



# Sanitation Policy and Procedure

Name of Centre: Just for Fun

Date Policy and Procedures Established: December 11<sup>th</sup>, 2020.

Date Policy and Procedures Updated: June 14, 2021

## Purpose

To reduce the spread of common infectious diseases or conditions among children in a summer camp setting and to provide and maintain proper cleaning and sanitizing or disinfecting routine of materials and surfaces a child encounters.

Staff are responsible for maintaining and recording routine cleaning and sanitizing daily. Records of all cleaning done within the classroom will be kept on file and will be in accordance with Toronto Public Health.

This Policy includes procedures related to the following topics:

1. Signs and symptoms of communicable disease.
2. Cleaning and disinfecting.
3. Hand hygiene practices.
4. Prevention of occupationally acquired infections.
5. Communication with parents and staff with respect of infection, prevention, and control.
6. Immunization records.
7. Reporting to the medical officer.
8. Management of infectious disease.
9. Exclusion of sick children, staff, students, or volunteers
10. Required communication with parents.
11. Management of Animals

Steps and procedures discussed in this policy reflect those that are outlined with Toronto Public Health

## Communication with parents and staff

It is mandatory that both parents and staff read and sign off on this policy as it is a primary form of communication. This policy along with the Illness policy will cover the following topics: how parents and

staff will be made aware of an illness within the facility, why prevention is important, how materials will be cleaned and disinfected if an outbreak occurs and timeline for cleaning and disinfecting.

## Cleaning and disinfecting practices

### **Routine cleaning**

Cleaning must be done prior to disinfecting and is done using soap and water to remove any visible dirt, then rinsed with clean water. There are three steps in the cleaning process: Wash, rinse and dry.

Cleaning tools include multi-use gloves, laundered cloths, mops, and brooms.

Cleaning should take place when the children are not present in the area and carried out starting from the least to heaviest soiled area and from low to high touched areas. High touched surfaces are defined as areas that are in frequent contact such as door handles, toys, light switches, and faucets.

### **Sanitizing/Disinfecting:**

The following procedures must be performed by the staff in addition to removing visible dirt.

1. All tables and chairs will be cleaned with soap and water and rinsed and then sanitized with the bleach solution before and after each meal and snack.
2. The kitchen must be cleaned daily, more if necessary. This includes, but not limited to, all sinks, countertops, and floors. The refrigerator must be cleaned monthly, more often if necessary.
3. All toys that a child puts into their mouth will be placed into the mouthed toy bin and must be washed, rinsed, sanitized before being used by another child.
4. All toys will be washed, rinsed, sanitized and air dried between use.
5. Cloth toys and dress up costumes will be run through a full wash and dry cycle once a week or more as needed.
6. All laundry done by JFF will be washed on a warm to hot cycle with sensitive skin detergent.
7. All floors will be swept and mopped with a sanitizing solution daily.
8. All carpets will be vacuumed daily and shampooed every three months.
9. All bathrooms, including changing areas, will be cleaned and sanitized daily or as often as needed. This includes all sinks, toilets, countertops, and floors.
10. All cubbies will be cleaned and sanitized at the end of each week.
11. All water tables are to be cleaned out and sanitized after each use. Children are to wash their hands before and after playing at the water table.
12. Sensory bins are to be cleaned and sanitized after changing materials in the bin or more often if needed.

Disposable gloves must be worn any time a staff encounters blood or bodily fluids. Hands are to be washed immediately after removal of gloves.

## Food handling and sanitation

Anyone who enters the kitchen, including children, must wash their hands. Tongs and utensils must be used anytime food is handled. Separate tongs and utensils must be used for each type of food item and each food type must be plated separately i.e. two different sandwiches must be on two separate plates. All foods must be kept at safe temperatures. Cold foods are to be kept cold and hot food are to be kept hot at the proper temperature.

### Kitchen Sanitation

The following is to be completed by the cook onsite.

To prevent food born illnesses all equipment, work surfaces, floors and utensils must be cleaned and disinfected each day or as needed throughout the day.

All dishes must be washed, rinsed, and disinfected using one of the following methods:

1. Commercial dishwasher
2. Two or three compartment sinks.

#### Dishwashing Procedure

- Wash dishes in hot soapy water.
- Rinse in warm clear water.
- Sanitize with 1 part bleach and 500 parts water. (mix 1 tsp bleach to 2.5 liters of water) soak for 2 minutes and let air dry.

### Outbreak (Enteric) Routine

An enteric food related outbreak may be in effect when three or more children or staff (same room or age group) show similar signs or symptoms of enteric infections:

- Occurring within 48 hours (about 2 days)
- There are two or more laboratory-confirmed cases, or
- When the number of staff/children exceeds what is considered normal within the facility in a brief period.

By observing the children's health and keeping records, we can recognize early signs and symptoms and help control an outbreak within the facility. Typical symptoms of enteric illness are:

- Diarrhea
- Bloody Diarrhea
- Vomiting
- Nausea
- Stomach cramps
- Fever
- General irritability
- Malaise

- Headache

Symptoms such as cough, runny nose. Sneezing, nasal congestion and sore throat are not usually associated with enteric illness.

## Hand Hygiene Practices

Washing your hands with soap and water is the preferred method for hand hygiene. However, sometimes we might not have access to soap and water. In that case Alcohol-Based Hand Sanitizer containing 60-90% alcohol can be used, only if hands are not visibly soiled. All Hand Sanitizer must be checked to ensure the product is not expired.

When should you wash your hands:

- When you arrive at the facility
- Before and after handling food
- Before and after eating
- After using the washroom
- After you cough or sneeze into your hands
- After you blow or clean your nose
- Before and after giving medication
- Anytime your hands feel dirty
- Anytime your hands are visibly soiled

Proper hand washing diagrams are posted at each sink station throughout the facility.

## Toileting Procedure

1. Gather all needed supplies.
2. Wash your hands- and put-on disposable gloves.
3. Remove and discard soiled disposable training pants into the garbage.
4. Place the child on to the toilet.
5. Clean child's bottom put on new disposable training pants and dress the child.
6. Discard soiled gloves. Wash your hands and the child's hands and return the child to a supervised area.
7. Clean and disinfect the toilet.
8. Wash hands.

**Report abnormal skin or stool conditions (rash, unusual fecal consistency or colour) to the parent and record on the child's chart.**