

# COMMUNITY LIVING

Thunder Bay



Number: WJG 24.0  
Date: Sept. 1, 2016  
Supersedes:

## GENERAL MANUAL POLICY

APPROVED BY:

A handwritten signature in blue ink, appearing to be 'C. J. W.', written over a horizontal line.

Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Sanitary Practices

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Ontario Regulation 137/15

Every licensee shall ensure that there are policies and procedures with respect to sanitary practices in each child care centre, and that the policies are followed. Every licensee shall ensure that any recommendation or instruction of a medical officer of health with respect to any matter that may affect the health or well-being of a child receiving child care at a child care centre the licensee operates is carried out by the staff of the child care centre. (O. reg.137/15, ss. 32(1))

Where a report is made by the local medical officer of health or any person designated by the local medical officer of health or the local fire department with respect to a child care centre operated by the licensee, one copy of the report is kept on the premises of the child care centre and another copy is sent immediately to a program advisor. (O. Reg. 137/15, ss 32 (2))

Public health units provide direction to childcare centres on sanitary practices and the steps that should be taken to minimize transmission of infectious diseases.

For consideration:

- Changes in policies & procedures approved by a health official
- Post diaper changing and toileting routines in the designated areas
- Post hand washing routine (poster can be obtained from local health agency) in designated areas

### POLICY

The W. J. Griffis Children's Centre is committed to ensuring that sanitary practices are adhered to, and are in compliance with the health inspector from the Thunder Bay District Health Unit.

**GENERAL MANUAL PROCEDURE**

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**PROCEDURE**

1. The Griffis Centre will follow established hand washing procedures that have been established by the Health Unit as follows:
  - A liquid soap dispenser is to be kept in the washroom for the children to wash immediately following toileting, and prior to preparing and eating food.
  - Staff members are to follow the same handwashing procedures as the children
  - Toilets and bathroom sinks are to be cleaned daily
  
2. The Griffis Centre will follow established diapering procedures:
  - An approved mat or change table is to be used for diapering in the bambini room
  - In the casa programs, children are diapered, due to their age and size, while standing or while sitting on the toilet
  - Each child is to have a separate bin or area for storage of diapering materials
  - Sanitizing solutions and materials are to be readily available and out of reach of children
  - Soiled diapers are to be double wrapped in plastic bags and placed in a separate garbage bin
  - The change pad will be sanitized after each use
  - Cloth diapers supplied by the parents are to be placed in a sealed container and sent home daily for cleaning
  - Handwashing of children and staff will occur immediately after diapering a child
  
3. The Griffis Centre will follow proper sanitizing and disinfecting procedures that have been set out by the Thunder Bay District Health Unit.
  - Large quantities – mix 50 ml (1/4 cup) bleach to 5 litres(1 gallon) water
  - Smaller quantities – mix 5 ml (1 tsp) bleach to 500 ml (2 cups) water
  - Spray bottler – 5 ml (1 tsp) bleach to 500 ml (2 cups)

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4. The Griffis Centre will ensure that all equipment and furnishings are regularly cleaned and disinfected.
  - Rest mats, cots, sheets and blankets are to be cleaned weekly, or whenever necessary after coming into contact with bodily fluids
  - Cots will be labelled with a child's name, and is for their sole use
  - Eating surfaces (tables) are to be cleaned and sanitized after each use
  - Toys, equipment and activities should be washed and disinfected weekly, and as needed
  - Materials that have been mouthed will be put aside and disinfected as soon as possible
  - Water tables or containers are to be drained daily
  - Floors should be kept clean, damp mopped daily and carpets vacuumed daily
  - A cleaning schedule will be posted in a visible area
  
5. The W. J. Griffis Children's Centre is inspected three times per year, by the TBDHU.
  
6. The cook in the kitchen at the Griffis Centre will be observed working at least two or three times per year by the health inspector from the TBDHU, and be in compliance.
  - The cook will hold a safe food training certificate from the health unit
  - Staff will always wash their hands before preparing, handling and serving food
  - Food is stored at safe temperatures that prevent the growth of bacteria
  - Cross contamination of cooked and raw foods, and foods that children are allergic to is avoided with the use of separate utensils and cutting boards, and thorough cleaning procedures
  - Food preparation areas and serving trolleys are cleaned and disinfected with bleach or approved disinfectant product before and after each use
  - A cleaning schedule is posted in the kitchen for daily, weekly, and monthly cleaning
  - Stovetops, and counters are cleaned daily
  - Appliances will be cleaned after use (griddles, blenders, etc.)

Initial:                     

**GENERAL MANUAL PROCEDURE**

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- Microwave ovens are cleaned weekly
  - Ovens and refrigerators are cleaned monthly
  - Freezers are cleaned every 6 months
  - Dishes and utensils are sanitized in the dishwasher after each use
  - Children with allergies, and religious preferences will be accommodated
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7. The Griffis Centre will ensure safety of all staff, students, and volunteers by promoting the use of universal precautions. Gloves will be worn when handling blood or bodily fluids, and these will be disposed of in a proper manner. Appropriate cleaning with a disinfectant will follow the proper disposal protocol.