

CHILDCARE CLEANING AND DISINFECTION CHECKLIST

CUPE

One common way to get infected is handling or touching contaminated things. To prevent illness from a biological hazard, we need to prevent workers from being exposed in the first place. That's why the employer needs to do risk assessments and develop workplace processes specific to COVID-19. This includes proper cleaning, sanitizing and disinfecting of surfaces. Toys or items that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, doorknobs, and floors can be disinfected. For more information please refer to the [CUPE National Cleaning and Disinfection Factsheet](#).

Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning, sanitizing, or disinfecting tasks. Training should include:

- The difference between cleaning, sanitizing, and disinfecting
- The processes required to achieve each
- When to use PPE
- What PPE is necessary
- How to properly put on and take off PPE
- How to properly dispose of contaminated PPE and other materials

Employers must also ensure workers are trained on the hazards of cleaning products used in the workplace in accordance with the *Occupational Health and Safety Act* (OHSA).

Note: for ease of reading, "cleaning products or materials" includes those necessary for sanitizing and disinfecting.

INTENSIFY CLEANING AND DISINFECTION EFFORTS

- Facilities should develop a clear process for cleaning, sanitizing, and disinfecting surfaces that considers contact, frequency, staff scheduling, time, checklist tools, equipment, etc.
- Identify and frequently clean and sanitize or disinfect surfaces and objects that are frequently touched. Clean before and after use. Particular attention should be placed on toys and games. Process may include cleaning objects/surfaces not normally cleaned daily, such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- Use all cleaning products according to the directions on the label and per manufacturer's guidelines (Safety Data Sheet).
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Hand washing or alcohol-based hand rub is to be used by all staff and children before moving to another area of the childcare centre. For example, moving from playroom to cubby area, from cubby area to outdoor activities, or whenever transition is made, if possible.
- If at any time staff notice items that are visibly soiled, they will immediately clean the area. If necessary, staff will notify the custodian for enhanced cleaning and disinfection. This includes bodily fluids, food, or outside dirt.

CLEAN AND SANITIZE OR DISINFECT TOYS

- Toys that cannot be cleaned and sanitized or disinfected should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily secretions or excretions should be set aside until they are cleaned by hand by a person wearing appropriate PPE. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, such as play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child. Follow the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting and dry items completely.

- Do not share toys with other groups of infants or toddlers unless they are washed and sanitized or disinfected before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that they can be rotated through cleanings.
- Items from child’s home other than medication and changes of clothes should not be allowed.

CLEANING AND SANITIZING OR DISINFECTING BEDDING

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be machine washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly or before use by another child, unless that child develops symptoms.

CLEANING AND DISINFECTING OUTDOOR AREAS

- Outdoor areas such as playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
- Do not spray disinfectant on outdoor playgrounds, as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.

WHAT SHOULD MY LOCAL DO?

- Ensure all members are provided training on procedures, personal protective equipment (PPE), and processes for cleaning and sanitizing or disinfecting prior to re-opening.
- Follow up with members and agencies to ensure they are following proper protocols.
- Ensure the Joint Health and Safety Committee or Health and Safety Representative are reviewing new protocols, procedures, and training provided by the employer.
- Notify your CUPE national staff representative and file grievances should any employer fail to establish or maintain protocols needed for a healthy and safe workplace