all members of our community.

Increased rates of childhood as well as adult infections are influenced by physical environments. Maintaining clean and healthy environments at CICC and disinfecting are an integrated part of ongoing operating practices, and scheduled cleaning routines and policies contribute to an overall safe and healthy environment for children, staff, students, volunteers, and visitors.

Policy and Procedures:

To ensure that all employees are aware of and adhere to the directive established by CICC and Toronto Public Health (TPH) regarding cleaning and disinfecting at the centre.

Scope:

This policy applies to all staff, volunteers, and students working at CICC.

Policy Details

Disinfecting

CICC uses a bleach solution of 5ml bleach to 495 ml warm water 500ppm, prepared daily by the janitorial staff to clean floors, toilets and remove stains.

On a daily basis staff, students and volunteers will use a solution of Oxivir mixed at 1:16 parts on tables, chairs, and diaper change pads and potties.

All products must be out of reach of children, labelled and must have material safety data sheets (MSDS) up to date (within three years), and stored in the WHMIS (blue) binder.

Cleaning

Use detergent and water. Once cleaned, rinse the surface with clean water.

Procedures

Cleaning:

- Use detergent and water to clean visibly soiled surfaces.
- Rinse surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed.
- Let the surface dry.

Disinfecting:

- Put on gloves and mask (if employee has scent sensitivities)
- Spray Oxivir solution on surface and let sit for 1 to 5 minutes. Ensure spray setting is on stream not mist.
- Wipe surface with clean cloth or paper towel.
- Let the surface dry.
- Once the disinfecting contact time has elapsed, the surface has now been disinfected and is ready for use.
- If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with paper towel or a dry clean cloth.

Disinfecting Schedules:

Clean/Disinfect throughout the day

- Tables and countertops used for food preparation and food service must be cleaned and disinfected before and after use; rinse with clean water after disinfecting.
- Spills: employees must clean and disinfect spills promptly.
- During an outbreak: Cleaning and disinfecting should be done often throughout the day as the risk of environmental contamination is higher.

Clean/Disinfect Daily

- Hand wash sinks in washroom areas are cleaned daily by custodial staff, and additionally as required by employees.
- Floor cleaning must be performed daily by custodial staff.
- Carpets are to be vacuumed daily by custodial staff.

- High-touch surfaces (any surface at your location that has frequent contact with hands), must be disinfected daily (and cleaned prior to disinfection if visibly dirty), or as necessary by staff.

Clean/Disinfect Monthly

- Low-touch surfaces (any surface at your location that has minimal contact with hands), must be cleaned and disinfected monthly.

Clean/Disinfect as Required

- Blood/Bodily Fluid Spills: Using the steps below, the surface should be cleaned first then disinfected:
 1. Isolate the area around the spill so that no other objects/humans can be contaminated.
 2. Perform hand hygiene then put on gloves.
 3. Clean up the spill with detergent, clean water, and paper towels.
 4. Rinse detergent residue with clean water.
 5. Discard used paper towels immediately.
 6. Disinfect the spill area and allow the appropriate disinfecting contact time.
 7. Remove gloves and discard them immediately.
 8. Perform hand hygiene.
 9. Notes:
 - If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. NEVER use your hands to clean up glass.
 - If this type of spill occurs on a carpet, follow the above steps along with steam/wet cleaning the carpet (outside help will likely be required).
 - Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster.

Cleaned/Disinfected throughout the Year

- Classrooms rooms must be fully cleaned at least 2 times a year, and additionally if necessary.
- Carpets must be cleaned annually.

Additional Infection Prevention and Control Practices

- For creams and lotions during diapering, never put hands directly into lotion or cream bottles.
- For Toy Cleaning and Disinfecting, please refer to the ***Toy Washing and Disinfecting*** document.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all staff and students prior to commencing employment/unpaid placement at CICC and annually thereafter and at any time where a change is made.

The review will be documented on the CICC Policy Review form, a hard copy will be retained in the individual's file for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2017

Definitions

Cleaning: the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. You require warm water, detergent and mechanical action (i.e. wiping) to clean surfaces. Rinse with clean water after to ensure detergent film is removed.

Disinfecting: a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms.