



ELGIN NURSERY SCHOOL

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CLEANING AND DISINFECTING POLICY AND PROCEDURES

Background:

Cleaning and disinfecting objects and surfaces that a child comes in contact with, including floors, is one of the most important steps in reducing the spread of infectious diseases including COVID-19 among children and childcare staff. From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus that causes COVID-19.

Policy:

It is the policy of Elgin Nursery School to maintain a high standard of cleaning and disinfection of the childcare setting to control the spread of infectious disease including COVID-19 among children, staff and visitors. Elgin Nursery School will maintain their routine cleaning and disinfection schedules, providing enhanced cleaning and disinfection of high-touch surfaces and toys.

Definitions:

Cleaning: Using soap/detergent, water, and mechanical action (e.g. scrubbing) to remove visible dirt. Cleaning physically removes rather than kills microorganisms. Cleaning must be done prior to disinfecting. After cleaning an object, it is necessary to rinse with clean water to ensure detergent film is removed.

- There are three steps to the cleaning process: wash, rinse and dry.
- Cleaning tools include multi-use gloves, laundered cloths, mops and brooms.

Disinfecting: Disinfection, a process completed after cleaning, is the process of killing most disease-causing microorganisms on objects using chemical solutions.

Selection of Disinfectants:

- Particular attention should be paid to appropriate surfaces, contact time (must be achievable), dilution, material compatibility, shelf-life, storage, first aid, and PPE. Contact time for bleach and water will be two (2) minutes.
- Follow manufacturer's instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products.

NOTE: If household or commercial disinfectant cleaning products are not available, hard surfaces may be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water.



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General Criteria:

- Elgin Nursery School uses Lysol as an all-purpose cleaner and bleach as a sanitizer/disinfectant
 - Staff must check product expiry dates and follow manufacturer's instructions on the MSDS located on the back of the bottle.
 - Staff will respect contact time for the disinfectant to kill germs.
- Cleaning and disinfecting supplies are stored in the main room above the sink where they are out of reach of children, locked, and labelled.
- Bleach and water solution will be changed daily to ensure effectiveness isn't compromised.
- Safety Data Sheets (SDS) that are up to date and stored in kitchen.
- Each childcare room and washroom should have its own designated detergent and disinfectant.
- Use disposable cleaning cloths and gloves for cleaning and disinfecting.
 - Gloves must be removed immediately and discarded into a waste receptacle after each use.

Procedures:

Cleaning and Disinfection Procedures:

- Maintain routine cleaning and provide enhanced cleaning and disinfection of high-touch surfaces and mouthed toys. Follow disinfection schedules.
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture and frequently touched things in each childcare room. Be sure cleaning is completed by the end of each shift.
 - Further information on routine cleaning requirements and scheduling recommendations can be found in *Leeds, Grenville and Lanark District Health Unit: Preventing and Managing Illnesses in Child Care Centres Manual*, https://healthunit.org/wp-content/uploads/Infection_Control_Childcare_Manual.pdf

Record Keeping

- The childcare centre will maintain a cleaning and disinfecting schedule for each group, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program.
- Staff will complete a cleaning and disinfection log to track and demonstrate cleaning schedules (indoor and outdoor).
 - Designated staff will record the date, time, product used, the name of the staff responsible, etc.



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Enhanced Cleaning Frequencies:

Toys & Play Structures:

- Toys and equipment are designated for each room/group.
 - If shared, toys and equipment must be cleaned and disinfected at a minimum between groups.
 - Shared spaces/toys will be cleaned and disinfected on Fridays, however before and after shared space/ toys are used children will practice proper hand hygiene.
 - Place used toys (art, games, toys, etc.) in a clearly labelled soiled bin to be disinfected.
- Toys will be cleaned prior to disinfection. Any mouthed toys are cleaned and disinfected immediately after each use.
 - After disinfecting, rinse with potable water prior to returning to play.
- Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.
- Sensory materials may be used if proper hand hygiene is performed before AND after use.
- Play structures will only be used when:
 - All individuals will practice proper hand hygiene before and after the use of play structures.

Frequently touched areas:

- High touch surfaces such as light switches, doorknobs and handles, handrails, water fountain knobs, tabletops, electronic devices, etc. are cleaned and disinfected at least twice per day and more often as needed.
- Tables must be washed before and after use for any activity including art, games, and meals.
- Children and staff chairs will be sanitized and wiped down at the end of each day.
- If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Staff will adhere to diapering and toileting procedures as guided by the Lanark, Leeds and Grenville District Health Unit, and ensure proper cleaning and disinfecting between diaper change or toileting processes.
 - https://healthunit.org/wp-content/uploads/Toileting_Poster.pdf
 - https://healthunit.org/wp-content/uploads/Diapering_Poster.pdf
- All items used by a symptomatic individual are cleaned and disinfected.
 - If the items cannot be cleaned (e.g. books), remove them and store in a sealed container for a minimum of 3 days.
- Toilets and faucets must be wiped down with disinfectant after every individual use (in-between children).
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture, and frequently touched things in each program's room.
- All common areas must be disinfected between groups of children.



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- 10 minutes of drying time will be allowed between groups.
- Clean cubbies out at the end of the day for children who are not returning the following day.
 - All items must go home.

Cleaning when an individual is suspected of having COVID-19 within the centre:

- When an individual is suspected of having COVID-19 the area where the individual was in contact with will be cleaned and disinfected immediately.
- Room can be used again once fully cleaned and disinfected.
- PPE must always be worn when an individual is suspected of having COVID-19. PPE includes gloves, lab coat, shield, and mask.
- Waste will be disposed of immediately and stored in outdoor garbage shed.
- All areas used by the individual who is suspected of having COVID-19 such as primary room used and all surfaces within 2 metres of the ill person will be cleaned and disinfected immediately.
- All hallways and commonly used area will be closed until area is cleaned and disinfected thoroughly as soon as possible.
- All items that cannot be cleaned such as paper and books ect. will be stored in a sealed container for a minimum of 7 days.

Food:

- Table used for eating and preparation will be cleaned with soap and water, and then sanitized with bleach solution before and after each meal or snack.
- All equipment, work surface, floors and eating utensils must be cleaned and disinfected to prevent illness from food.
- All dishes must be washed, rinsed, and disinfected using one of the following methods:
 1. Commercial dishwasher
 2. Two or three compartment sinks.

Linens:

- Sheets, towels, face cloths, stuffies, etc. will be laundered after every use.
- All childcare laundry will be washed on a warm to hot cycle with detergent and/or bleach.
- Clean and disinfect crib linens and mattresses immediately when soiled or wet.
- Disinfect beds, cots, and cribs after each use between children.

Carpets, Floors and Floor Mats

- All hard floors will be swept and mopped with a sanitizing detergent each day.
- Carpets/floor mats will be cleaned as often as necessary and promptly if a spill occurs.
- Shampoo/steam clean carpets in infant rooms every 3 months
- Shampoo/steam carpets in non-infant rooms every 6 months.



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- If carpets do not appear to be adequately cleaned, re-cleaning is necessary, or replacement must be considered.
- Promptly remove and replace floor mats that cannot be adequately cleaned and disinfected.

For further information on cleaning and disinfection, visit Public Health Ontario's website at <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Hand Hygiene:

- Anyone entering the facility must perform hand hygiene upon entering.
- Group staff to assist child with hand hygiene upon entering program.
- Before and after using any shared space/toys hand hygiene will be performed.
- Staff will wash hands frequently throughout the day (setting an example of proper handwashing for the children)
- Wash hands for at least 20 seconds with soap and warm water
 - at the start of shifts
 - before eating or drinking
 - before preparing food
 - before and after donning PPE
 - after cleaning up meal and snack times
 - after touching shared items
 - before and after playing games, art activities and going outside
 - after using the washroom, changing diapers, or helping others with toileting
 - after handling garbage, and
 - before leaving your workspace.
- Handwashing signs have been posted. Demonstrate to children the proper procedure and assist them if needed.
- Sneeze and cough into your sleeve.
 - If you use a tissue, discard immediately and wash your hands afterward.
 - Avoid touching your eyes, nose or mouth.
 - Avoid high-touch areas, where possible, or ensure you clean your hands after.