

Children’s Circle Montessori School

Sanitary Practices Policy

Children’s Circle Montessori School follows routine practices for the prevention of infection. Routine practices are the primary method to prevent and control the spread of microorganisms such as bacteria and viruses.

Routine practices assume that all blood, body fluids, excretions and secretions may be potentially infectious, even if a person shows no symptoms of illness. Routine practices should be used for contact with feces, urine, vomit, respiratory secretions such as cough droplets, skin wounds or undiagnosed rashes, and mucous membrane secretions from the eyes, nose, or mouth.

Sanitizing Solution Formulas provided by Peel Health

Kitchen		Daycare Surfaces & Items	Blood & Body Fluid Fouling
100 PPM	200 PPM	500 PPM	5000 PPM
Sanitizer used for dishwashing.	Sanitizer used for utensils which are too large to be washed in a sink or dishwasher.	Intermediate level disinfectant used for toys, diapering, stations, water play stations and high touch surfaces within the school.	High level disinfectant used for items and surfaces that become contaminated with blood, body, fluids, feces and vomit fouling.
Mix ½ teaspoon bleach 4 cups water or 2 millilitres bleach 1 litre of water	Mix 1 teaspoon bleach 4 cups water or 4 millilitres bleach 1 litre of water	Mix 2 teaspoons bleach 4 cups water or 10 millilitres bleach 1 litre of water	Mix ½ cup bleach 4 cups water or 125 millilitres bleach 1 litre water
Contact Time 45 seconds	Contact Time 45 seconds	Contact Time 2 minutes	Contact Time 2 minutes

Additional Notes:

- Clean all surfaces and items with soap and water before disinfecting
- Make a new bleach solution every day
- Prepare bleach solution with room temperature water to reduce odor
- Label all disinfectant and cleaning product bottles
- Use the stream setting and spray bottles to reduce inhalation hazards
- Do not mix bleach solution with any other cleaning products
- Store all disinfectants and cleaning products in a location inaccessible to children
- Avoid using disinfectant and cleaning products within close proximity to children

Hand Washing Practices

Hand washing must be practiced by everyone in the school community to prevent the spread of infections.

Hand Washing

1. Wet hands with warm water
2. Add liquid soap
3. Lather by rubbing hands vigorously
4. Wash all hand surfaces including the back and in between fingers
5. Rinse hands well under warm running water
6. Dry hands well with a single-use towel
7. Turn tap off with a single-use towel

Hand Washing Frequency

Staff, placement student teachers and volunteers must wash their hands:

- Before and after preparing food
- Before and after meals
- Before and after diaper changes
- Before feeding children
- Before and after medication application, applying an ointment, cream, including sunscreen
- After caring for an ill child
- Before and after applying a bandage or performing first aid
- After using the washroom facilities
- After helping a child with their toileting routine
- After cleaning any bodily fluid (blood, mucus, vomit)
- After cleaning and sanitizing practices
- After removing disposable gloves (latex, plastic, vinyl) or rubber gloves
- After handling or caring for pets or other animals
- Whenever hands are visibly dirty

The first staff person to arrive is responsible for checking the washrooms for cleanliness, a sufficient supply of toilet paper and paper towels.

Students must wash their hands:

- Before and after handling food
- Before and after meals
- Before and after water play
- After toileting routine
- After diaper changes
- After handling pets or other animals

- After playing outside
- After sneezing, coughing, wiping nose with the hand, when fingers/hands are in mouth or in clothes
- Whenever hands are visibly dirty

Diapering

Diapering for a child lying down

- 1. Collect Supplies. All supplies will be readily available in the washroom, including wipes, diaper cream, diapers, clean clothes, plastic bags and disposable gloves.**
 - Remove the wipes from the container so the container will not be touched during diaper changing
 - When appropriate, remove a thick application of diaper cream from the container with a piece of tissue so the container will not be touched during diaper changing
- 1. Wash your hands.**
- 2. Put on a new pair of disposable gloves.**
- 3. Clean the child with wipes. Discard the soiled diaper and wipes.**
 - Always keep a hand on the child
 - Put soiled clothes in a plastic bag and securely tie the plastic bag to send the soiled clothes home
- 4. Remove and discard soiled disposable gloves.**
- 5. Diaper and dress the child.**
- 6. Wash your hands and help the child wash their hands.**
- 7. Clean and disinfect the diaper changing surface. The surface can be left to air dry.**
- 8. Wash your hands again.**

If the child is learning to use the toilet:

- Place the child on the toilet and stay with the child for five minutes
- Wipe the child or allow the child to wipe themselves, if possible
- Flush the toilet or let the child flush it
- Wash your hands and help the child wash their hands
- Clean and sanitize the potty seat and toilet
- Wash your hands

Diapering for a Child Standing-Up

A child's diaper should only be changed while they are standing-up if there is only urine in the diaper and the child does not require diaper cream nor a change of clothes.

1. Collect Supplies. All supplies will be readily available in the washroom, including wipes, diapers, clean clothes, plastic bags and disposable gloves.

- Remove the wipes from the container so the container will not be touched during diaper changing

2. Wash your hands.

3. Put on a new pair of disposable gloves.

4. Clean the child with wipes. Discard the soiled diaper and wipes.

- Always keep a hand on the child
- Put soiled clothes in a plastic bag and securely tie the plastic bag to send the soiled clothes home

5. Remove and discard soiled disposable gloves.

6. Diaper and dress the child.

7. Wash your hands and help the child wash their hands.

8. Clean and disinfect the diaper changing surface. The surface can be left to air dry.

9. Wash your hands again.

If the child is learning to use the toilet:

- Place the child on the toilet and stay with the child for five minutes
- Wipe the child or allow the child to wipe themselves, if possible
- Flush the toilet or let the child flush it
- Wash your hands and help the child wash their hands
- Clean and sanitize the potty seat and toilet
- Wash your hands

Cleaning and Sanitizing Practices

Dishwashing

Dishwashing can be done in a three-compartment sink or in a commercial mechanical dishwasher.

Three-compartment Sink Dishwashing

1. Scrape and pre-rinse
2. Wash in the first sink using detergent and clean hot water. If the suds are gone or the water is dirty, change it.
3. Rinse in the second sink using clean hot water.
4. Sanitize in the third sink by immersing the dishes and utensils for at least 45 seconds and use one of the following:
 - A 100 ppm solution of chlorine bleach
 - A 200 ppm solution of quaternary ammonium (quat)
 - A 25 ppm solution of an iodophor (iodine)
5. Allow to air dry

Catering

Children's Circle Montessori School will be using the services of Wholesome Kids Catering (formerly Food For Tots). All food and beverages will be provided by the catering service. The food and beverages will be distributed to the classrooms by certified "food handlers". All the flatware, plates, bowls, cups, pitchers, serving bowls, serving utensils, etc...belong to Children's Circle Montessori School and will be cleaned and sanitized in the commercial mechanical dishwasher or the three-compartment sink.

Cleaning and Sanitizing the School

1. Wear household rubber gloves
2. Remove loose dirt
3. Scrub area with soap
4. Rinse with clean, clear water
5. Apply sanitizer on a clean surface
6. Allow to air dry
7. Wash your hands after you remove the gloves

Cleaning and Sanitizing Toilets

1. Wear household rubber gloves
2. Apply sanitizer to the toilet and the potty seat after each individual use
3. Allow to air dry
4. Wash your hands after you remove the gloves

Cleaning and Sanitizing Surfaces, Toys and Learning Materials

1. Wash surface with soap
2. Rinse with clean, clear water
3. Apply sanitizer on a clean surface
4. Allow to air dry
5. Wash your hands, even if you have worn gloves

Cleaning and Sanitizing Water Play Table

1. Empty toys from water play table. Set aside to clean and sanitize
2. Wash with soap
3. Rinse with clean, clear water
4. Apply sanitizer on a clean surface
5. Empty water table
6. Allow to air dry
7. Wash your hands, even if you have worn gloves

Cleaning and Sanitizing Mouthed Items

If a child places any items in their mouth it must not come into contact with any other child until it has been disinfected.

1. Place the item in a labeled container out of reach of other children.
2. At an appropriate time, take the bin to the kitchen and follow the 3-step sink system as posted in the kitchen:
 - a. Wash with soap
 - b. Rinse with clean, clear water
 - c. Apply sanitizer on a clean surface and allow contact with the surface for 45 seconds
 - d. Allow to air dry
 - e. Wash your hands, even if you have worn gloves

Cleaning and Disinfecting of Surfaces Contaminated with Blood and/or Body Fluid Fouling

1. Get blood and body fluid fouling clean-up bucket in storage room
2. Make Blood and/or Body Fluid Fouling Sanitizing Formula in the spray bottle provided:
¼ cup of bleach with 2 cups of water; the spray bottle has pre-measured markings
3. Wash your hands
4. Wear single-use disposable gloves while cleaning
5. Wipe up the spill with disposable paper towels. Discard immediately into a garbage bag
6. Wash with detergent
7. Rinse with clean, clear water
8. Apply sanitizer on a clean surface
9. Dry the area with a disposable paper towel
10. Discard single-use disposable gloves into garbage bag
11. Wash your hands after removing gloves

12. If a mop or cloth is used to wipe up the spill, rinse mop or cloth to remove debris and then apply sanitizer and allow to air dry
13. If personal clothing is soiled, change into fresh clothing. Soiled clothing should be placed in a plastic bag and washed at home

Pets and Wild Animals Practices

Children's Circle Montessori School does not own any birds or animals as pets. If the school becomes the owner of a pet, a new policy will be created. Staff, volunteers, placement students and students will not be permitted to bring their pets to school. Guide dogs are permitted with no restrictions.

The following practices address any wild animals or pets that belong to other owners that may enter:

- No birds or animals may be present in any food preparation or food storage area
- Anyone bitten or injured by a bird or animal will seek medical treatment
- If possible, determine the name, address and phone number of the owner of the animal as well as the victim
- If a stray or wild animal is involved, efforts can be made to capture the animal. Animal Control for the City of Brampton will be contacted at 905-458-5800, located at 475 Chrysler Drive, Brampton
- Call Peel Public Health's Environmental Health Division at 905-799-7700 and report the incident
- In cases of injury or threat to safety, Peel Regional Police will be contacted by calling "911"
- If applicable, up-to-date rabies vaccinations will be kept for inspection

Pest Control Practices

Pests such as cockroaches, flies, mice and rats can carry harmful micro-organisms that can contaminate food. Pests can damage foods, supplies and the school. Pests can also spread diseases, including food borne illnesses.

To minimize pests, the school will adhere to the following practices:

- Everyone should be on the lookout for pests
- Food will be stored in tightly sealed and labeled food-safe containers and kept in dry storage
- Use the "first-in/first-out" rule for food storage
- Food and drink spills will be cleaned promptly
- Garbage will be removed daily
- Garbage will be stored for pick-up in the building just west of the school in Brisdale Plaza
- All drains will have a covers
- The bottom of all exterior doors should close tightly
- Broken screens, broken windows, holes in walls, holes in ceilings, leaky water pipes, leaky faucets will be repaired
- Clutter will be kept to a minimum around the school

Pest Control

1. Check the corners and dark areas once a month with a flashlight
2. Record in the Pest Control Log
3. Address and record any steps taken to address pest issues

Should a pest problem arise, a licensed technician from Brampton Pest Control Services will be contacted at 416-628-4803.

Incidents of Biting

If a child bites another child, staff, volunteer or placement student, the small risk of transmitting blood-borne diseases and skin infections may occur.

The following steps must be taken in such a case:

1. Staff member provides First Aid
 - a. Wear gloves if the bite is bleeding
 - b. Wash the bite thoroughly
 - c. Rinse the mouth of the biter with water
2. Seek appropriate medical attention as needed
3. Contact the parents/guardians of the children involved in the incident
4. Complete an Accident/Incident Report

Cleaning Medical Devices

Inhaler Container

If the device packaging offers manufacturer's instructions, those will be used in place or in conjunction with these instructions. Clean the inhaler container at least once per week.

1. Wash your hands
2. Remove the medicine from the container, keep medicine away from water
3. Remove the cap from the container
4. Run warm water through one end of the container for 30 seconds
5. Run warm water through the other end of the container for 30 seconds
6. Loosen any dry medicine with a toothpick and rinse again
7. Place the container standing up on a clean, dry paper towel
8. Allow to air dry
9. Store device in a clean re-sealable bag placed in the basket above the washroom cubbies
10. Wash your hands

Inhaler Spacer and Mouthpiece or Facemask (i.e., AeroChamber)

If the device packaging offers manufacturer's instructions, those will be used in place or in conjunction with these instructions. Clean the inhaler spacer and mouthpiece or facemask at least once a week.

1. Wash your hands
2. Twist apart or pull apart all the pieces of the spacer and mouthpiece or spacer and facemask
3. Soak all the parts for 15 minutes in slightly soapy water
4. Rinse all the parts
5. Shake off all excess water
6. Place the parts standing up on a clean, dry paper towel
7. Allow to air dry
8. Store device in a clean re-sealable bag placed in the basket above the washroom cubbies
9. Wash your hands

Thermometers

If the device packaging offers manufacturer's instructions, those will be used in place or in conjunction with these instructions. Clean the thermometer after it is used on one child.

1. Wash your hands
2. Use the thermometer
3. Use a single-use alcohol wipe to clean the thermometer
4. Discard the single-use alcohol wipe
5. Store the thermometer in the labeled box in the office
6. Wash your hands

Medicine Administration Cups/Syringes/Droppers

If the device packaging offers manufacturer's instructions, those will be used in place or in conjunction with these instructions. Clean the cups/syringes/droppers after each use.

1. Wash your hands
2. Administer the medication
3. Soak all the parts for 15 minutes in slightly soapy water
4. Slide syringe up and down to clean inside
5. Pump dropper with water to clean inside
6. Rinse all the parts
7. Shake off all excess water
8. Place the parts on a clean, dry paper towel
9. Allow to air dry
10. Store the cups/syringes/droppers in the medicine box
11. Wash your hands

Cleaning Schedule

<u>Kitchen & Facilities Cleaning Schedule</u>	<u>Frequency</u>
Dishwasher (food strainers) 3 Compartment Sink (inside & out) Hand Washing Sink Counter Surfaces Cupboard Handles Trays (tops & bottoms) Stove Top Floors (Sweep and Mop) Garbage Removal Doors, Windows and Door Handles Replenish Soap and Paper Towels Replenish Sanitizing Bottles Staff Washrooms Staff Room Laundry	Daily
Refrigerators (inside & out) Floors under fridge, under stove, behind food disposal Trolley Cupboard Doors (inside and out) Utensils in Drawer Food Warmer Inhaler Container Inhaler Spacer/Mouthpiece or Facemask (i.e. AeroChamber)	Weekly
Cupboards Shelves Drawers and Utensil Tray Oven Walls (kitchen & hallways) Dusting (cubbies, ledges, etc.) Office Music Room Storage Room Outdoor Equipment Outdoor Toys/Sheds Pest Control	Monthly
Food Waste Disposal Trap	Quarterly
Air Duct Cleaning & Dryer Vent Cleaning Refrigerator Service HVAC Filter Replacement Exterior Window Cleaning.	Semi-Annually

<u>Classroom Cleaning Schedule</u>	<u>Frequency</u>
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	Immediately
Mouthed Item	Remove immediately. Clean with other mouthed items.
Diaper Changing Area Toilets Potty Seats Medicine Administration Cups/Syringes/Droppers Thermometers	After each use.
Floors (sweep & mop) Tables (after each meal) Chairs Classroom Counter Top Classroom Sinks Door Handles and Cabinet Handles Waste Containers Washrooms: Toilets, Sinks, Counters, Potty Seats, Diaper Changing Pad/Table, Mirrors Bleach Bottles	Daily
Door(s), Windows Rugs (shaken) Curriculum Mats (shaken) Staff Stools Cots, Sheets, Blankets Shelves, Shelving Units Floors beneath Shelving Learning Materials Arts & Craft Storage (exterior) Storage Cabinets (exterior) Inhaler Container Inhaler Spacer and Mouth Piece or Face Mask	Weekly
Washroom Cubbies Hallway Cubbies and Bins Walls Windows Arts & Craft Storage (interior) Storage Cabinets (interior) Fish Tank Pest Control	Monthly
Curriculum Mats (washed) Rugs (washed)	Quarterly