



## **Sanitary Practices / Policy**

Royal City Cooperative Preschool is committed to the provision of a clean and hygienic environment, which provides control methods to minimize the spread and risks of infectious diseases and illnesses in children, staff and any other person in attendance at the centre. Staff understand the importance of preventing the transmission of communicable diseases and take all possible precautions. The most practical approach is to practice good hygiene habits. The staff shall model good hygiene habits such as proper hand washing and appropriate use of tissues. Staff will encourage children in these same routines.

### **A. School Cleaning Procedure**

Our toys are washed and disinfected every other week as required by Wellington Dufferin Guelph Public Health for the Childcare Cleaning and Sanitizing Schedule. Every two weeks we remove all the toys and replace them with a second set. Our Teacher's Assistant is responsible for washing and cleaning the toys. Predetermined dates are set and checked with the church office in order to reserve the kitchen for this purpose. Our high touch surfaces, floors and shelving are regularly washed and sanitized in our cleaning schedule. Dress up clothes, puppets ect are washed weekly.

### **B. Children's Contact with Each Other**

Staff will educated and encourage children in good personal hygiene practices such as

- a. Washing their hands after blowing and wiping their noses or using the toilet.
- b. Not touching each other when they are cut or bleeding.
- c. Disposing of used tissues promptly and appropriately and not lending them to other children.
- d. Using their own equipment for personal care, for example hats, combs and brushes.

### **C. Handwashing / Sanitizing**

Children and staff are required to wash their hands with soap and water and to dry them with a single use paper towel

- Before snack
- After going to the washroom
- After blowing their nose

We sanitize hands at the beginning of each class upon entry to the building and anytime after that when necessary.

### **D. Daily Sanitation Procedure**

1. Snack dishes are to be washed according to Public Health regulations.
2. Single service paper towels and liquid soap are to be used in the washrooms.
3. The washroom is to be cleaned and wiped with a Lysol Wipe or sprayed with Benefact after each class.
4. Every child must have their hands washed before snack.
5. The snack table is first to be washed with soapy water and then disinfected with the Benefact Spray and left to dry for 10 minutes, before and after snack.

6. Toys and play equipment are to be washed and disinfected periodically in high touch areas.
7. Floors are to be swept after each class.
8. If parents enter the school they must remove wet footwear to ensure floors remain clean and dry. Children's wet footwear will be removed in the stair area and carried to their mats under their hooks.

#### **E. Blood and Body Fluid Cleaning and Disinfection**

In the event of contamination of equipment or surfaces with blood, vomit and/or feces, special consideration must be given to the cleaning of these items and surfaces. Cleaning should occur as soon as possible. Failing to properly clean contaminated areas or items can lead to rapid spread of illness.

Cleaning blood, vomit and feces. People who clean up blood, vomit or feces should minimize the risk of infection to themselves and others by:

- Wearing disposable gloves,
- Using paper towels to soak up excess liquid. Transfer these and any solid matter directly into a plastic garbage bag.
- Cleaning the soiled area with detergent and water, using a single-use cloth.
- Disinfecting the contaminated area with a bleach solution. (See below)
- Depositing disposable gloves into a plastic bag and deposited into the garbage.
- Washing hands thoroughly using soap and warm running water for at least 30 seconds.

Do not pick up glass, needles or other sharp objects with your hands. These should be collected using a brush and dustpan or other mechanical means and disposed of in a safe manner (e.g., into a biohazard container) to minimize the risk of injury due to exposure to sharps.

#### **Hypochlorite (bleach) solution**

If a bleach solution is chosen to be used this is the measurements.

The recommended level of 1:10 bleach solution is made by adding 1 part household bleach (5.25% hypochlorite) to 10 parts water (or ½ cup of bleach to 4 ½ cups of water, or 125 ml of bleach to 1 litre of water). This will give approximately a 5000 ppm dilution of hypochlorite solution. Applying the bleach solution to surfaces and leaving to air dry should provide adequate contact time. The solution should be freshly made to be most effective. Don't use diluted bleach solutions that are over 24 hours old.