


Operational Policy: Sanitary Practices	Revision Date: July 2016
Policy Status: Working Draft	Applies To: Staff, Supply Staff, Providers, Students, Volunteers and Resource Teachers
Reference: Child Care and Early Years Act, s. 33	Approved By: Marni Flaherty, CEO 


SANITARY PRACTICES

Policy


To ensure a safe and healthy environment, Today's Family staff, providers, supply staff, caregivers, resource teaching staff, students and volunteers will follow the Sanitary Practices Policy and Procedures and Universal Precautions Policy in accordance with Section 33 under the Child Care and Early Years Act.

Procedures

- 1.0 All staff, supply staff, providers, resource teaching staff, students and volunteers will review the Sanitary Practices policy and procedure prior to commencing duties at Today's Family and annually thereafter. They will sign that they have read it, understand it and agree to it.
- 2.0 Cups, dishes and utensils will be washed and sanitized in the dishwasher prior to use.
- 3.0 Liquid soap dispensers will be available for adults and children to wash their hands.
- 4.0 Disposable paper towels will be used by adults and children for washing and drying their hands.
- 5.0 Adults and children will wash their hands after going to the washroom as well as before and after meals.
- 6.0 Eating surfaces will be cleaned and disinfected by adults before and after every use.
 - 6.1. Disinfecting product will be sprayed directly on the surfaces requiring disinfecting. Procedures for disinfecting surfaces will be followed as per the disinfecting product manufacturer's direction.
 - 6.2. No children will be near the surface during disinfecting process.
 - 6.3. All disinfecting products will be kept out of reach of children. All cleaning products are required to be kept in a locked cupboard.
- 7.0 The kitchen will be cleaned and disinfected every day.
- 8.0 Sinks and toilets will be cleaned and disinfected daily, or more often as needed.

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- 9.0 Children's personal storage areas (cubbies) will be cleaned at least once a week.
- 10.0 Bedding used for children's cots during nap times will **not** be shared.
 - 10.1 Bedding items will be washed and dried at least once a week or more often as required.
 - 10.2 During nap times, children will be spaced at least 18 inches apart from each other.
 - 10.3 Cots will be placed in rows and children will be placed so that one child's head is next to another's feet, and so forth.
- 11.0 Floor surfaces will be washed or vacuumed daily, whichever is appropriate.
- 12.0 If a child soils him or herself, or vomits, the child will be changed and cleaned up immediately.
 - 12.1 In such instances adults will use universal precautions (refer to policy and procedure on Universal Precautions).
 - 12.2 The soiled undergarments will be rinsed out in the toilet, bagged and labelled to be given to the parent or guardian.
 - 12.3 All soiled surfaces will be cleaned and disinfected immediately.
- 13.0 All garbage cans will have a lid.
- 14.0 Toys will be disinfected at least once a week or more often as required. A record of such is to be kept in the log book.
- 15.0 A jug of bleach is to be kept in a locked location (i.e. cleaning supply room) at each program and is to be used to clean up vomit, feces, urine and blood.
 - 15.1 Bleach will be used when additional disinfecting is required in the case of multiple illnesses in the program room.
 - 15.2 The bleach is to be mixed in a spray bottle in a ratio of one part bleach to 10 parts water.

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15.3 The spray bottle needs to be labelled “Bleach and Water” and the date must be included.

15.4 The spray bottle is to be emptied at the end of each day.

Infant Sanitary Practices

Please note that the preceding Sanitary Practices policy and procedure will be followed in conjunction with the below procedures outlined for the Infant Program:

- 1.0 All toys will be disinfected on a daily basis with pre-mixed disinfecting blend.
- 2.0 Any toy, which has gone into the mouth of a child, will be placed in a separate bin labelled "Mouthed Toys." These toys will not be returned to a common area until they have been properly disinfected.
- 3.0 Frequently used equipment, such as eating surfaces and infant seats, will be cleaned daily or after each use. They will also be cleaned prior to and after snack times.
- 4.0 Large equipment such as cribs, infant seats, bouncing chairs, buggies, etc. will be disinfected bi-weekly or more frequently as needed.
 - 4.1. Disinfecting product is sprayed directly on the surfaces. Procedures for disinfecting surfaces will be followed as per the disinfecting product manufacturer’s direction.
- 5.0 Linens will be laundered weekly or more frequently as needed.
 - 5.1. All soiled linen/blankets will be bagged and stored in the laundry area, away from the infant room.
- 6.0 Infants playing on the floor will be placed on washable blankets.
- 7.0 Infants' mattresses will be covered with a heavy waterproof material.
- 8.0 Infant hands will be washed before and after snack and feeding times as well as after diaper changes.
- 9.0 Infant soothers will be stored in individual plastic containers and labelled with the child's name.