

# APPENDIX F



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## Emergency Child Care Centre Operation

### Cleaning, Sanitizing, and Disinfecting Policy and Procedures

#### Policy Statement

Toronto Early Learning & Child Care Services (TELCCS) Emergency Child Care is committed to providing a safe and healthy environment for children, families and employees. Nutrition Services will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

#### Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and disinfecting in all TELCCS Emergency Child Care Centres.

#### Application

This policy applies to all employees, students, community members, and any other persons engaged in business with TELCCS.

#### Definitions

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

**Sanitize:** is defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

**Disinfecting:** describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Five 16-Concentrate & Oxivir Tb Ready-to-Use (RTU)), is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

#### Procedures

All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS (blue) binder.

## Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

## Sanitizing – Multiuse Utensils

ONLY dishes, cutlery and cutting boards should be sanitized after they have been cleaned with water and detergent. The sanitizing solution approved for TELCCS kitchens is Viper.

- A sanitizing solution using 5 litre of water to 1 pump of Viper is an acceptable sanitary solution. Check solution strength with APH test strips.
- Sanitizing solution should be mixed fresh every day since it loses its strength and effectiveness after 8 hours.
- Personal protective equipment of goggles and dishwashing gloves must be worn when diluting sanitizer with water.
- Refer to the Safety Data Sheet (SDS) for additional information.

## Disinfecting Surfaces

For general environmental disinfection of high touch surfaces use Oxivir TB RTU, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is **1 minute**.

## How to Disinfect

- Put on rubber or heavy-duty nitrile gloves, a mask can be used if the employee has scent sensitivities
- Spray or wipe on **Oxivir Tb RTU-1 Minute** solution and leave on the surface for the appropriate disinfecting contact time (**1 minute**). Ensure the spray setting is **on stream** and not mist
- Once the **1 minute** disinfecting contact time has elapsed, the surface has now been disinfected
- Any surface that food or children may come in contact with requires a final rinse with a single-use paper towel (i.e. counters, trolleys, sinks)
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel

## Cleaning and Disinfection frequency requirements

### Clean and disinfect upon ENTRY to child care (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, containers

### Frequencies:

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Spills:** must be cleaned and disinfected immediately
- **High Touch surfaces:** these are surfaces that have frequent contact with hands, food, and other objects. These surfaces must be cleaned at least twice per day and as often as necessary (i.e., when visibly contaminated). Examples include:
  - ❖ Counter tops
  - ❖ Trolley's

- ❖ Food processing equipment
- ❖ Sinks
- ❖ Door handles

### **Cutting Surfaces and Utensils**

All cutting of food must be done on a plastic cutting board and used for 1 single task at a time. Cutting boards must be routinely cleaned in hot water, sanitized and rinsed after each use. Care must be taken not to transfer contamination of one food to another. Knives used to cut or slice food items should not be used for other foods or other items, unless the knife has been adequately cleaned with hot water, sanitized, and rinsed.

### **Access to Kitchen**

Only authorized staff are permitted to enter the kitchen or food storage areas. Kitchen must not be used as a passage way to other areas of the centre. Only staff who are appropriately clothed (i.e., clean clothes, hairnet, etc.) are permitted to enter the kitchen/food preparation areas. Signs will be posted at entrance of kitchen reminding staff of these rules.

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a TELCCS emergency child care centre, and at any time where a change is made.