



Sanitary Practices and Procedures

Supplies

- Cleaning supplies are kept in the locked cabinets in the toddler and preschool washrooms. The key is hanging on the wall near the toilet
- Cloths and towels for everyday use are kept in the counter top unit in the classroom. Chemicals and supplies are kept in the locked cabinets in the washrooms.
- Garbage bags, paper towels, hand soap and toilet paper are kept in the locked cupboards in the washroom or in the large cupboard in the clean up room.
- The vacuum is kept in the kitchenette, empty and clean out all filters after each use. Plug in after each use.
- The steam cleaner is used several times a year to clean carpets and is kept in the clean up room.
- Use a clean cloth to wash with and use Paper towel to dry prior to sanitizing.
- Place dirty used clothes in the laundry near washrooms.

Daily Cleaning Duties (usually done by volunteers)

Bathroom

- For cleaning, use the hydrogen peroxide solution kept in the bathroom
- Wipe the walls, mirror and countertop around the sinks.
- Clean the sink, toilets, potty, change table and step stools if visibly soiled.
- Wipe the light switches, doors, handles etc.
- Sanitize the entire washroom between groups, spray, let stand and air dry.

Classroom

- Fill a bucket full of hot soapy water for use in the classroom.
- Clean tablecloths are to be used on tables.
- Before and after snack, countertops are to be washed, and then dried with a paper towel.
- After cleaning, sanitize using a bleach and water solution of 5 ml per 250 ml of water, and ensure a standing time of 10 minutes is achieved and air dry.
- Floors are to be swept and carpets vacuumed.
- Garbage is to be emptied (if full) into a blue garbage bin outside near the playground.
- General tidy up of toys.
- Empty Recycle bin into the larger bins in the parking lot. Make sure to sort blue bin items into the appropriate bins.
- Sand and paint toys washed in the clean up room - not in the dishwasher.
- Water toys are washed in the dishwasher.
- Sensory bins both indoor and outside are sanitized between materials - materials disposed of if contaminated or if not washable.
- Drama clothes are washed as needed based on use.
- Toys that have been mouthed or handled by children with runny noses need to be put in grey kitchen dishes to be washed and sanitized at the next dishwashing time.
- All toys are washed and sanitized through the dishwasher weekly, All large toys are hand washed

Kitchen and Craft Area

- Counters and cutting surfaces are to be washed with hot soapy water and then sanitized with a bleach and water solution that does not exceed 100 ppm, and then air dried.
- Dishes and gray bins are to be washed in the dishwasher. Note: we are not responsible for cleaning the church's dishes. Dishes should be brought back to the classroom and air dried. Dishes are not to be left unattended in the kitchen.
- Easels are to be wiped off.
- Floor is to be swept.
- Water table (if filled with water) is to be emptied, washed with warm soapy water, then sanitized with a bleach and water solution that does not exceed 100 ppm, and air dried.
- Paint spills / splatters are to be wiped off walls and floor.

Supervisor will check all checklists to ensure monitoring and implementation. Refer to the Program Statement and Serious Occurrence Policy. Step by step procedures are outlined on Daily, Weekly and monthly Checklists and must all be dated and initialized of who completed the tasks. There is a weekly cleaning chart that rotates on a weekly rotation for 4 weeks, then starts again for the cleaning committee to complete. This weekly chart must also be kept as a record of the cleaning on site.

Any Pest Control issues are reported to the church with Maintenance and Repairs Request Form.

Staff refer to Public Health Manual, licensing manual, health policy, cleaning checklists and snack policy. We follow instructions from the Medical Officer of Health.

During any outbreak of illness we must increase hand washing and cleaning and do not offer sensory bin experiences, along with other requirements such as posting the outbreak information in a visible area and emailed out for parents to see. We follow all other requirements set out by the health department during an outbreak.

*Revised: November 2023 by Tracey Marques, Patty Fallis-Robbins
Approved By: Sravani Tammishetti(Admin Assistant) on January 5, 2024
Seconded By: Matt McKamey (President) on January 8, 2024*