



**Umbrella Family and
Child Centres of Hamilton**

4.6 SANITARY PRACTICES POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	4- Health and Well-Being
POLICY	4.6 Sanitary Practices Policy
LAST REVISED	June 19, 2024

RATIONALE

The transmission of infection among children and between children and staff can be minimized when established sanitary practices and procedures are followed consistently. Maintaining clean and safe learning environments is a requirement of the Child Care and Early Years Act, 2014 and Hamilton Public Health and a commitment of UFCC.

RESPONSIBILITY

All staff, volunteers and students on placement.

PROCEDURE

Sanitary Practices in Classrooms, Outdoor Play Areas, and Washrooms

Area	Practice	Frequency
Hand Washing	Children to learn effective handwashing practices. Follow procedure as written.	When entering classroom, before and after handling food, after sneezing, coughing, blowing nose, diapering, using toilet, before and after using disposable gloves (toileting) applying sunscreen, after contact with animals.
Diapering and Toileting	Follow Diapering Procedure as written.	According to each child's individual needs.
Clean-up of bodily fluids	Remove children from area; follow Procedure as written.	As needed.
Washrooms	Washroom procedures will be posted in the washroom.	Ongoing.
	Wash cloths will be provided in all washrooms to encourage children in self-care.	Daily.
	Toilets will be disinfected.	After use by each small group.

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



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	Sinks and taps, door handles, floors, step stools and toilets will be disinfected.	At the end of each day.
	Garbage containing used diapers will be taken out.	At mid-day and at centre closure.
	The supervising teacher will ensure that each child washes his/her hands correctly.	After using the toilet.
	Paper towels will be provided for drying hands.	Daily.
Cleaning and Disinfecting	All cleaners must be stored out of the reach of children.	Based on cleaning charts and as needed.
	Always wash to remove surface dirt before disinfecting.	
	Review detailed disinfecting procedure/protocols below.	
Food and Kitchen	<p>All staff members are responsible for following Sanitary Practices in Food and Kitchen area including:</p> <ul style="list-style-type: none"> • Maintaining safe food prep and eating environments • Managing allergy information and safe food practices 	Ongoing.
Sand Boxes	Sand is purchased from an approved source (through HWDSB or Child Care supplier).	As needed.
	No food or animals are allowed in sandbox.	Ongoing.
	Sandbox toys need to be easy to clean.	Weekly.
	Wet sand needs to air dry overnight.	As needed.
	Outdoor sand boxes are raked to remove any contamination.	Based on cleaning charts and as needed.
	Outdoor sandboxes are covered when not in use to prevent animal access.	Ongoing.
Water Play	Children wash hands before and after using water play table.	As needed.
	Water is changed after play.	Ongoing.
	No chemicals (bleach or vinegar) are added to water.	Weekly.
Cautions for Water Play	Discontinue use during outbreak or unexplained illness.	As needed.
	Children with bacterial, parasite infections or open wounds or sores cannot use shared water play table. Individual water play tubs can be provided with extra disinfection.	Daily and as needed.
	Minimize water play use during high humidity	Daily.

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	in classrooms as conditions encourage bacteria growth.	
	Sponges are not used for water play.	As needed.
	Table and toys to be cleaned with soap and water and disinfected after use.	After play or two hours, whichever comes first.
Play Materials	Indoor toys will be stored in designated space and disinfected regularly.	Ongoing.
Play Areas (Indoor and Outdoor)	Supervisor or designate inspects all areas for cleanliness and order.	Daily.
	Playground equipment will be stored in locked, waterproof enclosure.	Daily or more frequently if needed.
	Playground is checked and any sharp or dangerous objects are removed and disposed of safely.	Daily before children engage in play.
	No toxic chemicals or weed killers will be used in playground.	Ongoing.
Beds and Linens (Full Day Programs)	Clean linens stored in a dry and sanitary place.	Ongoing.
	Beds are stacked and covered when not in use.	Daily.
	Sheets and blankets are removed and washed.	Weekly or if soiled.
Cubby or Personal Storage area	Cubby or storage area is labelled with child's name. Area is kept clean and sanitary.	As needed.
Re-usable face cloths and hand wipes	Clean cloths are not accessible to children. Once used, clothes and wipes are placed in lidded laundry container. Worn clothes will be discarded.	Ongoing.

Hand Washing and Disposable Glove Use

Hand washing procedures are posted in pictorial and written form at all sinks. Children will be supported by staff as they learn these procedures.

Hands are Washed with Soap and Water When:

- Entering the classroom
- Before and after handling food
- After sneezing, coughing and/or blowing nose (after disposing of tissue)
- After diapering
- After using the toilet

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- After applying sunscreen
- Before and after engaging in sensory play
- Before and after using disposable gloves to assist a child with toileting
- After contact with animals

Disposable Gloves are Used When:*

- Changing a child's diaper after a bowel movement
- Assisting a child with toileting
- Cleaning up after body fluids (blood, vomit, urine or feces)

* Note: UFCC uses vinyl gloves to reduce the risk of allergic reactions.

Hand Washing Procedure:

- Use warm running water and liquid soap provided.
- Wet hands and apply a small amount of soap.
- Rub hands together vigorously for at least 15 seconds. Scrub between fingers, under nails, around tops and palms of hands.
- Rinse under warm running water. Leave water running.
- Dry hands with fresh disposable towel.
- Use towel to turn off faucets.
- Discard towel in designated container.

Each centre will determine a safe way for children to wash their hands based on the age and sink set up. Low sinks accessible to children or the use of safety steps are two options.

Diapering

Setting up the Diapering Area:

- The change table must be adjacent to a hand wash basin and running water.
- Liquid soap, paper towels and disposable gloves, clean diapers, plastic bags, labels, marker, and other supplies need to be within reach of staff but out of child's reach.
- An area for storage of clean diapers is designated.
- The diapering area must be out of reach of children (3 feet or 0.9 metres above the floor).
- The diapering surface needs to be smooth, non-absorbent, and easy to clean. It can be a removable pad or a fixed surface.
- A designated foot activated garbage pail with a disposable plastic liner needs to be within reach of staff for disposal of soiled diapers and single use towelettes.
- A plastic lined laundry pail is used for soiled, washable cloths.



- The Hamilton Public Health diapering procedure needs to be posted in the area. For additional copies, contact Public Health Services at 905-546-3570.

Diapering Procedure:

- Assemble all needed items (diapers, wipes, creams, etc.).
- Staff will wash hands per procedure prior to putting on gloves (for changing a bowel movement).
- Gently place the child on the changing surface, hold child away from you to avoid contaminating your clothing.
- Remove soiled diaper.*
- If clothing is soiled, it will be put into a bag and placed in child's cubby.
- Place soiled diaper in designated garbage pail.
- Child's bottom, creases and folds will be wiped from front to back with a warm pre-moistened towelette or a single use cloth. Follow parent instructions regarding cleaning foreskin.
- Dispose of single use towelette in garbage.
- Apply ointments and/or creams according to parent directions. Use a fresh tissue or cotton swab for application.
- Fasten fresh diaper.*
- Assist child to wash hands before they return to the classroom.
- Staff will wash their own hands according to posted procedure. If using gloves, remove gloves before washing hands.
- Visible urine or feces on change table will be wiped with a paper towel or toilet paper and discarded appropriately.
- Disinfect the change table using normal strength disinfectant. Leave one minute before wiping dry with a paper towel.
- Staff will wash hands.
- Records of unusual stool or skin conditions (diarrhea, consistency, colour, odour, frequency or rash will be recorded on daily health check form and shared with parents.

* If a family uses cloth diapers, the soiled diaper will be placed in a bag labelled with the child's name.

Clean-up of Bodily Fluids

Should a staff member be required to clean up bodily fluids, they will:

- Remove children from the area immediately.
- Begin clean-up immediately.
- Wear non-porous disposable gloves (latex or vinyl).



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- Exercise caution to prevent any bodily fluids from splashing into eyes, mouth, nose or open sore.
- Take care that bodily fluid does not get on clothing.
- Collect and soak up bodily fluids using disposable paper towels or a mop and pail.
- Thoroughly clean the surface with a detergent and rinse with water.
- Dispose paper towels in a leak-proof plastic bag which is tied up and placed in a child-proof garbage receptacle that has a tight fitting lid.
- After area is cleaned, soak with extra strength disinfectant or equivalent, wipe up excess and let area air dry.
- Clean mop and pail and rinse with extra-strength disinfectant, wring out and hang to air dry.
- Remove gloves and place in a leak-proof bag.
- Wash hands with soap and water.
- Vomit or blood that contaminates a water play table requires closure of water activity immediately for draining, washing, rinsing and extra-strength disinfecting.
- Similar cleaning is required for all water play toys.
- Water play activities should be discontinued when illness is circulating in the centre for a minimum of one week or until the health of children improves.

Cleaning and Disinfecting

- All cleaning and disinfecting products will be stored in a locked cupboard or out of the reach of children.
- Both cleaning and disinfecting are necessary to reduce the spread of germs. Some germs can live on surfaces for hours, days or weeks. Cleaning with soap and water removes surface dirt and allows disinfectants to come in contact directly with germs.

Cleaning:

- Items that need disinfecting must be cleaned first using soap and water.
- Once cleaned, the items must be rinsed with clear water to remove any residue of soap.

Disinfecting:

* All disinfectants require a contact time of at least one minute to be effective.

- An approved disinfectant is available for daily use. Staff members will consult the product MSDS sheet before use.
- BLEACH IS NOT PERMITTED IN SCHOOLS.
- Apply disinfectant using a spray atomizer, following the UFCC Procedure 'Use of a Spray Atomizer' outlined below.



- Staff members will use only those disinfectant products approved for use in HWDSB facilities.
- If a staff member is uncertain about the acceptability of a cleaning product, they will consult with the Centre Supervisor, who will follow up with the appropriate school board officials and the Program Manager, as required.
- During periods of declared outbreak of a communicable disease, such as flu-like illness, or when cleaning blood or other bodily fluids, a broad-spectrum disinfectant will be used (i.e., Accel) according to recommendations from the Public Health Department.

Use of Spray Atomizer:

- Goggles and gloves must be worn when using a spray atomizer.
- Spray bottle triggers will not be depressed when pointed in the direction of other people or yourself.
- Spray bottles will be labeled with proper WHMIS workplace labels before use.
- All liquids placed into spray bottles will be properly diluted (see MSDS and/or consult with the Centre Supervisor)
- All cleaning solutions will be sprayed directly into a cloth or paper towel, trapping the droplets.
- Cloths used specifically for cleaning and disinfecting will be identified as such, to prevent the cloths from being used for other purposes.
- Cloths are to be replaced as they become soiled.

Sanitary Practices in Food and Kitchen Areas

- All food served to groups of children in UFCC programs is purchased and prepared on the premises, unless in the event where catering services are being used.
- If a child has an allergy or specific diet, there will be a written agreement between a parent and the program and provision will be made for safe storage of labelled containers.
- A morning and afternoon snack is provided in all programs.
- School Age children bring their own lunch based on the Bagged Lunch procedure.
- Centres providing care to toddler and preschool children employ a Cook, who is responsible for the preparation of a mid-day meal according to UFCC menus.
- All staff members regularly responsible for the preparation of food for children will hold a current 'Food Handlers' Certificate.
- The Supervisor will be responsible for ensuring that proper supplies for personal cleanliness are available to staff (e.g., hairnets, rubber gloves, liquid soap, etc.).
- The kitchen will be cleaned and disinfected regularly, according to a schedule arranged jointly by the cook/housekeeper and Supervisor, based on Public Health regulations and the UFCC kitchen cleaning schedule.
- Refrigerators will be maintained at a temperature of 1 to 4 degrees Celsius.

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- Staff members will ensure that foods are served to children using clean serving utensils and engage in practices which reduce the risk of contamination. Satellite centres will follow sanitizing protocol.
- Uneaten food from children's dishes will be scraped into a container and taken to the kitchen or designated area for disposal.
- Only food provided by UFCC can be consumed at the centres unless a child has a special dietary need or in the case where a catering service is being used. In these cases, refer to UFCC's Anaphylaxis Management policy (CCC Program Policy #4.4).
- All food items will be stored in a clean, dry place, in closed containers. Staff members will conduct a monthly inspection for signs of rodent or insect infestations.
- Any noted infestation will be addressed immediately with the school caretaker and—when necessary—a Pest Control company will be contacted.
- All indoor eating tables will be washed with soap and water, rinsed, and then disinfected before and after each meal or snack.
- All pertinent Public Health Department food handling and sanitary requirements will be met.

Protocol for the Use of F-29 Sanitizer:

Our Satellite sites do not have industrial sanitizers. We must ensure that all dishes and utensils used are appropriately sanitized and also ensure the safety of our staff members. This protocol will eliminate the need to use boiling hot water as the third rinse in the dish washing procedure.

- All dishes and utensils will be washed using hot soapy water, and then rinsed in clear water.
- Dishes and utensils will then be immersed in a solution of F-29 Sanitizer as follows:
- Staff members will wear goggles and gloves.
- The solution is used as follows: 22 -31 ml of F-29 per 15 litres of water, or 11-15 ml of F-29 per 7.5 litres of water, or 5.5-7.5 ml of F-29 per 3.75 litres of water.
- The water solution should cover all of the items in the sink/dishwashing bin completely and the items need to be immersed for at least 60 seconds. The dishes may then be removed and allowed to air dry. There is no need to rinse.
- Each site will pre-measure their sink/dishwashing bin to determine the amount of water it holds and therefore the amount of F-29 to measure into it.
- A note will be posted to the area, advising the usual amount of F-29 and water used.
- A measuring cup or spoon will be dedicated to this purpose and stored with the F-29 product for easy use.

Policy Attachments: N/A