



Cleaning, Sanitizing, and Disinfecting Policy and Procedures

Policy Statement

Phoenix Child Centre is committed to providing a safe and healthy environment for children, families, employees and the community. To this end we have developed this policy specific to COVID-19.

Purpose

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

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with Phoenix Child Centre.

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 kills 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.

Sanitize: is defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Five 16-Concentrate & Oxivir Tb Ready-to-Use (RTU)), 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, requires a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants will be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the Data Sheet Binder in the cupboard above the light table.

Cleaning

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

Sanitizing – Multiuse Utensils

Dishes, cutlery and cutting boards will be sanitized(Ecolab Super Trump Detergent/Ecolab Rinse Agent) in the dishwasher after they have been cleaned with water and detergent.

Disinfecting Surfaces

For general environmental disinfection of high touch surfaces Oxivir TB RTU will be used. This product comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**.

How to Disinfect

Put on rubber or heavy-duty nitrile gloves, a mask can be used if the employee has scent sensitivities

Spray or wipe on **Oxivir Tb RTU-1 Minute** solution and leave on the surface for the appropriate disinfecting contact time (**1 minute**). Ensure the spray setting is **on stream** and not mist

Once the **1 minute** disinfecting contact time has elapsed, the surface has now been disinfected. Any surface that food or children may come in contact with requires a final rinse with a single-use paper towel (i.e. counters, trolleys, sinks).

Cleaning and Disinfection frequency requirements

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

Any hard surfaces such as water bottles, travel mugs, cell phones and containers will be disinfected.

Frequencies:

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.

Spills: must be cleaned and disinfected immediately.

High Touch surfaces: these are surfaces that have frequent contact with hands, food, and other objects. These surfaces must be cleaned at least twice per day and as often as necessary (i.e., when visibly contaminated).

Examples include:

- Counter tops/Table tops
- Trolley's
- Light switches
- Sinks
- Door Handles

Cutting Surfaces and Utensils

All cutting of food must be done on a plastic cutting board and used for 1 single task at a time. Cutting boards must be routinely cleaned in hot water, sanitized and rinsed after each use. Care must be taken not to transfer contamination of one food to another. Knives used to cut or slice food items should not be used for other foods or other items, unless the knife has been adequately cleaned with hot water and soap, rinsed and sanitized.

Toys and Classroom Materials

In every program, every child will have their own bin for sensory exploration and art materials. These materials are not to be shared with anyone and will be sanitized with Oxivir 5 RTU at the end of each day. Each child has been supplied with a portable art easel to support drawing in the outdoors.

Toys are cleaned and sanitized (either by 3 bin method or dishwasher sanitizing) each time they are used by the cleaning and sanitizing staff in the preschool, FDK and School Age programs. This protocol is reflected in the cleaning schedules. Each time a child plays with a toy, it is placed in a bin and picked up by cleaning staff, once cleaned and sanitized, the toy will be placed back on the shelf. To ensure that cleaning and sanitizing can be easily managed, the number of toys and equipment in the classroom has been

reduced. Rotation toys have been stored to be placed in rotation when staff have deemed (through documentation and observation) the children are in need of new challenges.

Policy and Procedure Review

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

Date	Revision	Effective
June 15, 2020	New	July 6/20

