

Routine Practices for the Prevention of Infection

The Creative Preschool of East Toronto

TOYS

- ❖ Will be stored in a clean, organized and sanitary manner. Toys are to be cleaned with soap and water and then disinfected on a weekly basis or as they become soiled. If toys are mouthed they must be disinfected after each use. During an Outbreak of illness, disinfection of toys will be done between groups using the same toys. Sanitizing schedules are posted in each playroom.

GAMES

- ❖ Game items that are not waterproof will be sprayed and wiped to sanitize.

TOY SHELVES / PLAY BINS / PLAY FURNITURE

- ❖ Will be disinfected monthly or as they become soiled. Sanitizing schedules are posted in each playroom

WATER PLAY

- ❖ All staff and children will wash their hands prior to and after using water play table. The table will be emptied and disinfected with bleach or hydrogen peroxide products after usage, between groups and allowed to air dry. Bleach or vinegar will not be added to the water. Food coloring or soap may be added to water. Disinfect all water toys daily.
- ❖ Do not use water tables during a respiratory or intestinal illness outbreak.
- ❖ Children with cold symptoms, skin infection or intestinal upset should not participate.

SENSORY PLAY

- ❖ All staff and children will wash their hands prior to and after engaging in sensory play. If food is being used, ready to eat food will be for individual play only. Uncooked food items will be for group play and discarded after use.

PLAY CLOTHES / HATS

- ❖ Will be washed regularly or wiped with disinfectant if made of plastic.

TABLES

- ❖ Will be cleaned with soap and water and then disinfected before and after eating or as they become soiled. Table cloths must have a washable smooth surface for easy cleaning.

FLOORS

- ❖ Will be swept after meals and cleaned by caretaking staff each evening.

CHAIRS

- ❖ Will be wiped with soap and water after lunch and disinfected as they become soiled. Chairs will be stacked at the end of each day for caretaking staff to clean floors.

CUBBIES

- ❖ Each child will have his/her own individual labeled cubby. They will be checked for garbage and art work daily, tidied daily and cleaned as necessary.

EQUIPMENT and FURNISHINGS

- ❖ The caretaking staff will sweep and wash the floors and washroom areas on a daily basis. There will be no items taped to the floors.
- ❖ Staff will be responsible for vacuuming on a daily basis.
- ❖ Staff will be responsible for removing garbage after lunch and in the evening on a daily basis.

- ❖ Playroom carpets will be steam cleaned semi-annually either by staff or professionals. There will be no items taped to the carpets.
- ❖ Microwave oven and fridge, will be cleaned with disinfectant once per week or as needed.
- ❖ Freezer will be cleaned twice within a year.
- ❖ Dishwasher will be cleaned and food trap emptied at the end of each day
- ❖ Sanitizing schedules are posted in each playroom.

WASHROOM

- ❖ Allow children to use the toilet facilities as needed in between group washroom routines.
- ❖ Children will be instructed on sanitary toilet procedures by the staff.
- ❖ Children and staff will wash their hands with soap and water after using toilet.
- ❖ Diaper-Changing
 - Assemble all necessary supplies
 - Using gloves is strongly encouraged and is a must for pregnant women. Food prep staff should only change diapers if necessary and if they wear glove
 - Remove soiled diaper and place in plastic lined garbage receptacle
 - Place soiled clothing into plastic bag and close tightly
 - Clean and dry child's skin. Discard any soiled tissues or cloths as above
 - Remove and discard gloves. Wash your hands with soap and water.
 - After diapering child, wash child's hands with soap and water
 - Use bleach solution to disinfect change area. If visibly soiled use soap and water, rinse and then bleach.
 - Dry change area and dispose of paper towel
 - Wash hands with soap and water or alcohol-based hand sanitizer
 - Record skin condition and bowel movements as necessary
- ❖ Caretaking staff will clean washroom areas at the end of each day

HANDWASHING

- ❖ We will use disposable paper towels
- ❖ A liquid soap dispenser will be available and/or alcohol based sanitizer.
- ❖ After using the washroom
- ❖ After blowing your nose
- ❖ Before and after sensory play activities
- ❖ After handling pets or garbage
- ❖ After picking ears, nose, etc.
- ❖ After touching or scratching the body

HANDWASHING PROCEDURE

- ❖ Use liquid soap and warm running water
- ❖ Wet your hands and add soap
- ❖ Rub hands vigorously for 15 seconds
- ❖ Wash all surfaces including the backs of hands and between fingers
- ❖ Rinse your hands well under running water
- ❖ Dry your hands well with a single use towel. Turn off taps with a single use towel

HANDLING of FOOD AND KITCHEN PRACTICES

- ❖ Washing hands in the kitchen is to be done only in the small hand sink. Large sink is for food prep and washing large items after serving food.
- ❖ Kitchen counters are to be cleaned with soap and water and then disinfected before each use
- ❖ Test and record temperature of the hot and cold catered food upon delivery, if not at proper temperature, delivery will not be accepted and need to be replaced
- ❖ Hairnets will be used by anyone preparing food for snack and/or lunch

- ❖ All foods will be prepared / served on a designated surface. No paints, pastes, toys, etc. will be placed anywhere near the food preparation/serving surface
- ❖ Hands must be washed before and after handling
 - Raw meats, fish, poultry
 - Raw fruits, vegetables
- ❖ Snack provided by parents will be cleaned and prepared in the school kitchen – not at home
- ❖ Dirty dishes will be cleaned in the high temperature commercial dishwasher or washed, rinsed and disinfected with a bleach solution
- ❖ Food will be kept covered at all times
- ❖ All children and staff must wash their hands before meals and when handling any food
- ❖ Staff must use utensils for food handling
- ❖ All tables are to be cleaned with soap and water and disinfected before and after eating

ROUTINE CLEANING AND DISINFECTION OF SURFACES CONTAMINATED WITH BLOOD AND/OR BODY FLUIDS

- ❖ Wear single-use disposable gloves while cleaning
- ❖ Wipe up with disposable (paper) towels or newspaper. Discard immediately into a lined, covered garbage container
- ❖ Clean the area by washing with a detergent solution. Rinse and dry the area with a disposable (paper) towel
- ❖ Disinfect the area with a fresh chlorine bleach solution (Use 1:10 dilution, 1 part chlorine bleach to 9 parts water) or an accelerated hydrogen peroxide product
- ❖ Discard single-use disposable gloves into a lined, covered garbage container
- ❖ CLEAN YOUR HANDS immediately after removing gloves. Use soap and water or an alcohol based sanitizer
- ❖ If a mop or cloth is used to wipe up the spill, rinse mop or cloth to remove debris and then disinfect in a fresh bleach solution and then air dry
- ❖ If personal clothing is soiled, change into fresh clothing. Soiled clothing should be placed in a plastic bag and washed at home

FIRST AID KIT

- ❖ Kit should be available in each classroom and outdoors and easily accessible to adults
- ❖ Kit should be kept out of reach of children
- ❖ Suggested items for the kit:
 - ◆ First aid manual
 - ◆ Scissors
 - ◆ Blunt nose tweezers
 - ◆ 2 in x 2 in sterile gauze dressings (10)
 - ◆ 4 in x 4 in sterile gauze dressings (5)
 - ◆ 4 in x 4 in sterile non-adherent dressings (5)
 - ◆ Regular size plastic bandages (10)
 - ◆ Children's size plastic bandages (10)
 - ◆ Sling or triangular bandage (1)
 - ◆ 3 in gauze roll (1)
 - ◆ Roll of non-allergenic adhesive tape (1)
 - ◆ 3 in Elastic tensor bandage (1)
 - ◆ 6 safety pins
 - ◆ Small bottle of water (antiseptic only with permission of parent/guardian)
 - ◆ Pairs of disposable gloves (2), mask for giving artificial respiration
 - ◆ Child Medical Records included in Classroom attendance book
 - ◆ Labelled Epipens for individual children in homeroom first aid kit

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