



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

1. On registration night in September, families will sign up for one housekeeping night for the school year.
2. Housekeeping nights occur on a designated Wednesday evening each month for the duration of the school year.
3. The Housekeeping Chair is responsible for ensuring cleaning supplies are present and for delegating housekeeping committee members to be in attendance.
4. Housekeeping committee members organize monthly cleanups and instruct members on cleaning procedure for washing toys, tables, chairs (wash with soap, rinse with water, rinse with bleach)

B. Children's Contact with Each Other

Staff will educate 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

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

- After coming in from outside
- Before snack
- After going to the washroom
- After blowing their nose

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 with disinfectant spray and bleach 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 bleach solution (see below), 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. Parents must remove wet footwear at drop off/pick up times to ensure floors remain clean and dry.

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

The recommended level of 1:10 bleach solution is made by adding 1 part household bleach (5.25% hypochlorite) to 10 parts water (or $\frac{1}{2}$ cup of bleach to $4 \frac{1}{2}$ 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.