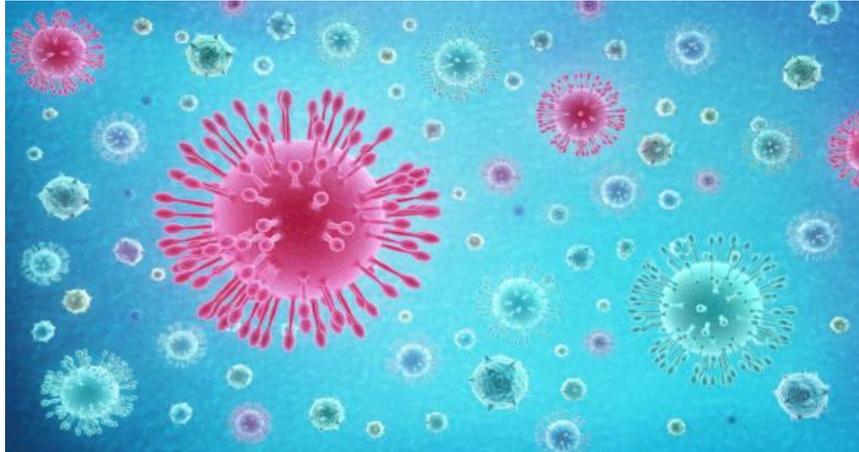


Boys and Girls Club of Brantford



Operational Best Practices
&
Infection Control
Policy and Procedures Manual

Board of Director Approval: [Monday June 15th, 2020](#)
Brant County Health Unit Approval: [Wednesday June 24th, 2020](#)

Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

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Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

Introduction

The purpose of the Infection Control Policies & Procedures Manual for the Boys & Girls Club of Brantford (hereafter referred to as 'the Policy Manual') is to support consistency and best practices in accordance with direction from the Ministry of Education, Ministry of Health, Brant County Health Unit and the City of Brantford.

The Policy Manual may be amended as needed to in response to continually evolving circumstances during the COVID-19 pandemic and thereafter.

The Policy Manual begins with definitions to help guide Leaders. Sections 1 through 8 contain the specific policies and their procedures that Club Leaders must follow. Any exceptions to these must be approved by the Board of Directors, and/or Executive Director.

The Appendices contain the forms and logs referenced in the policies and procedures.

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Definitions

Cleaning:

refers to the physical removal of foreign material (e.g. dust, soil) and organic material (e.g. blood, secretions, microorganisms). Cleaning acts to remove, rather than kill microorganisms. Warm water, detergent and mechanical action (e.g. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent and debris is removed.

Disinfecting:

refers to the process completed after cleaning in which a chemical solution (e.g. bleach solution, or Oxivir) is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on the surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Depending on the specifications of the disinfectant in use, items children, youth and Leaders may come into contact with may require a final rinse after the disinfectant contact time is observed. Disinfectant wipes may also be used; specified contact time for the product must be observed. Any disinfectant used must have a DIN. If using bleach for disinfection a solution of 1000ppm should be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20ml (4 teaspoons) household bleach + 1000ml (4 cups) water.

DIN:

A Drug Identification Number (DIN) is an 8-digit number given by Health Canada that confirms a product is approved for used in Canada. Any disinfectant used must have a DIN.

Hand Hygiene:

refers to the process of hand washing or use of hand sanitizer. See Hand Hygiene Policy and Procedures for a detailed description of hand hygiene practices.

High Touch Surfaces:

refers to any surfaces that have frequent contact with hands (e.g. light switches, hand rails, door knobs, sinks, toilets, etc.). These surfaces must be cleaned and disinfected at least twice per day and more often as necessary. (e.g. when visibly dirty or contaminated with body fluids).

Low Touch Surfaces:

refers to any surfaces that are reachable, but are likely to have minimal contact with hands (e.g. walls, window ledges). These surfaces must be cleaned and disinfected at least once per day and more often as necessary (e.g. when visibly dirty or contaminated with boy fluids).

MSDS:

a Material Safety Data Sheet (MSDS) is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

PPE:

Personal protective equipment (PPE) is protective clothing, goggles, masks, gloves or other garments or equipment designed to protect the wearer's body from injury or infection. See use of Personal Protective Equipment Policy and Procedures for additional detail.

Three Sink Method:

refers to a method of cleaning and disinfecting items using a three stage process. The 1st sink is used for washing with detergent, the 2nd sink is used for cleaning with water and the 3rd sink is used for disinfecting. After items are removed from disinfectant solution, items must be left to air dry.

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1. Health Screening

Purpose

The purpose of this policy is to provide clear direction for Club Leader's to follow when conducting health screening procedures. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

In accordance with Ontario Regulation 137/15, s. 36(1), Club best practices, and in consideration of the increased health risk associated with the spread of COVID-19, the Club is required to conduct a health screening of all individuals (Leaders and children/youth) entering the premises. Parents dropping off children, although not entering the Club, must participate in health screening on their child's behalf.

Health screening must be conducted in accordance with the procedures described in this policy. All individuals entering the Club premises, or dropping off their child must pass the health screening prior to entry.

In the interest of reducing risk of infection no visitors, volunteers or any other non-essential individuals (e.g. placement students) shall be allowed entry into the Club premises. Any essential visitors that must enter must be screened (e.g. emergency maintenance).

Procedure

All Leaders, parents/caregivers and children/youth shall be subject to health screening upon arrival at the Club.

The first Leader to arrive at the Club, within the specified program and location, will complete the health screening procedure on themselves and then perform the health screening procedure on subsequently arriving individuals and/or as per scheduled designation. Health screening of children/youth must be carried out by the designated staff.

It is permissible for one Leader to conduct the health screening, provided all duties described in this policy are carried out.

All health screening is to be conducted in building vestibules. Leaders and children/youth may be permitted to enter their designated program locations only upon passing the health screening.

Parents/caregivers shall not be permitted past designated vestibules, except in exceptional circumstances (e.g. child/youth has medical or additional support needs and are required to train Leaders).

If any individual fails the health screening they shall not be permitted to enter designated program locations.

Health Screening Area Set Up

- Health screening is to be conducted at either the childcare entries or main Club entrance vestibules.
- Any other entry into the facilities is prohibited. All other doors must be secured to prevent entrance (doors must remain functional to allow emergency exit)
- No individual shall be permitted to proceed into the Club program locations without successfully passing the health screening
- Ensure children do not have access to sanitizer
- A table is to be set up in the childcare vestibules and the reception desk can be used at the main facility entrance with all required materials
 - Hand sanitizer (if there is not a wall mounted device present) – ensure it is visible to those entering the building
 - Screening questionnaire/log
 - Disposable gloves (only if the screener has broken skin on their hands)
 - Disposable masks
 - Protective eyewear (only if the screener does not have physical distancing between parent/caregiver/child)
 - Thermometer (and disposable covers as necessary depending on thermometer type)
 - Public Health COVID-19 information resources
- The health screening area should be set up to allow for physical distancing at a minimum of 2 metres (6 feet)
 - The Leader conducting health screening should maintain a minimum of 2 metres (6 feet) distance between themselves and the person being screened
 - Visual guides should be set up to assist with physical distancing in the event that a line-up forms while parents/caregivers and their children/youth are waiting to be screened prior to entering
- Place signage describing the health screening process at the screening area and on the designated entry doors

Health Screening Implementation

- Designated screening Leader must complete the screening questionnaire for each individual wishing to enter the Club and record the outcome – pass or fail. Parents/caregivers are expected to answer the screening questions on their child's behalf, but do not need to have their temperature taken as they are not entering the program space.
- The designated screening Leader is required to wear PPE

Procedure for Health Screening

- Greet everyone with a friendly, calm manner
- Request that each individual (parent/caregiver, child) use hand sanitizer
- Begin the screening with the following statement:
'Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of Leaders, children and families;.
- The designated Leader will ask each individual all of the health screening questions and record the answers on the health screening log

- The designated Leader will also perform a visual check and record observations as outlined on the health screening questionnaire
- Temperature check being conducted by the designated Leader will:
 - inform the parent/caregiver that they are required to take their child's temperature
 - report the child's temperature on the health screening log
 - The infrared thermometer should not come in physical contact with the individual being screened it does not need to be disinfected between each use. It does however need to be disinfected at the end of screening procedures
 - perform hand hygiene after screening each individual
 - **Please note:** The Leader does not need to remove PPE after each child. PPE can be worn for the duration of screening. However, if they become soiled or contaminated, they must be changed.
- The designated Leader will review the health screening form:
 - If all questions have been answered with a NO and the individual's temperature is 37.70C or below the individual may be admitted to the program location – as per the established 'transition protocol'.
 - If any questions have been answered with a YES or the individual's temperature is 37.80C or above the individual cannot be admitted to the program location. The designated screener should respond by saying: "Thank you for your patience. Unfortunately based on these answers/this temperature reading, I'm not able to let you/your child enter the facilities." Printed resources, with information on COVID-19 testing, Brant County Health Unit, Telehealth, etc., should be provided and the parent/caregiver advised to seek medical expertise for testing and/or direction.
 - In the event that a Leader or child/youth cannot be admitted because they failed the screening, the Director of Programs & Services and/or Executive Director are to be notified immediately
 - In the event that a Leader or child who has attended the program in the last 14 days fails the health screening, the Director of Programs & Services and/or Executive Director are to be notified immediately, who in turn will notify the Brant County Health Unit immediately
- All completed screening questionnaires must be submitted weekly to the Director of Programs & Services, who in turn will safely retain for a time period specified by the Ministry of Education. Once this time period has expired these files will be destroyed in a confidential manner and/or as per directive from the Ministry of Education. The Ministry of Education and/or the City of Brantford may request and review these logs at any time.
- PPE Doffing Procedure (at the end of screening process, as needed and during the cleaning of the screening area):
 - Clean the screening area
 - Discard wipes or cleaning cloth
 - Remove gloves and discard
 - Hand hygiene
 - Remove eye protection
 - Hand hygiene
 - Remove mask
 - Hand hygiene

Child Pick Up Procedures

As parents/caregivers are not permitted to enter program locations, the following steps for children being picked up are as follows:

- Authorized Parent/caregiver is to enter via main childcare entrance door, announce their arrival to the Program Supervisor, who will be present in the office during the designated pick up time (physical barriers used during entry screening procedures to remain in place)
- Authorized Parent/caregiver is to sign the child out of program, indicating the transfer of care
- Using the provided walkie talkies, Program Supervisor will notify the appropriate teacher of the arrival of the parent/caregiver and the teacher is to proceed with preparing the child
- Authorized parent/caregiver is to exit via the vestibule exit to the playground
- Authorized parent/caregiver is to proceed to the door indicating their child's program, respecting physical distancing protocols
- Teacher will escort the child to the interior exit door to the playground and transfer the child into the care of the parent/caregiver, ensuring distancing protocols occur
- All personal items and created projects (e.g. crafts) are to accompany the child each day and are not to remain in the classroom
- Parent/caregiver to exit the property via the playground gate
- Re-entry into the building is not permitted
- Cohorts of children in care are not permitted onto the playground during the scheduled pick up time

Typical and Atypical Signs and Symptoms of COVID-19

Leaders need to be aware of both the typical and atypical signs and symptoms of COVID-19 as described by the Ontario Ministry of Health.

Please note: Children may exhibit atypical signs/symptoms of COVID-19.

Health Screening Leaders must be familiar with these signs/symptoms in case they are reported by a parent during the screening process.

Typical Signs/Symptoms of COVID-19:

- Fever (Temperature of 37.8°C or greater); OR
- Any new/worsening symptom (e.g. cough, shortness of breath (dyspnea), sore throat, runny nose or sneezing, nasal congestion, hoarse voice, difficulty swallowing, new olfactory or taste disorder(s), nausea/vomiting, diarrhea, abdominal pain); OR
- Clinical or radiological evidence of pneumonia

Atypical signs/symptoms of COVID-19:

- Unexplained fatigue/malaise;
- Delirium (acutely altered mental status and inattention);
- Falls;
- Acute functional decline;
- Exacerbation of chronic conditions;
- Chills;
- Headaches;
- Croup;
- Unexplained tachycardia, including age specific tachycardia for children;
- Decrease in blood pressure;
- Unexplained hypoxia (even if mild i.e. O₂ sat <90%);

- Lethargy, difficulty feeding in infants (if no other diagnosis).

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all Leaders prior to commencing work

FINAL

Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

2. Exclusion of Ill Individuals

Purpose

The purpose of this policy is to provide clear direction for Club Leaders to follow when considering the return to program of a child who has been excluded either because they failed the Health Screening, or due to signs of illness while in attendance in program. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

Due to the increased health risk associated with the spread of COVID-19, Club Leaders must adhere to this policy when considering admitting a child into program who has been previously excluded due to failing the Health Screening, or due to observed symptoms of ill health while in attendance in program. Any observation of ill health in any individual present in the program Leader or child/youth must be immediately reported to Brant County Health Unit. If direction from the Brant County Health Unit varies from the information contained within this policy, the Club Leader is expected to adhere to direction provided by the Brant County Health Unit.

Procedure

When considering an individual (child or Leader) who has failed the Health Screening Questionnaire (Appendix A):

- If the individual has failed the Health Screening due to answering “Yes” to any of the questions, the individual must be excluded from program.

When considering exclusion an individual with observed symptoms of ill health while in attendance at the program:

- If the individual is a child, they should be isolated immediately and picked up as soon as possible as per the Club’s Arrangements for Ill Children Policy and Procedure. The Brant County Health Unit must be notified
- If the individual is a Leader, they should leave the Club program as soon as possible and the Brant County Health Unit must be notified
- All other children/Leaders in the affected group may remain in program for the remainder of the day
- In addition:
 - Parents/guardians should be notified as soon as possible that their child will not be able to return to program the following day
 - A Public Health Ontario fact sheet should be sent home with the child at the end of the day
 - Parents/caregivers and Leaders should be reminded to closely monitor their children/themselves for symptoms of ill health. If symptoms develop the individual is advised to seek medical expertise for testing and/or direction. Public Health Ontario has a self-monitor fact sheet will also be made available to families

When considering remittance to program for individuals who have had symptoms of ill health, or who have been exposed to symptoms of ill health while in program:

- Remittance to the program will be at the direction of the Brant County Health Unit

- Once the Brant County Health Unit has approved their return, individuals who have been excluded from program as a result of this illness should be contacted and notified that they are welcome to return to program the next day.
- Children and leaders are to return to the same cohort

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

FINAL

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3. Arrangements for Ill Children

Purpose

The purpose of this policy is to ensure that Club Leaders are prepared to respond to any sign of illness in a manner that will help reduce risk of the illness spreading.

Policy

In accordance with Ontario Regulations 137/15, s. 36(2) and Club best practices, Club Leaders must separate a child showing signs of illness from all other children.

Procedure

Arrangements for Ill Children

- Any child showing symptoms of ill health must be immediately separated from other children and picked up by a parent/guardian as quickly as possible
- Children will be monitored for signs of ill health and these observations written into the daily log
- A child showing signs of illness will be isolated as follows:
 - BGC Kiddy Korner – Computer Lab
 - BGC Edge Street – Hub
 - BGCB Banbury – Child Care Supervisor Office
- These locations need to allow for physical distancing of 2 metres between Leader and child
- The Club Leader caring for the ill child should wear PPE including disposable mask, protective eyewear and disposable gloves. The child should also wear a mask (provided the child will tolerate it). Please Note: masks are not to be used on children under 2 years of age due to suffocation risk
- Club Leader needs to be aware of and adhere to proper protocols for safely doffing PPE (Section 1)
- Club Leader is responsible for supervising the ill child until they are picked up
- **Please note:** Ratios must be maintained while isolating and supervising an ill child. This may mean that a Leader, who is not in ratio will need to be onsite and available to take on this duty at any point in time (e.g. Cook, Director of Programs & Services)
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene. Proper respiratory etiquette (using a tissue to cover a cough or sneeze) should be practiced
- Environmental cleaning and disinfection of the space the child was separated into should be conducted once the child has been picked up
- Any materials the ill child had been using in the program need to be removed until cleaned and disinfected.
- Director of Programs & Services to contact the Brant County Health Unit to notify them and seek input and direction

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work.

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4. Environmental Cleaning and Disinfecting

Purpose

The purpose of this policy is to provide clear direction for environmental cleaning and disinfecting practices in Club program settings. This policy is designed to help reduce risk of the spread of illness, including COVID-19

Policy

In accordance with Ontario Regulation 137/15, s. 33, Club best practices and in consideration of the increased health risk associated with the spread of COVID-19, Club Leaders are required to strictly adhere to environmental cleaning and disinfecting procedures, as described in this document.

All Leaders of the Club are expected to know and understand these procedures, and carry out these procedures as per their job duties.

Procedures

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the particular product in use. MSDS sheets are located in a labeled binder within the designated location. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

If using bleach for disinfecting, a solution of 1000ppm should be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water. If using a pre-mixed disinfectant manufacturer instructions for use and contact time must be observed.

Environmental Cleaning and Disinfecting Record Keeping

- Cleaning and disinfecting logs which correspond with this policy must be maintained. Logs corresponding with this policy are as follows:
 - Appendix B – Environmental Cleaning and Disinfecting Log
 - Appendix C – Washroom Environmental Cleaning and Disinfecting Log
 - Appendix D – Cot and Bedding Environmental Cleaning and Disinfecting Log
 - Appendix E – Outdoor Play Equipment Environmental Cleaning and Disinfecting Log;
- All tasks listed in these logs must be carried out with appropriate frequency as described in this policy and indicated in the logs;
- It is acceptable to add additional tasks to these logs, as needed for each particular setting;
- A separate log is required for each corresponding area of the specific program (e.g. preschool room, craft room, washroom etc.);
- All logs once completed must be submitted weekly to the Director of Programs & Services, who in turn will safely retain for a time period specified by the Ministry of Education. Once this time period has expired these logs will be destroyed in a confidential manner and/or as per directive from the Ministry of Education. The Ministry of Education and/or the City of Brantford may request and review these logs at any time.

Environmental Cleaning and Disinfecting Routine Practices

Upon Entry to Program Locations:

- Club Leaders are encouraged not to bring personal items into program spaces or unless the item will be needed throughout the day (e.g. a water bottle, keys etc.).
- The usage of children's cubbies will not be permitted for storage of children's personal items
- All hard surface personal items brought into a program space by any individual (Leader or child) must be cleaned and disinfected upon arrival.

Common Areas:

- An Environmental Cleaning and Disinfecting Log (Appendix B) shall be kept for common building areas (e.g. entryways and hallways). This log is accessible to all Leaders and the location per site will be shared with Leaders
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log
- All high touch areas, such as door knobs and light switches must be cleaned and disinfected at a minimum, twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, once daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids).

Program Rooms:

- Each program room shall maintain its own Environmental Cleaning and Disinfecting Log (Appendix B). This log is accessible to all staff working in the room
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log
- All fabric items, such as pillows, stuffed animals, puppets, and dress up clothes should be removed from the environment
- Ensure all toys and play materials & equipment in use are made of materials that can easily be cleaned and disinfected
- All high touch areas must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- High touch areas include but are not limited to:
 - shelves containing toys
 - frequently used toys
 - tables
 - chairs
 - light switches
 - door knobs
 - counter tops
 - sinks
- All low touch areas must be cleaned and disinfected minimum once daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- Low touch areas include but are not limited to:
 - Floors

- Walls in proximity to high touch areas
- Door surfaces
- Window ledges
- Any carpeting or upholstered furniture in the room must be vacuumed daily and maintained in a sanitary condition
- Tables, chairs and countertops used for food service/meal routines must be cleaned and disinfected immediately prior to use and again after food service has ended
- Trash cans should need to have a lid
- Trash is to be separated into two categories: 1) 'wet' (e.g. food), and 2) 'dry' (e.g. leftover construction paper) – all 'wet' trash is to remain in the original bag and removed from the facility at the end of the day – all 'dry' trash' is to be transferred into one larger designated container (accumulation of all program rooms) and removed from the facility at the end of the day – both trash containers are to be sprayed with disinfectant

Washrooms:

- For each washroom within a Club service provision location a Washroom Environmental Cleaning and Disinfecting Log (Appendix C) shall be kept. This includes washrooms located within program rooms. This log is accessible to all staff
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Washroom Environmental Cleaning and Disinfecting Log
- All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids)
- Trash cans located in these spaces should have a lid
- A Public Health Hand washing poster must be posted in a conspicuous location near all sinks
- If there is a change table located in the washroom a Public Health Diapering Routine poster must be posted in a conspicuous location near the change table
- If a washroom is to be used by more than one group of children it is recommended that high touch areas in the washroom be cleaned and disinfected in between use by each group

Cots and Bedding:

For those programs of the Club that provide sleep breaks for children:

- Each program room shall maintain its own Cot and Bedding Environmental Cleaning and Disinfecting Log (Appendix D). This log is accessible to all Leaders working in the room
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Cot and Bedding Environmental Cleaning and Disinfecting Log
- In accordance with Ontario Regulation 137/15 33.1(2.C.i) All children who sleep while in attendance at the childcare centre shall be assigned a cot or crib, as developmentally appropriate. All cots/cribs once assigned to a child are to be labeled with that child's name
- No items are to be placed or stored on top of cots (e.g. extra bedding, toys)
- Cots must be cleaned and disinfected after each use
- All bedding should be removed from the cot and laundered after each use

If a child requires a personal comfort item for sleep (e.g. stuffy, special blanket etc.) the item should, be left at the Club site. This item should be laundered after each use, along with bedding and blankets. Personal comfort items (e.g. stuffy, special blanket etc.) cannot be brought from home daily.

Children's Hygiene Items:

- For diapering creams and lotions, each container/tube must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. Never put hands directly into lotion or cream containers, use a tissue or single-use glove to remove product from the container and apply product to child's skin. If more product is needed, a fresh tissue or single use glove must be used
- Cloth diaper use will not be accommodated until further notice
- Children's individual sunscreen containers must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. When applying or helping children to apply sunscreen staff must use disposable gloves.

Outdoor Play Equipment:

- Prior to taking a group of children onto the playground, the Leader responsible shall complete an Outdoor Play Equipment Environmental Cleaning and Disinfecting Log (Appendix E)
- This log must be accessible to all staff
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Outdoor Play Equipment Environmental Cleaning and Disinfecting Log
- It is preferred that climbers and other fixed play structures are not used until further notice
- It is preferred that each group of children has their own outdoor play equipment and toys, and that items are not shared between multiple groups of children. All items must be cleaned and disinfected prior to use. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids)
- If outdoor play equipment and toys must be shared by multiple groups of children, all items must be cleaned and disinfected prior to use by each individual group. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids).

Toys and Play Equipment:

- Please refer to the Toys and Play Equipment Cleaning and Disinfection Policy and Procedure.

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

5. Toys and Play Equipment Cleaning and Disinfection Practices

Purpose

The purpose of this policy is to provide clear direction for Club Leaders to follow when cleaning and disinfecting toys, play materials and equipment. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

In accordance with Ontario Regulation 137/15, s. 33 and Club best practices, Club Leaders are required to follow policies and procedures with respect to sanitary practices. Due to the increased health risk associated with the spread of COVID-19, the Club Leaders are required to adopt this Toys and Play Equipment Cleaning and Disinfection Policy and procedure in addition to currently existing sanitary practice policies and procedures.

Routine toy and play equipment cleaning and disinfection is to be documented using the Toys and Play Equipment Cleaning and Disinfecting Log (Appendix E).

Procedure

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the particular product in use. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

- All toys and play equipment accessible to children must be cleaned and disinfected as per Environmental Cleaning & Disinfecting routine practices. .Cleaning and disinfection is required whether or not children were observed to have touched the materials
- Each program room will be assigned a tote, which will be labelled 'Disinfection Required'
- Any toys which are mouthed, or otherwise come into contact with bodily fluids must be immediately removed and placed in a designated container away from children's reach until the item can be appropriately cleaned and disinfected
- Toys and play equipment cleaning and disinfecting must be carried out using either the three sink method, or a dishwasher. Large items may be cleaned and then sprayed with disinfectant left for the appropriate contact time
- All toys and play equipment cleaning and disinfection routines are to be documented using the Toys and Play Equipment Cleaning and Disinfecting Log (Appendix E)
- Use of "wet" sensory materials (e.g. water, goop, slime, shaving cream etc.) is prohibited until further notice
- Use of "dry" sensory materials (e.g. shredded paper, soil, sand etc.) shall be limited to individual portions of materials offered to children. These materials are not to be shared between children. These materials are to be considered single use only, and shall be disposed of after use
- All fabric toys and play materials are to be removed from program spaces and shall not be used until further notice
- Only play materials and equipment that are easily cleaned may be used. Any play materials that cannot be disinfected should not be used

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

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Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

6. Daily Routines

Purpose

The purpose of this policy is to provide clear direction for Club Leaders to follow when planning and implementing daily routines programs. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

The Boys and Girls Club of Brantford is diligent in implementing infection control practices into their daily program routines. Given the increased risk of infection due to COVID-19 Club Leaders must modify routine practices to include the following procedures.

Procedure

Maximum Cohort Size and Ratio

- A cohort is defined as a group of children and the leader assigned to them, who stay together throughout the duration of the program for a minimum of 7 days
- Maximum cohort size for each room will consist of no more than 10 individuals (“a cohort”), space permitting. This includes both leader and children
- Maximum capacity rules do not apply to Special Needs Resource staff on site (e.g. if they are not counted towards leader to child ratios they are not included in the maximum capacity rules)
- For any room currently licensed for a maximum group size of less than 10 children due to square footage, the Club can only have the number of children listed on the license and ensure the cohort does not exceed 10 (including leader)
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts
- The Club is required to maintain ratios set out under the CCEYA
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts

Licensed Capacity (Kiddy Korner)

Classroom	Child:Teacher Ratio
Toddler Program	10:2
Preschool Program	16:2
Kindergarten Program	20:2 (max 13 children per staff)

Current Capacity Under COVID-19 Guidelines (Kiddy Korner)

Classroom	Child:Teacher Ratio
Toddler Program	5:1
Preschool Program	8:1
Kindergarten Program	9:1

Snack & Mealtimes

- Refrain from allowing children to self-serve food (often called “family style meals”) in programs where the Club is responsible for food provision. All food should be served by Leaders only, and all serving dishes kept covered and out of children’s reach when food is not actively being served
- Practice extra vigilance when ensuring that children do not share food or eating utensils
- Arrange seating to maximize physical distance between children, while still ensuring that all children can appropriately be supervised. (e.g. children seated at several different tables within clear sight of Leaders, rather than seated all together at one table)
- Refrain from allowing children to help set the table
- Refrain from allowing children to help clear each other’s plates and other dishes. A child may clear their own dishes, or Leader may do so

Daily Schedules

- As much as possible, each group of children should be cared for by one Club Leader, who is assigned to the group. Leader rotation should be limited to required breaks and shift changes
- Contact between individual groups of children cannot occur
- Only one group of children should be on a playground/designated outdoor area at any given time
- Use of indoor common spaces such as gyms or resource rooms should be eliminated unless the area has been thoroughly cleaned and disinfected between each group
- Transition schedules are to be developed in order to minimize and/or eliminate contact between groups. (E.g. two groups meeting in the hallway as one group is going outside and the other is coming in)

Program Room Set Up

- When setting up play materials and supplies, set up needs to encourage children to spread out as much as possible

Rest/Sleep Routines

- When setting up cots for sleep, cots should be placed with consideration to maximize physical distancing between children. Also, consider encouraging children to lay on their cots in such a way as to alternate head to toe.
- Cots are to be labelled with a specific child’s name and only used by that child

Caring for Younger Children

- When holding/carrying a child, a blanket or cloth should be placed between the educator and the child, in order to cover the educator’s clothing. These blankets/cloths should be changed between children and laundered at least daily

Leader Breaks

- Leader breaks will be staggered to avoid multiple staff congregating in one room
- If more than one Leader is together during a break period, physical distancing is to be practiced
- Leaders are expected to clean and disinfect surfaces (e.g. tables, chairs). All food, garbage and food containers are to be removed daily, including office spaces

- Leaders are expected to perform hand hygiene before/upon entering a ‘break locations’ and before/after eating.

Offices

- Office spaces will house ONLY one Club Leader
- Office spaces can be shared if Club Leaders are job sharing and scheduled shifts do not overlap
- Physically visiting an office is discouraged in an attempt to lower physical contact, reduce passing in hallways, etc.
- Club Leaders are to conduct conversations utilizing phone systems when required to communicate with other Club Leaders as much as possible
- Office spaces are not to be entered by other Club Leaders and discussions are to occur with Club Leaders standing in doorways and practicing physical distancing
- Leaders are expected to clean and disinfect surfaces (e.g. tables, chairs, keyboards, etc.) at the end of each working day. All food, garbage and food containers are to be removed daily from office spaces
- Leaders are expected to perform hand hygiene before/upon entering offices and upon exiting offices

Transportation

- Until further notice any transportation previously provided by the Club (e.g. excursions) is postponed

Contactless Fee Payment

- Cash payments will be discouraged
- Daycare centres are to utilize locked mailboxes to received payment (e.g. cheques)
- Edge Street location has Square terminal available for Debit & VISA payments
- Until further notice items at the snack bar will not be for sale

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

7. Hand Hygiene Best Practices

Purpose

The purpose of this policy is to ensure that all Club Leaders are aware of, and adhere to hand hygiene best practices. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

All Club Leaders are aware of, understand, and adhere to hand hygiene best practices. This is of extreme importance as proper hand hygiene is crucial in reducing the spread of illness, including the potential of COVID-19.

Program Supervisors and Management personnel shall routinely monitor Leaders and provide feedback as needed in order to ensure that the hand hygiene practices described within this policy are strictly adhered to.

Hand Hygiene is defined as hand washing, or hand sanitizing carried out as per the procedures described in this policy.

Procedure

- Public Health Hand washing posters must be posted in a visible location near all sinks
- Public Health Hand Sanitizing posters must be posted in a visible location near where hand sanitizer is kept for use
- Public Health Diapering Routine posters must be posted in a visible location near all diaper change tables (where applicable)

Hand Hygiene shall be carried out routinely as described below:

- All Club Leaders must practice hand hygiene upon entry to the program spaces (or immediately upon entering a space), prior to engaging in play or any other activities
- Hand hygiene must be practiced when hands are visibly dirty
- Hand hygiene must be practiced **after**:
 - Sneezing, coughing, or blowing your nose
 - Using the washroom
 - Handling garbage
 - Handling raw foods
 - Outdoor play
 - Toileting/diapering routine
 - Handling soiled laundry or dishes
 - Handling soiled toys or other items
 - Coming into contact with bodily fluids
 - Coming into contact with any soiled/mouthed items
 - Gardening

- Hands hygiene should be practiced **before and after**:
 - Preparing, handling, serving and eating food
 - Handling animals
 - Touching a cut or open sore
 - Changing diapers
 - Glove use
 - Giving medication.

- Hand washing shall be carried out in accordance with the following steps:
 - Wet hands
 - Apply soap
 - Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
 - Rinse well under running water
 - Dry hands well with paper towel
 - Turn taps off with paper towel.

- Hand Sanitizer shall be used in accordance with the following steps:
 - Apply hand sanitizer (minimum 60% alcohol-based)
 - Rub hands together for at least 20 seconds
 - Work sanitizer between fingers, back of hands, fingertips, and under nails
 - Rub hands until dry

NOTE: If hands are visibly dirty, hand sanitizer will not clean sufficiently. If hands are visibly dirty they must be washed with soap and water.

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

Boys and Girls Club of Brantford
Operational Best Practices & Infection Control Policies & Procedures

8. Use of Personal Protective Equipment

Purpose

The purpose of this policy is to ensure that all Club Leaders are aware of the appropriate use of Personal Protective Equipment (PPE), to ensure Club Leader safety and to help reduce risk of the spread of illness, including COVID-19.

Policy

The Boys and Girls Club of Brantford is required to provide Club Leaders with all PPE required to safely carry out their required job duties. This includes but is not limited to, routine cleaning, mixing of disinfectant solutions, changing diapers, and assessing potentially ill children.

All Club Leaders shall receive training on proper and safe use of PPE.

Procedure

- Disposable gloves shall be available in sizes appropriate for Club Leaders who will be using them
- Eye protection shall be available for Club Leader use
- Disposable masks shall be available for Club Leader use
- Glove use is required when carrying out any of the following:
 - Performing first aid
 - Caring for a child who shows symptoms of illness
 - Changing a child's diaper or assisting a child with toileting
 - Mixing disinfectants (use PPE as required in accordance with MSDS)
 - Routine cleaning and disinfecting activities
 - Cleaning bodily fluids
 - Cleaning and disinfecting PPE
 - Handling toys, bedding or other items which may have come into contact with bodily fluids
- Eye protection is required when mixing disinfectants (use PPE as required in accordance with MSDS)
- Mask and eye protection are required when taking a child's temperature during health screening
- Mask, eye protection and glove use is required when caring for a child who shows symptoms of illness
- Personal Protective Equipment is expected to be worn in accordance with this policy

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work

Boys and Girls Club of Brantford
Infection Control Policies & Procedures

9. Occupational Health & Safety

Employers have a legal duty under the Occupational Health & Safety Act (OHSA) to protect the health and safety of their workers, including from the transmission of infectious disease in the workplace.

FINAL

Boys and Girls Club of Brantford
Infection Control Policies & Procedures
APPENDIX A - Health Screening Questionnaire

Date: _____ Program: _____ Location: _____

First and Last Name	Do you, your child, or any member of your household have any of the following symptoms:							Have you, your child, or any member of your household travelled outside of Canada within the last 14 days?	Have you, your child, or any member of your household had close contact without consistent and appropriate use of personal protective equipment, with a confirmed or probable COVID-19 case within the last 14 days?	Have you, your child or any member of your household had close contact without consistent and appropriate use of personal protective equipment with a person with acute respiratory illness in the last 14 days?	Has the individual taken Tylenol, Tempra, Advil or any similar medication within the last 4 hours for the purposes of reducing a fever?	Has the individual taken Tylenol, Tempra, or Advil for another reason? If so please state reason for administering medication	Temperature (must be 37.7 or below) _____ C T:	Admitted to Program <input type="checkbox"/> YES <input type="checkbox"/> NO
	Fever <input type="checkbox"/> YES <input type="checkbox"/> NO	Difficulty Breathing <input type="checkbox"/> YES <input type="checkbox"/> NO	Cough, sore throat or difficulty swallowing? <input type="checkbox"/> YES <input type="checkbox"/> NO	Hoarse voice? <input type="checkbox"/> YES <input type="checkbox"/> NO	Changes in sense of taste or smell? <input type="checkbox"/> YES <input type="checkbox"/> NO	Runny nose, sneezing or nasal congestion? <input type="checkbox"/> YES <input type="checkbox"/> NO	Nausea/vomiting, diarrhea or abdominal pain? <input type="checkbox"/> YES <input type="checkbox"/> NO							
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Boys and Girls Club of Brantford
 Infection Control Policies & Procedures
 APPENDIX B - Program Room Environmental Cleaning & Disinfecting Log

Club Leader: _____
 Print First and Last Name Initials

Club Leader: _____
 Print First and Last Name Initials

Club Leader: _____
 Print First and Last Name Initials

Program Room: _____ Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Twice Daily:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door Knobs										
Sinks										
Counters										
Tables										
Chairs										
Hand Rails										
Shelving										
Light Switches										
Trash Can										

Once Daily:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Floor										
Carpet Vacuumed										
Walls within Reach										
Program Door										
Cupboard Doors										
Windows within Reach										

Please Note: Any surface or item that becomes dirty or comes in contact with any bodily fluid including saliva or nasal mucous must IMMEDIATELY be cleaned and disinfected.

Boys and Girls Club of Brantford
 Infection Control Policies & Procedures
 APPENDIX C – Washroom Environmental Cleaning and Disinfecting Log

Club Leader: _____
 Print First and Last Name Initials

Club Leader: _____
 Print First and Last Name Initials

Washroom Location: _____ Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Twice Daily:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door Knobs										
Sink(s)										
Counters										
Mirrors										
Toilet(s)										
Walls										
Cupboard Doors										
Trash Can										
Floors										
Diaper Change Table**										

**Diaper change table cleaning is in addition to the cleaning which takes place as part of the diaper change routine.

If multiple groups of children are using a washroom, high touch surfaces (e.g. tap handles, toilet handles, door knobs etc.) should be disinfected between groups.

Please Note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Boys and Girls Club of Brantford
 Infection Control Policies & Procedures
 APPENDIX D – Cot and Bedding Environmental Cleaning and Disinfecting Log

Club Leader: _____
 Print First and Last Name Initials

Club Leader: _____
 Print First and Last Name Initials

Program Room: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Week of: _____

Item	Mon	Tues	Wed	Thu	Fri
Cots cleaned & disinfected after each use					
Bedding laundered after each use					
Personal toys laundered after each use					
Cots stored					

Week of: _____

Item	Mon	Tues	Wed	Thu	Fri
Cots cleaned & disinfected after each use					
Bedding laundered after each use					
Personal toys laundered after each use					
Cots stored					

Week of: _____

Item	Mon	Tues	Wed	Thu	Fri
Cots cleaned & disinfected after each use					
Bedding laundered after each use					
Personal toys laundered after each use					
Cots stored					

Week of: _____

Item	Mon	Tues	Wed	Thu	Fri
Cots cleaned & disinfected after each use					
Bedding laundered after each use					
Personal toys laundered after each use					
Cots stored					

Please Note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Boys and Girls Club of Brantford
Infection Control Policies & Procedures
APPENDIX E – Outdoor Play Equipment & Toys Environmental Cleaning and Disinfecting Log

Cleaning and disinfecting routines must be carried out after children used the outdoor play spaces and also in between each group of children using the spaces.

Club Leader: _____
Print First and Last Name Initials

Outdoor Space; _____

Is the space used by more than one group of children? Yes No

Group: _____ Date: _____ Time: _____

List toys and equipment ~~to be~~ used on specified time and date:

All listed items have been cleaned and disinfected after use: _____ (initial)

All high touch surfaces of play structures have been cleaned and disinfected prior to use:

Yes Structure Not in Use Not Applicable _____ (initial)

Please Note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Thursday Date: _____

Toy/Play Material	Initials	Toy/Play Material	Initials

Friday Date: _____

Toy/Play Material	Initials	Toy/Play Material	Initials

Please Note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

FINAL