

AURORA CHILDREN'S CENTRE, CARDINAL CARTER CHILDCARE CENTRE & EAST GWILLIMBURY CHILDREN'S CENTRE

Sanitary Practices Policy and Procedures

Date Policy and Procedures Established: August 2016

Date Policy and Procedures Updated: June 7, 2021

Purpose

The purpose of this policy is to establish guidelines for keeping Aurora Children's Centre and Cardinal Carter Childcare Centre (herein after referred to as "ACC/CC" or the "Centre") sanitary according to the requirements under the *Child Care and Early Years Act, 2014* and *O. Reg 137/15*.

Policy

General

- All staff will be made aware of these policies and review them on an annual basis during a staff meeting. Staff are to review these procedures with placement students and volunteers.
- Staff can refer to Health & Safety binders for guidelines regarding cleaning, disinfecting, diapering procedures, and safety procedures.
- This policy will be used in conjunction with ACC/CC's COVID-19 Policies & Procedures to ensure the Centre is safe and sanitary at all times.

Cleaning/Disinfecting Health & Safety Procedures

Disinfecting Solution and Regular Cleaning

- Disinfecting solution preparations for the classrooms/washrooms, kitchen and staff washroom are to be made fresh each day by the early staff, following the guidelines for the necessary level and the mixing chart.
 - Staff will use the test strips to ensure an accurate mixture.
 - Staff will review the MSDS sheets in the binder and the staff will use the necessary safety equipment when using/mixing chemicals.
- Toilets and sinks are to be disinfected every washroom routine/use. Staff will disinfect the staff washroom as needed throughout the day.
- Tables are to be cleaned (with water and soap solution) and disinfected before any snacks, lunch or baking activities.
- Toys, equipment, and cots are to be cleaned and disinfected weekly or daily if the Centre is experiencing an outbreak. Staff will refer to the toy disinfecting sheet in binder.
- Hand sanitizer is for adult use only and must be kept out of the reach of children.
- Toys that are mouthed must be removed immediately. Toys need to be cleaned and disinfected before being stored in the resource room or classroom cupboards.

Equipment and Safety

- A set of MSDS sheets for all Centre chemicals must be kept in each classroom, the kitchen, laundry room and office.
- Safety equipment must be provided (gloves, masks, goggles) in classrooms, washrooms, storage room (where bleach is prepared), laundry room, kitchen, and dining room.
- Step stools and ladders are used when climbing. DO NOT stand on chairs, tables, or toy shelves.
- Ladders must be CSA approved with a minimum of CSA 2. They are to be stored on a wall with a bungee cord or chain. Ladders must be inspected before each use and the checklist must be completed.
- Staff will ensure all containers storing hazardous materials/liquids are labeled and kept out of reach of children and NOT stored above shoulder height.

Is there any other regular cleaning/disinfecting schedule that you have?

Is there any other equipment that requires cleaning?

Handling, Cleaning and Disinfecting Bodily Fluids

Pest Control Practices

Compliance

- Health & Safety inspections of the entire Centre are conducted monthly by Health and Safety representative. Staff will be informed of any observed hazards/concerns and subsequent actions that need to be taken to correct these.
- A copy of the Ontario Health and Safety Act (Little Green Book) will be kept in the staff room for staff to refer to.
- The Health & Safety Rep will monitor and initial the classroom disinfecting charts bi-monthly.
- Please see the Health and Safety Representative if you have any questions or concerns.

Please insert centre-specific policy here based on your expectations, staffing and equipment.

Please insert pest control practices that the centre adheres to