



Environmental Cleaning and Disinfecting Policy and Procedures

Policy Statement

Phoenix Child Centre is committed to providing a safe and healthy environment for children, families and employees. Phoenix Child Centre will take every reasonable precaution to prevent the risk of communicable diseases including COVID-19.

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 at Phoenix Child Centre while open during the COVID-19 pandemic.

Scope

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.

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 must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the Safety 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

Disinfecting

Accelerated Hydrogen Peroxide is an approved (Toronto Public Health) disinfectant for the use in Child Care Centre's. Phoenix will use these products unless unable to ascertain due to COVID restrictions. In this case Phoenix will use Oxivir Five 16 RTU or wipes with a contact time of 1 minute.

The disinfecting products used at Phoenix Child Centre are Oxivir Five 16 Concentrate and Oxivir TB Ready-to-Use (RTU) Spray or Wipes. All are high-level disinfectants which is defined as the complete elimination of all microorganisms in or on a surface.

For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Oxivir TB RTU, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**

For all other toy cleaning & disinfecting use Oxivir Five 16 Concentrate, which has to be mixed and tested before use. Follow the directions on the container, the contact time is **5 minutes**.

Disinfecting using Oxivir Tb Ready-To-Use (RTU) Spray & Wipes

Put on rubber or heavy-duty nitrile gloves and mask, 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 children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, floor (will use damp mop), 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 and children)

Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers will be wiped down with approved disinfectant.

Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher. Please refer to cleaning and disinfecting agents portion of this document.

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use

Food Spills must be cleaned and disinfected immediately

Handwash sinks: staff 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).

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/door knobs/light switches etc.: Must be cleaned and disinfected at least twice a day or when visibly soiled.

Outdoor play equipment: must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). 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.

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/humans can be contaminated
2. Gather all supplies, wash your hands with soap and water or if not available use hand sanitizer and finally put on single-use nitrile gloves.

3. Scoop 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
7. Spray Oxivir TB Ready-to-Use Disinfectant in and around the spill area and allow the appropriate **1 minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Wash hand with soap and water or if not available use hand sanitizer.

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. Contact caretaker to arrange for cleaning

Cot cleaning and Disinfecting:

Cots and must be labelled and assigned/designated to a single child per use

Cots must be cleaned and disinfected before being assigned to a child

High touch surfaces on cots must be disinfected at least twice per day and as often as necessary (before and after rest time)

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 at the centre

Additional Infection Prevention and Control Practices for Hygiene Items

Creams and lotions used during diapering are not to be touched directly with hands. Please use a tissue or single use glove.

Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe

Staff can wear personal child care clothing that can be changed into when arriving for work and changed out of when leaving for home. Clothes will be laundered at the centre, ensuring that cross contamination of clothing does not occur.

Policy and Procedure Review

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

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

