

## SANITARY POLICIES AND PROCEDURES

### **Hand Washing**

Hand washing is the best way to prevent transmission of most types of infections. Hands, more than any other part of the body, are in constant contact with the environment and are prone to picking up many types of organisms. Microorganisms can be carried on hands to spread infections from person to person. Normal skin flora is composed of resident and transient organisms. Resident organisms are those that can survive and multiply on skin and are not easily removed by scrubbing. Transient organisms survive on the skin less than 24 hours and are easily removed by hand washing. It is these organisms that are most likely to cause infections.

### **Teachers should wash their hands:**

- At the beginning of the day.
- After using the toilet.
- Before handling food.
- After contact with body fluids (blood, mucous, vomit, etc.)
- After removing gloves.
- After contact with any nasal or oral secretion.
- After caring for an ill child.
- After sneezing or coughing.
- To protect yourself and the children you care for.
- If hand washing is impossible, for example, on field trips, an alcohol based wet-wipe may be used.

### **Children should wash their hands:**

- When they arrive at the child care setting.
- After toileting.
- Before eating or drinking.
- After contact with any nasal or oral secretions.
- On return from outdoor play.
- Before communal play.
- After handling animals.
- To protect themselves and other children.

### **Hand Wash Basins**

Hand basins must be readily accessible in food handling areas and washrooms. They must be equipped with hot and cold running water, liquid soap in a dispenser and paper towels. If sinks and soap dispensers are inaccessible for children, a stable, solid and secure step must be provided. Shared basins full of water and soap are not an acceptable means of hand washing as more bacteria may be transmitted to the hands than is removed. If basins are used after painting or other messy activities to remove visible material, proper hand washing must still be done at the hand wash basin. Hot water temperature at the children's hand basin must not exceed 43°C (110°F) in order to avoid scalding. A supply of liquid soap in a dispenser is required at all hand wash basins. Liquid soap in a pump or mounted dispenser is best because children can dispense the soap easily and the liquid soap is less likely to be contaminated. Germicidal soap is not necessary. To prevent soap on the bottom of the dispenser from providing a medium for bacterial growth the dispenser must be cleaned before refilling.

### **Hand Lotion (For care givers only)**

Hand lotion should be used to prevent dermatitis, as cracked dry hands can harbour large number of microorganisms that are difficult to remove. Studies have shown that even antiseptics cannot reduce bacteria on cracked and dry skin. Hand lotion should be in a dispenser instead of a communal dip-in jar. Containers that are re-used must be washed before refilling. Hand lotion should not be used on children unless the medication sheet is signed by a Parent.

### **Glove Use**

Disposable gloves are not a substitute for hand washing, but they do provide some protection for the Caregiver.

#### **Gloves can be useful;**

- If a Caregiver has dermatitis, cuts, or open sores on the hands.
- If there is a risk of exposure 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 gloves must never be washed and reused. Hands must be washed prior to gloving and after removing gloves as bacteria can multiply on the hands in the warm, moist environment of the glove. Care must be taken when removing soiled gloves. The outside of the glove may contain microorganisms. Avoid touching the outside of the glove with your bare hand. The school will use Nitrile Gloves. Latex gloves are not to be used due to the risk of

anaphylaxis. Adequate cleaning and sanitizing in child care settings will aid in the prevention of transmission of infections. Cleaning is as important as sanitizing in the treatment of walls, floors, etc. These surfaces are not generally implicated in the transmission of infection. Physical removal of the microorganisms by scrubbing is as important as the sanitizer used.

### **Dishwashing and Sanitation (In the event of our Sanitizing Dishwasher malfunctions)**

Clean all surfaces that are in contact with food including dishes, equipment, utensils and kitchenware.

Clean using the three compartment sink method of **WASH, RINSE** and **SANITIZE**.

- **WASH** with an effective detergent in hot water of at least 43°C (110°F).
- **RINSE** in clean hot water at a temperature of at least 43°C (110°F).
- **SANITIZE** using the following method:
  - Immerse in 24°C (75°F) water with hydrogen peroxide for two minutes.
- Air dry dishes to prevent them from being contaminated by dish towels.
- Cloths and towels used for washing, drying, polishing utensils, equipment, tables or counters must be clean and used for one purpose only.
- Thoroughly clean, rinse and sanitize cutting boards, chopping blocks, tables, grinders, slicers and other utensils after each use.

NOTE: Tables and chairs are wiped clean with Oxyvir Plus before and after snack and before and after lunch. If extra cleaning of the tables and chairs is required throughout the day we will also wipe for that as well.

**CLEANING** is the removal of dirt and germs from a surface by friction caused by a rubbing action.

- All shelves and materials will be cleaned daily to remove dirt and germs from their surfaces. (Infant and Toddler)
- Once a week all shelves and materials will be cleaned to remove dirt and germs from their surfaces. (Casa)
- All carpets will be vacuumed thoroughly to remove all dirt and debris, daily.
- Bathrooms will be cleaned as needed, daily or weekly.

**SANITIZING** will kill germs by applying a chemical sanitizing solution (i.e. Oxyvir Plus).

- The children's bathroom will be sanitized daily with Oxyvir Plus to kill all germs.

### Methods of Sanitizing

The "spray-wipe-spray" technique is a good method of sanitizing surfaces. The first spray and wipe 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.
- Immerse the object into a container of sanitizing solution and allow to air dry.
- Wash and sanitize durable objects in the dishwasher.
- Wipe the surface of large toys, or objects that may be harmed by saturation (book covers, puzzles etc.). Use a cloth moistened with appropriate sanitizing solution.

Remember to:

- Clean the surface prior to sanitizing.
- Mix the Oxyvir Plus in the proper concentration, place the solution in an opaque bottle clearly labelled with the contents.
- Store cleaning products out of the reach of children.
- Use approved sanitizers according to manufacturing instructions.

In order to help prevent the spread of infections (bacteria, viruses, parasites) in the child care setting it is important to clean and sanitize toys on a regular basis.

### Water play at a communal table is not appropriate:

- during outbreaks
- for children with cough and colds
- children with skin rashes or sores
- children who are prone to drinking the water (Refrain from using cups and open vessels to discourage children from drinking the water)
- Water table must be filled with fresh water each day, and sanitized daily

### Sensory Bins

- Wash hands before and after play periods.
- Food material used in play must be used with discretion. Dry products such as macaroni, rice and cornmeal are very popular and are relatively problem free. Cooked food must not be used for sensory play.
- Do not use any product that emits dusts or powders.
- Do not use agricultural grade material (corn, hay, bird seed etc.) due to possible contamination by pesticides, or insects.

- Discard all food products at the end of activity sessions (maximum one week). Do not repackage and store.
- Non-food items in sensory bins must be carefully considered. Avoid any size of item that may be accidentally swallowed.

### **Outdoor Play**

Outdoor play areas are attractive to unwanted visitors, human and animal. Hazards may be reduced by taking the following steps.

- Do not assume that a fence will keep out unwanted visitors. Check the perimeter for gaps.
- Check the area including the sand box for animal feces, broken glass or cans, condoms, needles and syringes.
- Do not pick up sharp objects with your hands. Gloves will not provide protection from punctures. Provide a rigid barrier between the object and your hands, such as tongs, scoop or shovel.
- Scoop animal faeces (with gloves on) and surrounding soil or sand with a small shovel or scoop, and discard. Wash hands once complete.
- Rake sand on a regular basis. Sunlight provides an effective protection against some microscopic contaminants.
- Refer to list of plants that may be poisonous before seasonal and permanent plantings.

### **Wading Pools**

Wading pools can pose a physical hazard because of slips and falls, and may cause illness due to faecal contamination of the water.

To minimize these hazards:

- ensure the pool is free of sharp edges or protrusions
- Children who are not full toilet trained need to wear diapers that are designed for swimming
- maintain separation of age groups in the pool
- Children should never be more than an arms reach away of a teacher
- maintain strict supervision of children while in or around the water
- empty the pool immediately if faecal has contaminated it, sanitize with Oxyvir Plus
- Adhere to recommendations for sun protection