



## **Sanitary Practices Policies & Procedures**

At the GNAG Odyssey Tykes program, it is our priority to prevent the spread of infectious diseases and illnesses through appropriate hygiene, sanitation, and infection prevention / control practices. Through the implementation of standardized requirements regarding cleanliness and sanitation, we work to protect the health, safety and well-being of all children, staff, and volunteers involved in the program.

Our policies and procedures in regard to sanitary practices are conducted in accordance with the Ontario Ministry of Health's Public Health Standards and Protocols (OPHS) along with the Health Protection and Promotions Act and are guided by the local Public Health Unit and the current version of Infection Prevention and Control in Child Care Centres (2016). All policies are also developed in accordance with the Child Care and Early Years Act (CCEYA) (2014).

### **Policy Review**

In accordance with the CCEYA, all policies and procedures in regard to sanitation and cleanliness will be reviewed in the following circumstances;

- With all employees, prior to the start date of their employment.
- With all volunteers who will be interacting with the children, prior to the start date of their volunteer period.
- At least annually after the initial policy review.
- Whenever changes are made to the policies and procedures.

A written record will be kept, indicating the date of policy review for each employee and volunteer, and will be signed by both the employee / volunteer and the Program Supervisor.

The Program Supervisor will review the policies and procedures annually to ensure they are up to date with standardized expectations.

### **General Hygiene**

It is our policy to ensure that children are kept clean throughout the program and wash when necessary. Children will wash their hands prior to, and after having snack, as well as before and after participating in a cooking activity. Children will

also wash their hands after certain activities and when necessary (ie; playing outdoors, messy crafts, etc.).

Should a child's clothing become soiled during the program, the clothing will be placed in a plastic bag and given to the parent to take home at the end of the day. If a child needs to be changed and no clean clothing is available, a staff member will contact the parent to either bring a change of clothing or pick up their child. In the case where a child enters the program and their clothing is extremely dirty, a parent will be contacted and asked to bring spare clothing or pick up their child. Should there be a situation where the cleanliness or hygiene of a child is continually an issue, staff will inform the Program Supervisor who may contact the parent, or in extreme cases, the Children's Aid Society.

Staff will ensure that all toys and equipment will be cleaned and sanitized on a weekly basis, while all tables, chairs and countertops will be cleaned and disinfected daily. Likewise, all carpeted areas will be vacuumed daily, or as needed.

### **Toys and Furnishings: Cleaning and Disinfection**

For all toys used in the program, regular cleaning and disinfection is mandatory on a weekly basis. Toys will also be cleaned immediately as needed (i.e.; visibly dirty, in a child's mouth etc.). During an outbreak of illness (i.e.; gastroenteritis, common cold etc.) all toys and surfaces will be cleaned and sanitized on a daily basis. Counter and tabletop surfaces will be cleaned and disinfected on a daily basis. Proper cleaning instructions will be posted in appropriate areas and made available to all staff. Toys, equipment, and surfaces are cleaned and disinfected using soap, water and QUAT Sanitizer (REDI SAN RTU Hard Surface Sanitizer).

The following precautions and cleaning procedures will be implemented to ensure all toys and materials are properly cleaned and in acceptable condition;

- 1) Only toys that can be cleaned and disinfected are permitted for use.
- 2) On a regular basis, toys will be inspected for broken or sharp parts that may pose a safety hazard. Any toys deemed unsafe will be removed from use.
- 3) Toys will be cleaned immediately when visibly soiled, or after entering a child's mouth.
- 4) Toys will be cleaned using soap and water. For toys with small crevices, a brush will be used to ensure dirt is effectively removed.
- 5) After washing with soap and water, toys will be rinsed in clean water.

6) After toys have been rinsed, they will be soaked in a disinfectant solution as per the manufacturers recommendations.

7) Toys will be set to air dry or dried with a clean paper towel and stored in a clean area.

8) Large toys will be cleaned by spraying with a soap and water solution, rinsing and then spraying with a disinfectant solution. The disinfectant solution will remain on the toys as per the manufacturers recommendations. Toys will then be wiped with a clean paper towel or allowed to air dry.

9) Only washable stuffed or cloth toys will be permitted for use and will be laundered weekly or when visibly soiled.

10) Any water tables used will be filled with fresh water each day and will be cleaned and sanitized daily. Any children with cuts or sores on their hands will not be permitted to use the water table. Cups will also not be permitted as a material to use in the water table, so as not to encourage children to drink the water.

11) A private contractor hired and paid for through the City of Ottawa, and in accordance with public building regulations, will clean and disinfect all floor and countertop surfaces daily.

### **Disposal of Waste and Glove Usage**

In any situation where a staff will come in to contact with bodily fluids (particularly that of a child), non-latex gloves will be worn to help maintain the health and safety of both the staff and children. Any waste products will be disposed of appropriately.

When necessary, garbage will be disposed of by the staff to the garbage dumpster located outside the building. This will be done in a clean and safe manner, and the staff will wash their hands after disposal of any garbage to the dumpster.

Each evening, a private contractor, hired and paid for by the City of Ottawa, will remove any garbage to the dumpster, and replace with a clean garbage bag.

### **Cleaning Up Bodily Fluids**

The following steps and precautions will be implemented by staff when cleaning up bodily fluids;

1) All blood spills will be treated as infectious, and the utmost precautions will be taken to ensure the safety of the staff.

- 2) Any people in the nearby area will be re-located to a safe distance.
- 3) The staff cleaning the bodily fluids will wear a pair of disposable gloves.
- 4) The affected person will be attended to by the staff and removed from the location of the spill.
- 5) Any clothing, towels, or other contaminated items will be placed in a plastic bag until it is ready to be cleaned and disinfected. If a child's clothing is soiled, it will be placed in a plastic bag to be taken home by the parent upon pick-up.
- 6) Any broken glass or sharp objects will be removed from the contaminated area and placed into a puncture resistant and sealable container. The container will be sealed in a plastic bag and discarded with the garbage. All precautions will be taken to minimize hand contact with sharp objects.
- 7) Any excess bodily fluids will be removed using paper towel and discarded in a plastic bag. The plastic bag, once sealed, will be discarded with regular garbage.
- 8) Carefully pour a QUAT sanitizing disinfectant solution (REDI SAN RTU Hard Surface Sanitizer) over the entire infected area.
- 9) Wipe up the contaminated area using paper towels and place in a plastic bag. Once the bag is sealed, it will be disposed of with regular garbage.
- 10) Soak the contaminated area again with QUAT sanitizing solution and let stand as per the manufacturer's instructions. Wipe the area dry after the solution has sit for the allotted time.
- 11) Any contaminated items that can be re-used will be cleaned and disinfected using QUAT sanitizing solution. Any items which can not be properly cleaned will be discarded.
- 12) Gloves will be removed one at a time. The first glove will be removed by pulling up from the wrist with the other hand, effectively rolling the glove inside out. Using the clean, inside portion of the removed glove, the second glove will be removed. Both gloves will be discarded and removed with regular garbage.
- 13) Wash hands thoroughly.

### **Proper Hand Washing Procedures:**

All Staff must wash their hands upon arrival to work, before and after preparing, serving or eating food, and any time after coming into contact with bodily fluids (including wiping a child's nose).

The following steps will be taken by all staff when washing hands, and will be posted at each hand-washing sink for reference by both staff and children;

- 1) Use soap and warm running water.
- 2) Rub hands vigorously and wash for a minimum of 30 seconds.
- 3) Wash all surfaces, including the back of your hands, wrists, between fingers and under fingernails.
- 4) Rinse hands thoroughly.
- 5) Dry hands with a paper towel.
- 6) Turn off the taps with paper towel before discarding in the garbage.

**Policy Reviewed: June 21, 2023 – Jason Irvine (Program Coordinator)**