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## Sanitary Practices Policy and Procedures

### Purpose

A childcare setting provides an excellent environment to spread germs, as children put their fingers and other items into their mouths and other children's mouths. Staff at the campus should help protect the health of the children by:

- **Maintain good health practices** that are a model for children to copy.
- **Adhering to procedures** that **limits the spread of infection and promote safety.**
- **Promoting up to date immunization.**
- **Staying off work** and away from the worksite if they are sick.

The Policy is intended to fulfill the obligations set out under Ontario regulation Sanitary Practices Policy and Procedures (O. Reg. 137/15, s. 33) for a safe and sanitary school.

### Hand washing

Using liquid soap and paper towels, is the most effective way to prevent contamination of food that may cause a foodborne illness and will help prevent and control the spread of communicable disease.

Hand washing routine:

- Hand washing should start with warm water to break down the dirt and oils on your skin.
- Wash hands well with soap and then rinse well with warm running water. Liquid soap in a dispenser will be available beside each hand washing sink.
- Use paper towel to dry off your hand and then use same paper towel to shut off the taps.
- Hand washing routines will be posted above sinks to encourage consistency in hand washing practices.
- Handwashing posters provided by local Public Health Centres will be posted by all sinks located in the school.

The staff / volunteers are required to wash their hands before and after mealtimes, use of the washroom, upon arrival and before departure from the campus.

- **When arrive at work.**
- **Before and after changing a diaper.**
- **After using the toilet.**
- **Before and after any first aid treatment.**
- **After contact with body fluids (blood, mucous, vomit, etc.)**
- **After removing gloves.**
- **After caring for an ill child.**
- **After wiping noses (yours or a child's)**
- **After taking a child to the toilet.**
- **Before handling food.**
- **Hands are to be washed after caring for pets.**



For their safety and well being, children will be encouraged to wash their hands at minimum for mealtimes and thoroughly after use of the washroom and when moving from one activity to another. Germs spread more readily through community type activities such as shared toys, less readily through a spoon used by a single child. A liquid soap dispenser shall be made available at all sinks.

**Children wash their hands:**

- When they arrive.
- After diaper change.
- After using toilet.
- After sneezing, coughing, blowing their nose.
- After handling plants, pets and animals.
- Before eating.
- Whenever hands become soiled during play or other activities.

**Alcohol based hand rubs (liquid, gel or foam) can only be used in emergency / field trips where soap and water are not available. These hand rubs are not effective if hands are dirty.**

**Hand washing for infants:**

If children are too young to wash their hands for themselves, the staff will do it for them.

- Wash their hands with soap and warm, wet disposable towel.
- Rinse with a separate wet towel.
- Dry hands on dry paper towel.

**Washroom Routines - Glove Use**

**To protect yourself, please wear disposable gloves when handling cleaning agents and any child mishaps.**

- If you have dermatitis, cuts or open sores on the hands.
- If exposed to blood and/ or body fluids
- During outbreaks of an enteric/diarrhoea disease
- If dealing with diarrhoeal stool, to prevent faecal material from gathering under fingernails.

Disposable **latex or vinyl gloves** must **never be washed** and reused.

**Diapering**

- Wash your hands
- Assemble supplies within easy reach
- Put on a pair of disposable gloves
- Cover change pad with fresh paper liner. Hold the child away from your clothes as you place them on the change pad. Secure child onto the change table. Remove the child's clothes.
- Remove the diaper by folding the soiled surface inward.
- Clean the child's skin with pre-moistened disposable wipes. Wipe from front to back, removing all soil from the skin and its creases.



- Discard the soiled diaper and disposable wipes in a plastic lined, covered garbage container.
- Use skin care products only if requested by the parent and only for the designated child. Be sure that the skin care products are labeled with the child's name.
- Skin care products will be taken out with tissue or with a popsicle stick to avoid contamination.
- Wipe hands on a clean paper towel and place it in the waste container.
- Fasten the diaper, dress the child and remove the child from the change table.
- Discard the used change paper in a plastic-lined garbage container.
- Remove gloves and discard them in a garbage container.
- **Wash your hands** (refer to the section on *hand washing* in this chapter)
- **Wash the child's hands** and return them to a supervised area.

Clean and disinfect the diapering area with a disinfecting solution using disposable paper towels (refer to the section on *Keeping your centre clean* in this chapter). Remember, when disinfecting surfaces, allow for the proper contact time. Ensure that the area is dry before placing a new change paper.

**Wash your hands.** Refer to the section on hand washing in this chapter.

Record and report any abnormal skin or stool conditions to parent(s) (e.g. skin rash, unusual stool consistency, colour, odour or frequency)

## **Potty**

- Potty should be emptied immediately after use.
- Do not use hand washing sinks for rinsing or cleaning potties.
- Potty should be cleaned with a disinfected solution after each use.
- Use a squirt bottle of sanitizing solution to disinfect.

**Cautions:** Any accidents on surface areas will be cleaned by the staff immediately and will require the disinfectant provided by the Campus.

## **Sanitation**

### **Methods of Sanitizing:**

The “**spray-wipe-spray**” technique is a good method of sanitizing surfaces. The first spray with soapy water is to clean, and the second spray is to sanitize. If the sanitizer is also a good cleaner, then one product can be used for both steps, otherwise separate products must be used.

- **Spray** surfaces from bottles filled with appropriate sanitizing **solution**, using the spray-wipe-spray technique. This method can be used for diaper change areas and potty chair cleaning.
- **Immerse** the object into a container of sanitizing solution and allow to air dry.
- **Wash and sanitize toys with 3 compartment sink method.**
- **Wipe** the surface of large toys, or objects that may be harmed by saturation (book covers, puzzles etc.). Use of a moistened cloth with appropriate sanitizing **solution**.

### **Cleaning/Sanitizing Supplies:**



Peroxide Solution– for frequent use – tables and chairs, puzzles, counters

Method – Peroxide solution first using spray bottle allow it to dry, and then Spray Multi Quat and allow to air dry all other items:

### **Disinfecting Class Material:**

- Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys/ dress up clothes)
- Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.

### **Disinfecting Class Fixtures:**

- Frequently touched surfaces are disinfected, including doorknobs, light switches, toilet handles, and tabletops must be disinfected at least twice a day and before and after each snack and meal.
- Only using Ecolab, Peroxide is disinfectant that have a Drug Identification Number 02412314 (DIN). High-level outbreak disinfectants provided by the school.
- Staff checking expiry dates of cleaning and disinfecting products and always follow instructions.

**Cleaning and disinfecting routines must be increased as the risk of environment 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
- **HANDWASH SINKS:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids).
- **FLOORS:** cleaning and disinfecting must be performed as required (i.e., when spills occur, and throughout the day when rooms are available) e.g., during outdoor play
- **OUTDOOR PLAY EQUIPMENT:** must be disinfected at least twice daily before use, and as required (i.e., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. Avoid usage of balls and other toys that require frequent sharing, disinfect riding toys between uses.
- **HIGH-TOUCH SURFACES:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, telephones, sinks toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
- **Other shared items:** (e.g., phones, tablets, keyboards, attendance binders etc.) these must be disinfected between users).

## **Washroom sanitation**

### **Sinks and Toilets**

- **Sink** areas shall be **uncluttered and cleaned nightly** (after play session).



- **Sinks should be cleaned with a cleaning agent** when necessary.
- Avoid disposing of foreign objects in the sink, as the drain may get clogged and make the sink unusable.
- **Caretakers sanitise the floor, sinks and toilets as part of their maintenance.**
- **All garbage cans/containers shall be thoroughly cleaned and sanitized** as often required.

## **Kitchen sanitation**

- **The kitchen area** is always to be kept neat and tidy.
- **Counters, tables, appliances and floors** should be **cleaned & disinfected regularly.**
- **The refrigerator must always be kept clean.**
- **Three sinks will be utilised when washing utensils** such as plates, cups, etc., using soap and water in one sink and rinsing items in the second and the third will have a bleach solution for sanitising.

## **Kitchen waste**

- Keep the garbage containers covered and away from food storage and preparation area.
- All garbage cans/containers shall be thoroughly cleaned and sanitized as often required.
- Do not leave garbage in the kitchen overnight.

## **Dishwashing**

- Local Public Health Connection Dishwashing poster shall be placed in the kitchen area.  
(see poster for reference)

### **Manual Dishwashing:**

#### Three Compartment Sink Method

- Wash Dishes and utensils in the first sink with warm soapy water.
- Rinse dishes and utensils in the second sink in clean water at a temperature not lower than 43c (110 F).
- Sanitize dishes and utensils in the third sink by immersing in a sanitizing solution.

#### **Acceptable sanitizing solutions are:**

- **Clean water at a temperature not less than 77c (170 F)** for at least 45 seconds.
- **Clean chlorine solution** of not less than 100 parts per million at a minimum temperature of 24C (75F) for at least 45 seconds.
- Or Clean **quaternary ammonium compound solution** of not less than 200 parts per million at a minimum temperature of 24C (75F) for at least 45 seconds.

Health Protection and Promotion Act R.R.0 1990, Reg. 562,s. 75 (2) states that : **A test reagent for determining the concentration of sanitizer** and an **accurate thermometer to determine the temperature** of the sanitizing shall be readily available where the sanitizing takes place. (Test Paper)



### **Commercial Dishwasher:**

- Wash water must be maintained at a temperature not lower than 60C (140 F) or higher than 71 Celsius.

### **Sanitizing can be accomplished by:**

- A rinse cycle that sprays clean water at a temperature not lower than 82C (180 F) for minimum of 10 seconds in each sanitizing cycle.

**Our kitchen staff will keep a log sheet located in the kitchen to ensure the Dishwashing temperatures are maintained.** (see dishwashing log)

## **Classroom Sanitation**

### **Floors and Soft Furnishings - (see chart titled: Cleaning and Sanitizing Practices)**

- Floors are vacuumed and washed by the care-taking staff.
- Carpets shall be vacuumed if there is an unusual amount of crumbs or dirt at any time.
- Carpets may be kept clean by using a washable blanket on the floor for younger babies who may spit up.

### **Tables and Chairs**

- Tables are to be cleaned before and after lunch / snack with a disinfecting solution.
- Chairs should also be free of any food, paint, glue, etc...
- More frequently used equipment such as infant seats and eating surfaces should be cleaned daily or after each use.

### **Play Areas**

- Water play tubs should be emptied and sanitised nightly.
- Sandboxes shall have foreign objects removed before play and be emptied of toys after play.
- To keep sand particles down, mix a little water into the sand.

### **Toys (please refer to Toy Cleaning Chart)**

#### **Infant/Toddler Toys**

- **Clean and sanitize** toys that have had contact with a child's mouth on a daily basis using an appropriate sanitizing solution by using the spray-wipe-spray or immersion technique. If possible, these toys can be place in the dishwasher.
- Sanitize all frequently handled toys such as books and puzzles twice a week or as required. Since immersion or spray bottle technique may damage some items, a clean cloth moistened in an appropriate sanitizing solution may be used. If toys are visibly soiled, clean the item prior to sanitizing.
- Machine wash soft, cuddly (plush) toys weekly or more often if required.
- Clean all larger toys, activity centres and toy storage shelves on a weekly basis.



- Infection control: During the time of tours for potential parents, we will inform them of our sanitary practices.

#### **Toys for Preschool and School-Aged Children**

- Clean Toys on a weekly basis if older, non diapered children are using them.
- Avoid having "mouth" toys (musical instruments, whistles, blowpipes etc.). If we choose to use this type of equipment, it must be cleaned and sanitized between each child's use, or encourage the parents to supply their child with their own equipment

#### **Dress-up clothes**

- Dress-up clothing is to be laundered monthly.
- Sharing of hats is not recommended. If headgear is an integral part of play, wash or clean regularly.

#### **Equipment**

- Equipment and items not being used should be stored in the correct place.
- Rotate equipment and items monthly.
- When taking items from storage, be sure to clean them before use.
- Shelves and ledges are to be wiped down at the end of each week.
- Infants' mattresses should be covered with heavy plastic or a similar waterproof material.

#### **Linens**

- Cots are to be cleaned before fresh laundry is placed on cots.
- Cot sheets will be sent home on a weekly basis to get washed.

#### **Care for Pets**

At AVM we do not allow to have any pets in the school. All exposure to bites and scratches will be reported to Local Public Health Departments immediately, on any fieldtrip.

#### **Universal precautions**

Universal precautions are a set of strategies developed to prevent transmission of blood borne pathogens. The focus of universal precautions is on blood and selected body fluids.

**Cover cuts:** If you have cuts or open sores on your skin, cover them with a plastic bandage.

**Wear gloves:** If there is any risk of coming into contact with blood or other body fluids, wear latex gloves. Gloves should only be worn once and disposed of in a plastic garbage bag.

**Wash hands:** Wash your hands with soap and hot water for at least 20 seconds after you have had contact with blood or other body fluids, after going to the bathroom, before preparing or eating food, and after removing latex gloves. Use hand lotion to help keep your hands from becoming chapped or irritated. Intact skin is your first defense against infection.



**Discard garbage:** Use caution when disposing of garbage and other waste that may contain infected materials. Discard material soiled with blood or other body fluids in a sealed plastic bag.

**Clean up:** Spills of blood or other body fluids should be cleaned up with a fresh mixture of household bleach (1 part) and water (9 parts). Paper towels should be used and disposed of in a plastic garbage bag. Remember to wear latex gloves during clean-up.

**Wash clothes:** Soiled items should be stored in sealed plastic bags. Wash soiled clothing separately in hot soapy water and dry in a hot dryer.

### **Exclusion of ill Children**

All ill children who need to be quarantined will be placed in the office under the care of the supervisor/administrator until the parent can pick them up.

## **Outbreak**

### **HOW TO KNOW WHEN THERE IS AN OUTBREAK**

- An outbreak occurs when there are two or more related cases (in children and/or staff) with similar signs and symptoms of an infection or illness, or two or more laboratory confirmed cases, or when illness rate exceeds the norm in the campus within a short period of time.

Typical symptoms of enteric illness are:

- Diarrhea
- Bloody diarrhea
- Vomiting
- Fever
- Stomach cramps
- General irritability
- Malaise
- Headache

Early detection of signs and symptoms through observations of children's health, as well as good record keeping are crucial to the recognition and control of an outbreak.

### **Outbreak Routines:**

- Increase hand hygiene
- Enhance cleaning and disinfecting
- Exclude ill children, staff and volunteers from the campus until symptoms resolved.
- Suspend all sensory play.
- Use gloves, masks, and/ or eye protection.

**Confirmed Outbreak** – all above measures and :

- Post outbreak signs at all entrances



Angus Valley Montessori Schools Inc (“Angus Valley Montessori”) will notify (Halton Health Department) at the numbers below if an outbreak is suspected. Refer to your public health guidance. Review outbreak Control Package for community Setting/ routine surveillance illness sheets daily.

Monday to Friday, between 8:00am and 5:00pm 905-825-6000

After hours including weekends and holidays 905-825-6000

## **Exclusion of ill Individuals**

All ill children who need to be quarantined will be placed in the office under the care of the supervisor/administrator until the parent can pick them up.

Communicable Disease Guidelines for exclusion of children at AVMS:

- Children rectal or oral temperature equal to or greater than 100° F.
- Diarrhea, defined as an increased number of stools compared to the child's normal pattern with increased stool water and/or decreased form.
- Vomiting illness with two or more episodes of vomiting in the previous 48 hours.
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rash with fever or behavior change.
- Infected eyes with discharge, until 48 hours after treatment started by physician.
- Infestation (e.g., scabies, head lice, pinworm), until after first treatment with a medicated product.
- Impetigo, until 48 hours after antibiotic treatment has been started.
- Strep throat, until 48 hours after antibiotic treatment has been started.
- Ringworm infection, until after medication started.
- Chickenpox, until one week after the onset of rash, or until all lesions have dried and crusted.

Angus Valley Montessori shall contact the Halton Public Health to reported cause of communicable disease

- Pertussis (whooping cough)
- Measles (rubeola, red measles)
- Rubella (German measles)
- Mumps
- Meningitis (Hib, other)
- Hepatitis A
- Tuberculosis
- Gastroenteritis (giardiasis, shigellosis, E. coli, Campylobacter, other)
- Streptococcal infections (strep throat, scarlet fever, rheumatic fever)
- Food poisoning
- Influenza
- Hepatitis C
- Human Immunodeficiency Virus (HIV, AIDS)
- Poliomyelitis
- Diphtheria



- Hepatitis B

Exclude ill child/ children, staff, volunteers and visitors until they are 48 hours symptom free or as directed by public health.

### **Power / Water Outage/ Flooding and Sewage overflow**

- In the event of a power/water outage where the Campus cannot ensure the safety and health of children (i.e. no heat, unable to provide meals, prolonged outage) the staff will not accept children into the program in the morning. If children are already present, parents may be contacted in cases of prolonged outages. In event parents can't be reached those listed as emergency contacts will be contacted.
- In the event of an evacuation the children will be taken to a secondary site; (55 Ontario St South, Milton ON. The Parking Lot.)
- Parents not making use of their child's space during a power outage day will be required to pay for that day.
- Halton Public Health will be notified after 30 minutes of any power/ water outage.
- Halton Public Health will be notified right away of any flooding and sewage overflow.

Safety Tips for Operators during a Power Failure issued by (Hydro One) Protection tip sheet will be posted in the kitchen. (See tip sheet)

### **Outage Checklist**

- Windup or battery powered flashlight
- Windup or battery powered radio
- Portable external battery charger for smart devices
- Water (2 litres per person per day)
- Canned or dried food that won't spoil
- Manual can opener
- Batteries for your flashlight and radio
- Cash
- Blankets
- Candles and matches
- A paper list of emergency numbers and important contacts
- First aid kit
- Any other medical items and prescriptions you require

### **Food Handling**

**All staff members and including students will wash their hands before and after handling food.**

**Measures to help prevent food-borne illness when preparing and serving food, include:**

- Use proper Tongs to handle food instead of direct contact with your hands.



- Keep your fingernails short and free from polish Use a nailbrush to remove any microorganisms under the nails. Do not share nailbrushes.
- Remove jewelry from your hands and wrists. Jewelry can trap dirt and pathogens; you may unknowingly lose a piece of the jewelry in the food.
- Wipe your hands with disposable paper towels. If you wipe your hands on a cloth or on your clothing, you could end up transferring dirt and bacteria back onto your hands.
- Do not use gloves in place of using proper hand washing.

*\*\*Aprons must be removed when leaving the kitchen for duties other than food related activities (to prevent cross-contamination between non-food and food)*

#### **Properly clean food items, food preparation utensils and surfaces:**

- Wash all fruits and vegetables, including those that you peel or cut like melons and oranges.
- The use of a clean vegetable brush can assist in the cleaning of fruits and vegetables. Use the brush while rubbing the food item under cold running water.
- Wash and sanitize all counter tops, cutting boards, taps and sinks. Don't forget the handles of drawers, fridges, etc. in the food preparation area.
- Wash dishcloths with hot soapy water after every use.
- Change dishcloths, aprons, and towels often.
- When cooking meat use separate tongs to handle raw meat.
- Separate tongs will be used when the staff member distributes food.

#### **The Danger Zone – Temperature**

- The danger zone is the temperature range between 4C/40F and 60C/140F.
- Keep hot foods hot 60C/140F or above.
- Keep cold foods cold 4C/40F or below.
- Keep frozen food at -18C/0F or below.
- Do not allow hazardous foods to be in the danger zone longer than 2 hours when preparing food (shorter time periods are recommended).
- Cool food quickly using shallow pans or ice baths. Stir food frequently to facilitate repaid cooking.
- When reheating food, quickly reheat to original cooking temperature.

#### **Transporting Food**

- The food transported by our staff shall be enclosed in containers or in such other manner as to prevent contamination of the food and to maintain the food temperature.
- The food will be transported from the kitchen in a food trolley which will be taken to each class room.
- Probe thermometer will be used to take temperature of the food prior to be served to the children,
- Log will be maintained.
- The temperature during transportation of the food should be controlled to prevent product from deterioration.

#### **Food Service Tips**

**Many disease-causing micro-organisms can be spread through food. The following tips will help ensure that the food served at campus is safe and will not cause food-borne illness.**



- **Children and staff must wash their hands before eating.** If the meal is interrupted (i.e., helping a child in the bathroom or wiping a runny nose), wash hands again before eating.
- **Ensure that all raw fruits and vegetables are thoroughly washed** before serving to children.
- **Ensure that children do not share their food, utensils, cups or drinking bottles.** This will help to reduce the risk of spreading germs from person to person
- **Ensure that all infant bottles are kept refrigerated and are properly labeled with the child's name.**
- **Ensure that food products do not come into direct contact with the lunch table. Protect food products by serving them on a disposable sanitary article (i.e., paper plate), or on a plate that can be properly cleaned and sanitized.**
- **Handle clean cups, bowls and glasses so fingers and thumbs do not touch the inside or the lip.**

#### **Food preparation and serving tips for the Kitchen:**

- Ensure that **no one** with symptoms of illness is responsible for food preparation.
- **Food handlers must properly wash their hands at the hand washbasin** in the food preparation area before and after handling any food. **All food handlers must wear an appropriate hair restraint (i.e., hair net).**
- **Do not serve unpasteurized milk** or unpasteurized milk products.
- **Ensure that all raw fruits and vegetables are thoroughly washed** before serving to children.
- **The food preparation area must be separated by a door or gate** from areas where the children play. **The food preparation must take place in the designated food preparation area and not in the classroom.**
- **Ensure that all refrigeration units are equipped with accurate indicating thermometers.**
- Food items served to children at the campus must be from an approved source. Food prepared by a parent or staff is not an approved source and food prepared there should not be served to the children.
- **Records must be maintained for all food products that are purchased and/or brought in from an approved source.** Record will be maintained as to who brought in the food, to whom the food was served, the date when the food was brought in and where the food was purchased. These records are necessary to aid in an investigation, should a food-borne illness occur
- **The persons responsible for food preparation must have a valid food handler's certification in which they are trained in safe food handling.**