

## Instructions and Tips for Creating Compliant Policies and Procedures: **Sanitary Practices Policy and Procedures** (O. Reg. 137/15, s. 33)



### **Mandatory Information**

Licensees are required to develop policies and procedures with respect to sanitary practices at each child care centre operated by the licensee and in each premises where the licensee oversees the provision of home child care to demonstrate compliance with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15.

### **Other Considerations**

The following are some tips and other considerations for developing your sanitary practices policies and procedures. These are not mandatory, but they will support the development of a more comprehensive and high-quality policies and procedures:

#### **General**

- Provide definitions for terms used throughout your document.
- Include a space to put the date that the policy was last developed and/or updated.
- Break down your procedures into a step-by-step process that is easy to understand and follow, where possible.
- Link this policy to other policies and procedures that have been established and implemented (e.g. serious occurrences, program statement implementation, process for monitoring compliance and contraventions, etc.)
- Be clear about the intent of your policy and procedures and what you are trying to achieve through their implementation.

#### **Consultation and Resources**

- Consult resources to identify best practices that could support your program and include them in your policy and procedures with respect to sanitary practices (e.g. local public health unit resources and websites, municipal quality assurance guidelines, Ministry of Education child care licensing manuals, Health Canada resources, etc.).
- Include all practices required by the local Public Health Unit and describe how these practices will be implemented, including but not limited to diapering, toileting, disinfecting, all food-related sanitary practices and posting information for outbreaks, handwashing and diapering.
- Where applicable, consult with the school board to determine roles and responsibilities and set these out in the policy.

### **Processes and Expectations to Include**

- Reflect other regulatory requirements in your policy (e.g. food storage, preparation and service, separating children who exhibit symptoms of illness, etc.).
- Consider requiring those preparing and serving food to have valid food handler's certification.
- Include the processes and expectations for cleaning and sanitizing at the child care program, including, but not limited to:
  - which equipment and furnishings need to be cleaned and sanitized regularly (e.g. cots, toys, shelves, tables, etc.);
  - the requirement to follow a cleaning and disinfectant schedule that includes roles and responsibilities;
  - instructions for making sanitizing solutions (based on [Safety Data Sheets](#) and [WHMIS](#));
  - instructions for the use of disinfectants;
  - the location of storage of all disinfectant products;
  - the procedures for handling, cleaning and disinfecting bodily fluids;
  - following instructions for disinfecting sensory activities and sensory tables (e.g. daily sanitization and refilling of water tables, etc.) from applicable municipal quality assessment tools; and
  - instructions on pest control practices.