



## **SANITARY PRACTICES**

MLCP expects and supports quality sanitary practices at all levels of the organization as regulated in the posted procedures. Diluted bleach as per the Ministry of Health Requirements will be used for sanitization of equipment and materials. Tee-tree oil dilutions may be used in addition to this. In addition, cleaners are hired for general shared areas of the school for weekday evenings and more comprehensive cleaning on weekends.

### **Disinfection and Sanitization**

As per the Durham Region Health Department, the following dilutions, temperatures and solutions will be maintained.

- ❖ Kitchen and Commercial Dishwasher - the machine will be maintained and monitored for washing temperatures of not lower than 60°C or higher than 71°C. Sanitizing rinses at not lower than 82° for 10 seconds per rinse cycle.
- ❖ Hand washed items - 3 sinks - 1st for soap and water wash, 2<sup>nd</sup> for rinsing in clean water, 3<sup>rd</sup> for immersion in chlorine solution (or other approved) ≥100 parts per million >24°C for 45 seconds, then air dry. All chlorine solutions must be tested.
- ❖ Solutions - not less than 100 parts per million of chlorine, not less than 200 parts per million of quaternary ammonium, not less than 25 parts per million of iodine. Chlorine test strips will be used to verify the solutions which will be checked daily.
- ❖ See disinfecting schedules for kitchen, bathroom and classrooms.

### **Bathrooming & Universal Precautions**

- ❖ MLCP will observe Universal Precautions as posted. Ultimate care will be taken with any bodily fluids and the prevention of cross contamination or transfer.
- ❖ Regular bathroom checks are the responsibility of all staff. Bathrooms are fully cleaned and disinfected at least twice per day - more often if needed.
- ❖ Change tables are to be thoroughly disinfected between each use and new medical examination paper made ready for the next change.
- ❖ Hands should be washed and sanitized between each change.
- ❖ Diapers should be enclosed in the supplied bags and placed immediately in the garbage. Cloth diapers should be placed in their supplied bags.



- ❖ Garbage's containing diapers will be emptied and disinfected at least daily.
- ❖ Children are consistently encouraged to "flush and wash" with each bathroom trip.
- ❖ Children will be shown proper hand washing procedures and continually supported in good hygiene practices.
- ❖ Children will be supported and encouraged in the proper wiping procedures
- ❖ Hand washing is mandatory after nose blowing, bathrooming, pet handling and before eating.

### **Classrooms**

- ❖ Classrooms are disinfected as per each classrooms mandated disinfecting schedule. (See Disinfecting Schedules)
- ❖ Mouthed objects will be immediately removed and disinfected before reintroduction to the shelves.
- ❖ Classroom teachers are responsible for general tidiness and daily sanitization of their classrooms and the contents.
- ❖ Each classroom is responsible for the care and immediate needs of their pets. Student interaction will be based on the animals in question.
- ❖ Carpets will be professionally cleaned during each term break and additionally whenever needed due to unhygienic instances.
- ❖ Garbage containers will be emptied at least daily.
- ❖ Cots will be disinfected each Friday and bedding sent home for laundering. Additional disinfection as needed.
- ❖ Hand washing is always important and should be used over hand sanitizing. Please see posted hand washing procedures.

### **Kitchen**

- ❖ It is extremely important that the kitchen and associated staff maintain the highest level of sanitary practices for the food handling and kitchen areas.
- ❖ Sanitization will follow the appropriate Disinfecting Schedules.
- ❖ Hand washing and dishwashing will follow posted procedures. (see Disinfection and Sanitization above for detailed information)



- ❖ Food will be kept at safe temperatures at all times. Hot food items will be held at the recommended temperature of 60°C before serving or 140°F. Hot food or cold food will be kept separated and at the appropriate temperature (Fridge  $\leq 4^{\circ}$ , Freezer  $\leq 18^{\circ}$  C).
- ❖ Food group items will be prepped in different/sanitized areas.
- ❖ Anything coming into contact with raw meat products will be immediately sanitized when preparation is complete.
- ❖ Kitchen waste will be divided between recyclable materials and general garbage. These receptacles will be emptied and disinfected as per the appropriate Disinfecting Schedules.
- ❖ The dishwasher will be managed according to manufacturer directions. The food filter will be cleared at least daily and as needed. (see Disinfection and Sanitization above for detailed information)
- ❖ Best practices are expected at all times in working in this area.
- ❖ The hand-washing sink must remain clear of all items at all times. Hand washing soap and paper towels will be readily available.
- ❖ Each person entering the kitchen - which should only be as a necessity - must wash their hands according to posted instructions.
- ❖ Gloves must be worn if there are any lesions or cuts to the hand. Hairnets or caps will be worn as per Health Department regulations by those in direct contact with food preparation.
- ❖ Each food group must be served with separate utensils from separate dishes.
- ❖ Transported food will be moved quickly and safely and will be served as soon as possible. Temperature sensitive foods will not be left sitting.

## **Pets**

While the Montessori programme encourages pets as a means of extending the children's working knowledge in nurturing, sharing, responsibility and caring for a living creature - the regulations of CCEYA and the Health Department will be followed. (See Animal Management Policy)

## **Illness and Other Occurrences**

- ❖ Any occurrences of bodily voiding, or contagious outbreak must be dealt with effectively using the prescribed Ministry of Health's guidelines.



- ❖ Disposable gloves may be used, once only, and disposed of immediately after each contact. Disposable gloves should be worn in cases where the transmission between two people could pose issue.
- ❖ Outbreak measures as per the Department of Health will be followed if there are more than 2 cases of a communicable illness.
- ❖ Preventative measures such as hand washing/sanitization, sneezing into sleeves, personal hygiene etc. while regularly practiced will be increased in the event of outbreaks or other occurrences.
- ❖ In the event of an outbreak parents are expected to keep contagious students at home.

### **Routine Illness Surveillance**

- ❖ All communication regarding illness of any kind will be noted and retained for three years on the Illness Surveillance forms. Parent calls to the office, staff calls to parents and ill health noticed will be reported and recorded through the office.



### BATHROOM CLEANING SCHEDULE – Daily

\*\* Use diluted bleach formula as last application

Month: \_\_\_\_\_

\*\*Please initial on the day when cleaning has been completed

AREAS (as needed)	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W
<b>Date</b>																							
<b>Floors</b>																							
<b>Mid-day</b>																							
<b>Mid-afternoon</b>																							
<b>Days end</b>																							
<b>Sinks &amp; Taps</b>																							
<b>Toilet Seats</b>																							
<b>Toilet Bowls</b>																							
<b>Toilet Bases</b>																							
<b>Urinal Bowl</b>																							
<b>Urinal Hardware</b>																							
<b>Soap Dispensers</b>																							
<b>Empty Garbage (as needed)</b>																							
<b>Toilet Paper check</b>																							
<b>Hand Towel check</b>																							

### BATHROOM CLEANING SCHEDULE – Weekly

\*\*Please initial on the day when cleaning has been completed

AREAS	Week 1	Week 2	Week 3	Week 4
<b>Walls</b>				
<b>Baseboards</b>				



### CASA ROOM DISINFECTING SCHEDULE – Daily

Month: \_\_\_\_\_

\*\*Please initial on the day when disinfection has been completed

AREAS	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	
Date																								
Mats																								
Shelves																								
Taps																								
Placemats																								
Tables																								
Doorknobs																								

Daily: soiled materials are to be sanitized at the end of the day

### CASA ROOM DISINFECTING SCHEDULE – Weekly

\*\*Please initial on the day when disinfection has been completed

AREAS	Week 1	Week 2	Week 3	Week 4
Practical Life				
Sensorial				
Math				
Language				

### CASA ROOM DISINFECTING SCHEDULE - Monthly

\*\*Please initial on the day when disinfection has been completed

AREAS	
Windows	
Walls	
Doors	



### INFANT/ PRE-CASA ROOM DISINFECTING SCHEDULE - Daily

Month: \_\_\_\_\_

\*\*Please initial on the day when disinfection has been completed

AREAS	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	
Date																								
Mats																								
Shelves																								
Toys																								
Tables																								
Change Table																								
High Chair																								
Taps																								
Placemats																								

Daily: soiled materials are to be sanitized at the end of the day.

### INFANT/ PRE-CASA ROOM DISINFECTING SCHEDULE – Weekly

\*\*Please initial on the day when disinfection has been completed

AREAS	Week 1	Week 2	Week 3	Week 4
Strollers				
Cots				
Door Knobs				
Light Switch				
Mirrors				
Chairs				

### INFANT/ PRE-CASA ROOM DISINFECTING SCHEDULE – Monthly

\*\*Please initial on the day when disinfection has been completed

AREAS	
Windows	
Walls	
Doors	

**TERM END: Ball Pits**



### KITCHEN CLEANING SCHEDULE – Daily (+as needed)

\*\* Use diluted bleach solution as final application

Month: \_\_\_\_\_

\*\*Please initial on the day when disinfection has been completed

AREAS	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W
<b>Date</b>																							
<b>Floors (Sweep &amp; mop)</b>																							
Mid p.m.																							
5:00 p.m.																							
<b>Counters (+ as needed)</b>																							
<b>Walls (+ as needed)</b>																							
<b>Sinks &amp; Taps</b>																							
<b>Stove &amp; Hood</b>																							
<b>Microwave (+as needed)</b>																							

### KITCHEN CLEANING SCHEDULE – Weekly (+as needed)

\*\*Please initial on the day when disinfection has been completed

AREAS	Week 1	Week 2	Week 3	Week 4
<b>Cupboard Doors</b>				
<b>Dishwasher</b>				
<b>Fridge</b>				
<b>Fridge</b>				

### KITCHEN CLEANING SCHEDULE – Monthly (+as needed)

\*\*Please initial on the day when disinfection has been completed

AREAS	
<b>De-calcify dishwasher</b>	
<b>Oven</b>	
<b>Cupboard shelves</b>	
<b>Walls</b>	
<b>Garbage &amp; Recycling containers</b>	

### KITCHEN CLEANING SCHEDULE – Tri-annually

\*\*Please initial on the day when disinfection has been completed

<b>AREAS</b>	
<b>Under/beside dishwasher</b>	
<b>Fridge</b>	
<b>Fridge</b>	
<b>Stove</b>	
<b>Freezer</b>	





### CLASSROOM DISINFECTING SCHEDULE – Daily

Month: \_\_\_\_\_

\*\*Please initial on the day when disinfection has been completed

AREAS	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	
Date																								
Mats																								
Shelves																								
Taps																								
Placemats																								
Tables																								
Chairs																								
Doorknobs																								

Daily: soiled materials are to be sanitized at the end of the day

### CLASSROOM DISINFECTING SCHEDULE - Weekly

\*\*Managed by outside cleaning company weekly

AREAS	
Windows	
Walls	
Doors	