

## **SANITARY POLICIES AND PROCEDURES**

**Name of childcare center: Thorncliffe Park Day Care Centre**

**Date Policy and Procedure Established: January 20<sup>th</sup>, 2009**

**Date Policy and Procedure Updated: Jan 30, 2025**

### **Purpose**

Thorncliffe Park Day Care Centre will maintain its facilities and equipment in a safe, clean condition. The educators will practice proper hygiene that promotes good health and prevents the spread of infections. The children will mirror the hygiene practices of the educators and be encouraged to do it daily.

### **Sanitary Policies and Procedures**

1. All heavily touched surfaces will be disinfected at least twice per day (i.e.: floors, tables)
2. Floors are to be swept and mopped after each meal or as needed.
3. Walls are to be washed once per year or as needed.
4. Windows are to be washed once a year or as needed.
5. Washrooms are to be cleaned and disinfected after each washroom routine.
6. Disinfecting the toilet seat after each use
7. Tables are to be washed and disinfected before and after each mealtime or as needed.
8. Chairs are to be disinfected after lunch or as needed.
9. Shelves are to be disinfected once a week, except infant are disinfected daily
10. Mouthed toys will be disinfected as needed.
11. Toys used are to be disinfected once per day, this applies to toddlers and older age groups.
12. School age will disinfect toys once per week. Mouthed toys will be disinfected as needed.
13. Toys that children place in their mouth, or that become soiled with any other bodily fluids such as mucus must be removed immediately and disinfected as needed.
14. Beddings is to be washed every Monday, Wednesday and Friday or as needed. (Laundry)
15. Infant bedding is washed daily or as needed.
16. Cribs and strollers are to be disinfected once per week or as needed
17. All other items (Face cloths) are to be washed daily or as needed. (Laundry)
18. Educators will follow the disinfection charts posted in the classroom to ensure all daily duties are complete.
19. The following information from Toronto Public Health will be posted in each room.
  - Bleach Solutions for Disinfecting
  - Choosing and Using a Disinfectant
  - Toy Cleaning and Disinfecting
  - Blood and Bodily Fluid Spills
  - Sensory Play Activities

- Diaper Routine
- Toilet Routine
- Glove Use
- Hand Sanitizing
- Hand Washing
- Cover your cough

### **Personal Health Practices**

Educators will wash their hands upon entering the classroom

- Upon entering the classroom
- Before putting on gloves, after removing soiled diaper, after completion of diaper changing procedure (3 times per diaper change)
- After each toilet routine
- After using the washroom
- Before and after handling food.
- After cleaning any bodily fluid spills
- After using bleach solution
- After returning from outdoor play
- Before and after sensory activities

Children will wash their hands upon entering the classroom

- Upon entering the classroom
- After diaper changes or toileting routine
- Before and after each meal
- After returning from outdoor play
- Before and after sensory activities
- After cleaning their nose

## **Flushing for Lead – Safe Drinking Water Act**

### **Policy**

Each tap in the center will be flushed daily before the center opens. Annually sample testing is completed that is sent to the lab, and every three years a lab technician comes into the center to sample the water to ensure safe drinking water.

### **Procedure**

- Last cold water tap on each branch of pipes that is used for drinking or food preparation is opened.
- The water is run for at least 5 - 6 minutes
- Water to be used for drinking must be flushed for at least 10 seconds before each use.
- Water to be tested by an approved laboratory on a regular basis as per M.O.E. regulations.
- Flushing is to be recorded:
  - Record to include date, time and the signature of the person flushing the system every time.
  - The record is to be kept for six years.
- Note: The Laboratory testing for the school-age program is completed by TDSB and the copy of the result is shared with the school-age program.