

# Health and Safety Guide for Operators of Child Care Facilities

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## Contact

For more information, please call Safe Healthy Environments at 1-833-476-4743, or [submit a request online](#) at [ahs.ca/eph](https://ahs.ca/eph).

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## Introduction

This guide is for operators of daycares, pre-schools, before and after school care programs, group family child care, casual drop off childcare, and similar services. It describes health and safety requirements in Alberta's regulations, and recommendations from Alberta Health Services' (AHS) Environmental Public Health (EPH) program.



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Following the regulations and recommendations will help to protect children from getting hurt or sick in child care settings. If you have specific questions regarding your child care business contact your local public health inspector (PHI). Contact information can be found on the EPH website at <https://www.ahs.ca/eph>.

Children can be vulnerable to infections in child care settings because they:

- play, touch, and interact with many other children
- put objects in their mouths
- have developing immune systems
- may not wash their hands properly, which can spread germs to surfaces and food
- share the space with other diapered children

Children are more vulnerable to injury because their bodies and brains are developing:

- they don't understand hazards, still learning limits, less coordinated etc.
- children's lungs are sensitive to polluted air, which can be 2 to 5 times higher indoors than outdoors

## Regulations

In addition to the content in this guide, you should be familiar with these regulations from Alberta's Public Health Act that apply to your child care business. You can find these regulations on the Alberta King's Printer's website at:

<https://www.alberta.ca/alberta-kings-printer.aspx>

These regulations include:

### Communicable Diseases Regulation

- applies to all child care facilities

### Food Regulation

- applies to any child care facility that provide food service to more than 10 people

### Institutions Regulation

- applies to all child care facilities

### Housing Regulation

- applies to child care facilities which provide living accommodation, including sleeping facilities

### Public Swimming Pools Regulation

- applies to any child care facility that has a swimming pool, hot tub or wading pool

### Nuisance and General Sanitation Regulation

- applies to all child care facilities

## Roles & Responsibilities

PHIs must inspect child care facilities, enforce regulations, investigate complaints, and provide guidance to child care operators, program directors and staff.

Child care operators must:

- Understand and identify physical, chemical and biological hazards to clients;
- Control the child care setting to minimize or remove the risk of illness and injury from these hazards;
- Keep the facility and equipment safe and clean.

# Requirements for Building Design & Materials

## Approval of Construction & Renovation Plans

- A PHI must approve every new or renovated child care facility before the facility can open. This includes the installation or renovation of onsite playground equipment. Contact your PHI as early as possible, if you are planning to open or renovate an existing child care facility.
- To identify and correct any design problems, show a detailed plan of a new child care facility, or of renovations to existing facilities, to the PHI before construction begins. This will help to avoid expensive changes that might be required after the child care facility is built or renovated.
- Note that building or renovation may require approval from other agencies. Contact a municipal office for more information.

## Floors, Walls & Ceilings

- Smooth, easy to clean and non-absorbent materials are required in the kitchen and washrooms. In other areas, these materials are recommended, as they are easy to clean and disinfect.
- Otherwise, all other floors, walls and ceilings should be appropriate to the area and maintained in good condition.

## Plumbing & Sinks

- There must be a potable water supply, which means water that is safe to drink.
- There must be enough water volume, water pressure, and control of water temperature to meet the needs of the children and staff.
- Children and staff must have easy access to a sink that is only used for handwashing.
- Accessible handwashing sinks are required in all diapering areas, food preparation areas, and washrooms.
- Every dedicated handwashing sink must have soap in a dispenser, and single-service disposable or individual-use towels in suitable dispensers. Hot air hand dryers may also be allowed.
- There must be at least one easily accessible sink for washing toys. It cannot be the same sink used for handwashing, and it cannot be a washroom sink.

- Toys with smooth, easily cleanable surfaces (e.g., plastic toys) can also be cleaned in a dishwashing machine. The dishwasher needs to be a commercial model or a domestic model with a sanitizing cycle that has been tested by a PHI.

## Water Temperatures

- Each facility must be capable of supplying adequate hot and cold water.
- The hot water heater should be able to heat and store water at a minimum of 60°C.
- For plumbing fixtures that children have access to, the maximum hot water temperature should be set at 49°C (120°F) or less. This includes hand washing sinks, bath faucets, and showerheads.
- A tempering device blends water from the hot and cold water lines at the plumbing fixture so that the fixture provides water at a pre-set temperature. To prevent scalding, if a child or client has access to a fixture, and that fixture supplies hot water, an approved tempering device is recommended.
- In areas where children are not allowed, such as the kitchen or laundry areas, the hot water temperature maximums do not apply.



## Sewage System

- Every child care facility shall be connected to the public sewage system, or to an operational private sewage disposal system.
- The plumbing system and the sewage disposal system must be installed correctly and maintained in a good operating condition. This includes the drains, fixtures, traps, vents, stacks, waste disposal facilities, pump-out sewage holding tanks, septic tanks and disposal fields.

## Washrooms

- For child safety, you must be able to open all washroom door locks from the outside.
- Ventilate all rooms containing a flush toilet, a bathtub or a shower. You can either use a window to the outside or install mechanical fan ventilation.
- Washrooms need to be located where children can easily access them.
- Washrooms have to be appropriate for the age, size, and ability of the children in care.
- If the washroom is not designed for children and modifications or equipment are added, such as steps, stools and training seats, the equipment must be sturdy, durable and easily cleaned. Steps and stools must be slip resistant.
- Every child care facility must have approved plumbing fixtures. This means at least a flush toilet, a dedicated hand wash sink, and a bathtub or shower to bathe children.
  - There must be potable, hot and cold running water at the hand wash sinks, bathtubs or showers.
  - The hand wash sink must be in the same room as the flush toilet or close by.
  - All washrooms need toilet paper, soap, and a safe way to dry hands (paper towel, hot air dryer, etc.).
  - If paper towels are used, they must be kept in a dispenser.
  - Every washroom must have a proper garbage container lined with a plastic bag.
  - If cloth diapers are used, a toilet must be next to every diaper change area.
- Children in public accommodations such as a group home, with more than one bedroom, may share a flush toilet, hand wash sink, and a bathtub or shower if:
  - The children have access to the washroom without going through another bedroom or outside of the building;
  - The washroom is located on the same floor as, or on the next storey up or down from the floor on which the bedroom is located; and
  - Each toilet, washbasin, bathtub or shower doesn't serve more than eight people.

## Heating & Indoor Air Quality

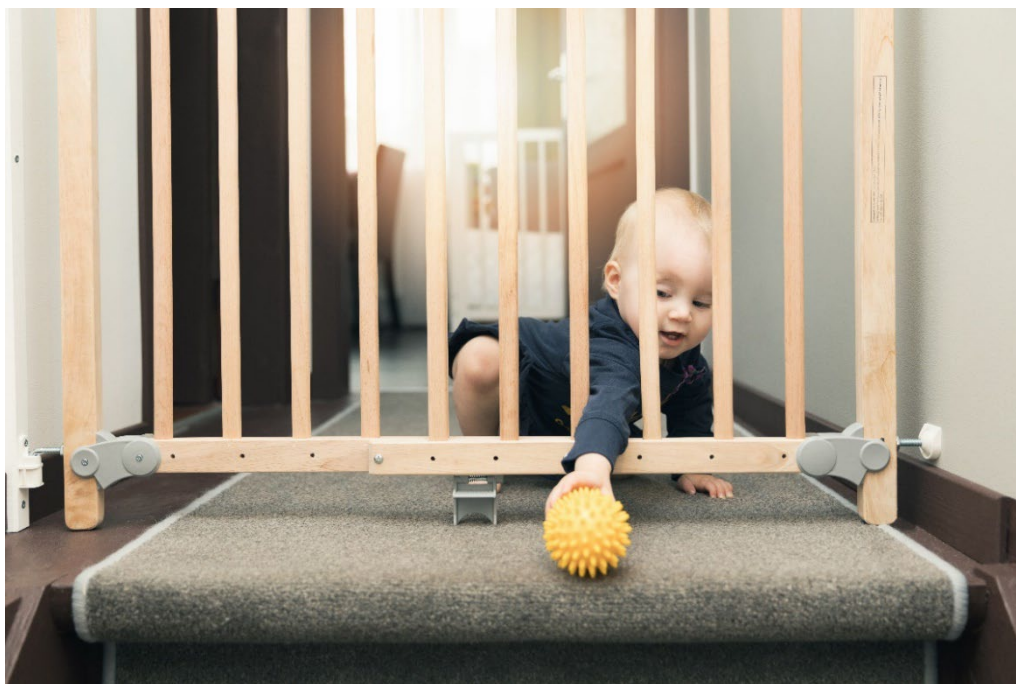
- Keep all rooms within the facility at a temperature of 20°C or greater.



- Carbon monoxide alarms are strongly recommended if there is overnight sleeping and the building contains a fuel-burning appliance or an attached garage.
- If there are combustion engines outside, make sure they are kept away from the building's air intakes and take action to discourage idling.
- Provide enough air ventilation for good indoor air quality. Talk to your Public Health Inspector about improving indoor air quality in your facility.

## Stairways & Walkways

- If infants and toddlers have access to a stairway, install an appropriate and secure gate at the stairway top and bottom.
- Stairways must have appropriate spacing and secure handrails and guards.
- Maintain all stairways, handrails, guards, and gates in good condition to reasonably prevent injury. They must be kept safe and secure.
- Stairways and walkways must have enough lighting to see safely.
- Keep stairway and walkways free of snow, ice and other hazards.
- Infant crawling areas must be separate from general walkways and areas used by older children.



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## Windows and Doors

- Keep out insects, mice, and other pests by installing screens on doorways, windows and other openings used to provide ventilation.
- In daycare and pre-school facilities, use safety grade glass on glass mirrors or windows that are installed within 1 metre from the floor.
- In group homes, day homes, and other facilities that provide accommodation, rooms for sleeping must have a door or window that opens to the exterior of the building. Bedroom egress windows or doors allow people to escape from the room if there is a fire.
  - i. Rooms used for sleeping must have a window with an area that is at least 0.35 m<sup>2</sup> (3.8 ft<sup>2</sup>). The length and the width of the window cannot be less than 38 cm (15”).
  - ii. If window security bars are installed, they must have a quick release device. If there is no quick release, the security bars must be able to be opened without tools or special knowledge.
  - iii. If a room used for sleeping doesn't have a window or door to the exterior, contact your PHI. For example, a group home may be approved to install a sprinkler system. Otherwise, you can't use this space as a room for sleeping.
  - iv. These requirements may not apply to facilities that do not provide accommodation, such as daycares.
  - v. In the case of overnight care in licensed facility-based programs, ensure you follow childcare licensing requirements.

- Take precautions to prevent children from falling out of windows. If the window is not required for emergency egress, fix the window so that it does not open more than 9 cm (3.5 inches) to prevent children from climbing through and falling out.



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## Lighting

- Rooms used for sleeping need window coverings so the room can be made dark.
- Make sure all parts of the child care facility and surrounding property, including outdoor play areas have enough light to be properly cleaned, maintained and safe.
- The location for lighting, type of light used, and light covers should prevent glass from broken light bulbs causing contamination of food or injury to clients.

## Designated Areas

- Child care facilities should have adequate space and facilities for all activities connected with the operation.
- There should be controlled access to all mechanical equipment rooms, storage rooms, janitorial closets and maintenance shops, used in or around a child care facility.
- Food preparation areas must be properly separated from other areas of the child care facility. Children are not allowed in the food preparation areas, except for supervised activities

## Storage Space

- Ensure there is enough space to store all equipment and materials used in the child care facility.
- Store different types of items separately from each other. For example, store cleaning products in a locked cabinet that is separate from food items.



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- Have separate spaces for:
  - foods and utensils
  - client and staff personal items
  - unused/seasonal items
  - laundry equipment and supplies
  - cleaning equipment, cleaning supplies and any toxic materials



## Sleeping

- Rooms or areas that are used for overnight sleeping need sufficient space:
  - An area of at least 2.5 square metres per child under the age of 10.
  - An area of at least 5 square metres for each person over the age of 10.

## Sick Child Area

- Choose a supervised area to separate a child that is ill from the rest of the children. This space must be:
  - separate from any food areas
  - well ventilated and heated
  - large enough for a bed/mat
  - easy to clean and disinfect
  - 2 metres away from other children or staff not caring for child.
- Personal protective equipment (gloves, mask, eye protection and gown/protective clothing) is recommended to be available to staff in this area.

## Laundry Area

- Keep laundry areas separate from food areas.
- Laundry room floors, walls, and ceilings have to be smooth, non-absorbing and easy to clean.
- Use proper venting to the outside of the building for exhausting the clothes dryer.
- You need enough space and proper containers to keep dirty laundry from contaminating clean laundry.



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## Operational Requirements

### Food Handling

- If your facility provides care to more than 10 children you are required to have a food handling permit from AHS.
- If you provide care to 10 or less children, refer to the minimum food handling standards in Appendix A.
- All foods served at a childcare facility and on field trips must be from an approved source. An approved source means a permitted food facility that also gets approval and inspections from AHS.
- Bag lunches and snacks may be provided by parents for their own children.
- For field trips, choose foods that are ready-to-eat. This means foods that don't need to be cooked or reheated before serving on the field trip. Packaged foods should be kept in the package until children are ready to eat.
- Sometimes a parent may offer to bring or provide food for other children of the facility (e.g., for a birthday). Contact the PHI to check what types of food are ok for a parent to share. You also need to inform all the other parents if food from

outside the child care facility is being served. Generally, food provided for other children by parents must be:

- i. Non-perishable foods. Hard cheeses, fruits, and vegetables are also acceptable, but they must be transported at 4°C or colder.
  - ii. If the food is perishable (See Appendix A for an explanation of perishable foods) :
    - a. keep below 4°C or above 60°C; and
    - b. It must have been prepared in a food establishment that has a food handling permit from AHS. The food needs to be provided to the child care facility in the original container.
- “Family-style meal service” is where food is placed in large serving dishes on the table, allowing children to serve themselves. For more information about how to practice this safely, please visit <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-family-style-meal-child-care.pdf>.

## Diapering

- Diaper changing areas and storage of dirty diapers must be kept completely separate from areas where food is prepared. This includes areas where a microwave is used for reheating foods and areas where sinks are used to fill and/or mix bottles.
- Each diapering station needs to be located next to a designated hand washing sink with hot and cold running water, soap and paper towels.



- The diapering surface must be made of a non-absorbent material that can be cleaned and disinfected after each use.
- The diapering surface cannot be used for any other activity.
- Use safety belts or other approved devices to restrain children on elevated diapering surfaces.
- Never leave children unattended on a diapering surface.
- Follow the approved diapering procedure in Appendix B.
- Thoroughly clean and disinfect the diapering surface after each use.
- For each child, place a fresh diapering surface to cover the changing area (e.g., new paper for each child).
- At least once a day, clean and disinfect containers used for soiled diapers

## Personal Hygiene

- Staff must be free from open infected sores or wounds, wear clean clothing, and must not smoke in any area used by children.
- Staff and children need to properly wash their hands:
  - before eating;
  - before they do any food service activities including setting tables;
  - after playing with sand and water;
  - after playing outdoors;
  - after using the toilet or diaper changes;
  - after playing with animals;
  - after any activity which leaves hands dirty or contaminated.
- Using hand sanitizer:
  - Do not use hand sanitizers instead of handwashing.
  - Hand sanitizers do not work if hands are dirty.
  - Hand sanitizers are NOT acceptable during diapering or food preparation.
  - Hand sanitizers are not appropriate for infants and toddlers.



- Proper hand washing means:
  1. Wet hands with warm water.
  2. Put soap onto the hands.
  3. Rub soapy hands together for at least 20 seconds. Use the time to wash the front and back of hands, up past the wrists, the thumbs, fingers and finger tips.
  4. Special attention should be given to areas underneath fingernails, between fingers and wrists.
  5. Rinse the soap off with clean, warm, running water.
  6. Dry hands and arms thoroughly, using paper towels. Hot air dryers are allowed but discouraged.
  7. If cloth towels are used, they can only be used once, then moved to dirty laundry. Individual cloth towels can be reused and changed daily.
  8. After handwashing, touching the sink or bathroom door handle will recontaminate your hands. Use a towel to turn off the taps or open the door.
- For hand washing posters suitable for children, visit <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-you-d-clean-em.pdf>



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## Preventing the Spread of Communicable Disease

- Programs should keep records of children’s known pre-existing conditions (allergies, etc).
- Staff should assess children for signs of a contagious illness, and should monitor children for the following symptoms:
  - Fever
  - Cough
  - Shortness of breath
  - Runny nose
  - Sore throat
  - Chills
  - Painful swallowing
  - Nasal congestion
  - Feeling unwell / fatigued
  - Nausea / vomiting / diarrhea
  - Unexplained loss of appetite
  - Loss of sense of taste or smell
  - Muscle / joint aches
  - Headache
  - Conjunctivitis (commonly known as pink eye)
- Staff cannot be at the child care facility with symptoms of a contagious illness, such as rash, sore throat, fever, sneezing, coughing, runny nose, stomach cramps, vomiting or diarrhea.
- If AHS has excluded a child or staff person from the child care facility because they have a contagious illness, that child or staff person is not allowed in the child care facility. You’ll be working with your local PHI, or another AHS staff member, to confirm when the affected staff person or child is free of contagious illness and when they can safely return to the facility.
- Label all children’s personal items: bottles, combs, brushes, toothpaste, toothbrushes, clothing and pacifiers. Personal items need to be stored and handled in a safe and sanitary manner at all times, and should not be shared between children. Bottles need to be properly cleaned and sanitized between uses.

Objects that become contaminated by body fluids such as saliva, mucus, feces, vomit, or other discharge, must be stored in a separate, labeled container intended for cleaning and disinfection.

## Communicable Disease Outbreak Management

- If the number of children and/or staff that have become sick with similar symptoms is more than usual, the facility may be having an outbreak.
- During an outbreak, the facility has to operate differently than usual, to prevent the illness from spreading to many people. Additional precautions can include:
  - Increased cleaning and disinfection (see Appendix C).
  - Removing shared toys and activities where enhanced cleaning and disinfection cannot be done (eg. Water table, sand table).
  - Diligent hand hygiene practices.
  - PPE usage among staff.
  - Limiting parents from entering classrooms during pick-ups/drop-offs.
  - Limited mixing or gathering of children with the affected classroom. This may require you to cohort children/staff, cancel field trips, restrict the use of common spaces, and to pay extra attention to cleaning and disinfecting of common spaces.
  - Postponing or restricting non-essential visits to the centre.
- If you suspect there is a possible outbreak of illness at your facility, you are required to report the details to AHS and follow AHS guidelines to manage the illnesses.
- To prevent outbreaks, the sick child should be isolated in a separate room and the parent or guardian should be notified to come and pick up the child immediately. If a separate room is not available, the child needs to be kept at least 2 metres away from other children and staff not caring for the sick child.
- If the child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick-up the child. Staff should wear a mask and eye protection during all interactions with the child and should avoid contact with the child's respiratory secretions.
- Collect details and manage illnesses in children and staff at the facility. Your local PHI can provide directions and may have a template to help you keep track of illness information.
- During outbreaks of illness, disinfectant concentrations need to be increased. Go to Appendix C to see what disinfection procedures to follow during an outbreak.
  - Shared spaces, structures and toys that cannot be cleaned and disinfected between cohorts should not be used.
  - If play structures are to be used by more than one group, consider limiting use of the structures and enhanced cleaning of shared equipment.

- All items, such as bedding, toys etc., used by the child in the 48 hours prior to the onset of their symptoms and while isolated should be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the centre and stored in a sealed container for a minimum of 24 hours.
- Do not store client/staff's personal items in common spaces, such as washrooms.
- Programs that utilize a space that has other after-hours user groups (e.g. programs in churches, community centres) should ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space. A cleaning log should be posted and used to track cleaning
- For more information on cleaning and disinfection during an outbreak, visit <https://www.albertahealthservices.ca/info/page6421.aspx>. You can also contact your local PHI or AHS Communicable Disease Control.

## Sleeping

- Beds need to be made of a material that is easy to keep safe, clean and sanitary.
- Handle and store bed linens, so they stay clean, dry and sanitary. Bed linens that have been used by a child have to be cleaned in the washing machine before they can be used for another child.
- When bedding becomes soiled, including blankets, wash and then dry in a hot dryer. Moisture-resistant covers of plastic or rubber can be washed and disinfected.
- Clean the bed sheets that are being used in the washing machine at least once per week.
- It is best to wash bed linens onsite or at a commercial facility. Bedbugs, lice and other pests might have a chance to spread if linens are washed in personal homes.
- Store each child's bed linens separate from each other, so that



they don't touch, and are protected from getting contaminated.

- Label bed linens with the name of the child that will be sleeping on them.
- Sleeping areas need to be large enough to have 60 cm of open space on all sides of beds except where the bed is next to a wall.
- When children are placed side-by-side for sleeping, arrange them so that the head of one child is next to the feet of the next child, and so on. This will help to avoid children coughing in each other's faces while sleeping.
- The space you use for napping can also be used for a play area.
- See Appendix D for requirements for cribs.
- Double-sized beds and bunk beds are not allowed in a child care facility.
- Family shelters can use bunk beds, but safety guards should be installed on upper bunks to prevent a child from falling out.

## Play Equipment

- All toys and play materials must be durable, easy to clean and safe to use.
- Clean and disinfect all toys and play materials using the schedule in Appendix F.
- Use craft materials and supplies that you know are non-toxic and safe.
- Craft materials should be appropriate for the age of the children using them. See Appendix E for more safety information on arts and crafts.
- Toys that infants and toddlers put in their mouth must be cleaned and disinfected between uses (after each child) and at least once a day.
- Don't let children share stuffed toys unless the toys can be properly cleaned in a washing machine and then put through a hot dryer cycle.



- Trampolines, rebounders, and similar equipment are **NOT ALLOWED** in a child care facility. They are not allowed to be part of the child care facility's activities.
- Water play tables must be kept clean, free from debris, and in good condition at all times. They have to be emptied, cleaned, and disinfected between each group of children or at least twice a day (once in the morning and once in the afternoon).
- Play table covers if provided, must be smooth, impervious to moisture, and easily cleaned.
- Keep sand tables, sand boxes and the play sand clean, free from clay, silt, dirt and other contaminants. Only use approved play sand.
- Ideally, indoor play sand is replaced at least every two years. If the sand becomes contaminated sooner, you must empty, clean and sanitize the container and replace the sand. Disinfecting sand is not recommended. Throw away the old or contaminated sand.
- Outdoors, sand boxes should have proper drainage and need a proper cover that prevents access to animals.
- The sand in outdoor play areas needs to be turned over at least once a year. Dig up and mix the sand to a depth of at least 46 cm or 18 inches.
- Sand that falls out of the table or box shall be discarded.



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Some child care programs want to use natural materials and loose parts for play (e.g. pinecones, sticks, leaves, cardboard, paper towel rolls, nuts, and bolts). If these materials are not from a safe source, or are used incorrectly, they may become a hazard. For recommendations on how to choose, maintain and safely handle natural materials and loose parts, please visit <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-recommend-natural-materials-childcare.pdf>.

## First Aid

- The child care facility must have first aid kits that are ready to use and available, both at the facility and on field trips.
- Please see Appendix H for information about what materials are required in first aid kits for your child care facility. This is based on Occupational Health and Safety Code, AR 191/2021 which consider:
  - Child care is considered a medium hazard work
  - Number of workers in the child care facility
  - Distance from the child care facility to a hospital or to 24-hour medical care.



## Equipment & Safety

- Be careful to protect children from radiators or other heating devices, hot water pipes, electrical outlets, poisonous plants, window blind cords, and other hazards.
- Make sure furniture is stable and not easily tipped over.
- Use proper anchors to attach tall or heavy furniture such as book shelves and dressers to the wall. This will prevent furniture from falling over onto children.
- Make sure high chairs have safety belts.
- The high chairs must be stable and kept in good condition.
- The high chair feeding trays must be smooth and easy to clean.
- Make sure children cannot access any mechanical equipment rooms, storage rooms or janitor closets.
- If a serious injury occurs in your child care facility, you should report it to your local public health inspector. For examples of injuries that are serious enough to report, please refer to <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-cclo-injury-referrals.pdf>.



## Maintenance & Cleaning

- See Appendix G for how often the child care facility needs to be cleaned and disinfected.
- See Appendix I for required steps to clean and disinfect where there is blood, feces, vomit, or other body fluid spills.
- You can create and use checklists to help ensure staff are completing regular maintenance of the child care facility. For example, checking and maintaining facility equipment and playground equipment on a regular schedule.

## Laundering

- See Appendix G for how often to wash bed sheets, towels, bibs, play clothes, plush toys and other cloth items.
- If cloth items become contaminated with blood, vomit, feces, lice or scabies, they have to be stored, transported, laundered separately from other laundry. After contaminated items are washed, they have to be hot air dried.
- Keep clean and dirty laundry separated. The containers you use for clean laundry cannot be used to store or carry dirty laundry.



## Garbage

- Use proper garbage, recycling and other containers made of plastic or metal. Garbage and organics containers must be watertight with a tight-fitting cover.
- Remove garbage and recycling from the child care facility as often as needed to prevent the material from piling up. Garbage and recyclables should not be spilling out of bins, dumpsters or other storage containers.



## Biomedical Waste

- If needles and other sharps are used in the child care facility, they must be disposed of in puncture-resistant sharps containers (see picture).
- Keep sharps containers available wherever the sharps are used and in a location inaccessible to children.
- When sharps containers are  $\frac{3}{4}$  full or filled to the fill line, stop adding any more sharps and dispose of the container. Seal the full sharps container, then secure and discard it safely.
- Sharps cannot be sticking out of the sharps container.



## Animal Care and Control

- Some animals are not allowed in childcare facilities. Child care facilities are NOT allowed to keep certain types of turtles. These are usually freshwater turtles that have been known to cause outbreaks of illness, such as infections with *Salmonella*.

Here are the common names (followed by *Genus name*) of turtles that are not allowed in a child care facility:

- “Cooter” turtles (*Pseudemys*)
- “Map” or “Sawback” turtles (*Graptemys*)
- “Painted” turtles (*Chrysemys*)
- “Snapping” turtles (*Chelydra*)



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- Some animals require written approval from the PHI. These include cats and dogs, birds of all varieties (including poultry, e.g. chicks), chinchillas, ferrets, hedgehogs and other animals known to bite, and reptiles and amphibians.
- Your local PHI needs to be notified before most animals can be kept in the child care facility. Although animals such as gerbils, hamsters, guinea pigs and rabbits do not require written approval, you still need to let the PHI know if you plan to have these animals in your child care facility. The PHI will want to discuss plans for keeping the animal and animal handling.
- Notification is also needed for animals that are visiting as part of a special event or for entertainment/education activities.
- You do not need to notify the PHI if you want to keep fish or ant farms.
- These requirements for animals do not apply to qualified service animals (e.g., service dog for a client with a disability).
- The PHI may require that the child care facility provide a report from a veterinarian, indicating that an animal is healthy, disease-free and has proper vaccinations.
- Do not allow animals in food preparation or food storage areas.
- Keep animal supplies (food, cleaning equipment, etc.) completely separate from foods for the child care facility.
- The animal must have a proper cage, or other proper container appropriate for the animal (e.g., fish bowl).
- When an animal is taken out of its cage, the animal has to be kept under control and supervised, to prevent child injury or contamination of the child care facility.
- Handwashing is very important after handling an animal. Employees and children must wash their hands immediately after touching an animal, animal waste, or any animal-related supplies.
- Report animal bites to Public Health.
- For more detailed information on animals in child care facilities and for application forms for keeping animals, visit <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-application-info-animals-scf.pdf>.



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## Resources

1. Public Health Act and Regulations, Alberta King's Printer website:  
<https://www.alberta.ca/alberta-kings-printer.aspx>
2. Alberta Health Services Outbreak Management Support Material  
<https://www.albertahealthservices.ca/info/page6421.aspx>
3. First Aid Requirements and First Aid Kits, Alberta Occupational Health and Safety Act: <https://www.alberta.ca/occupational-health-and-safety-code-and-explanation-guide.aspx>
4. Environmental Public Health Online Resources and Training Courses, Alberta Health Services website: [www.ahs.ca/eph](http://www.ahs.ca/eph) - click on Information for your Business or Community or Education Courses
5. Drug Identification Number, Health Canada's Drug Product Database Online Query: <http://www.hc-sc.gc.ca/dhp-mps/prodpharma/databasdon/index-eng.php>
6. Healthy Parents Healthy Children <https://www.healthyparentshealthychildren.ca>

## Appendix A - Food Safety Recommendations for Child Care Facilities with 10 or Less Children

### Food Source

- All food must come from an approved, inspected source. Home-canned foods are not allowed except fruit jams, jellies and pickles.

### Food Protection

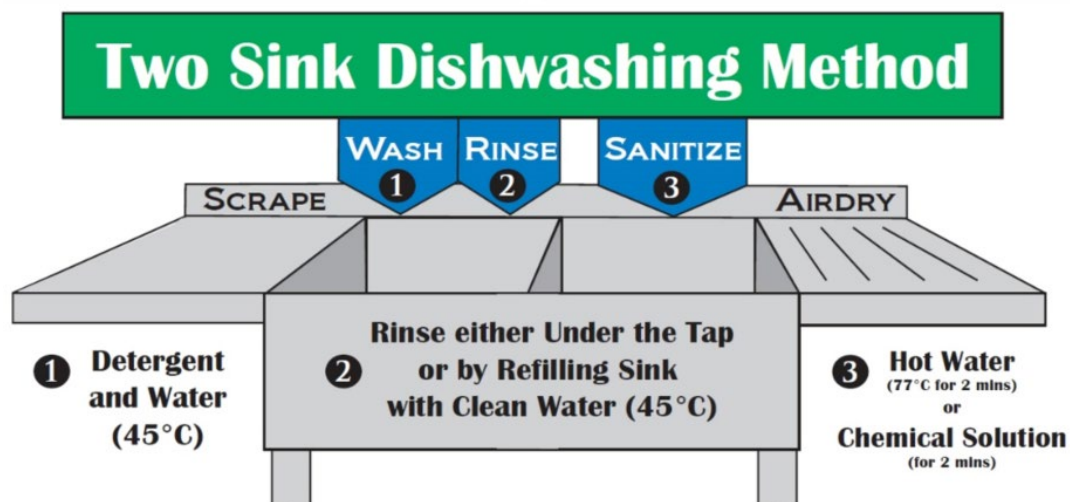
- Foods must be protected from dirt, dust, pests, broken glass, sneezes, and other contaminants.
- Food storage must be clean and sanitary.
- Surfaces that are used to prepare or process foods must be smooth, non-absorbent, and easy to clean.
- You cannot store food or food service items in a washroom.
- Keep foods separated from any chemicals, medicine, or other poisonous substances.
- Packaging material that touches food must be clean and sanitary.

### Temperature Control

- All perishable foods must be kept below 4°C or above 60°C. Perishable foods are foods that contain:
  - Meat and poultry
  - Fish and seafood
  - Eggs
  - Milk and other dairy such as cheese and butter
  - Cooked cereals (e.g. rice)
  - Cooked vegetables
  - Any fruit or vegetable that has been cut or peeled

### Equipment

- Thermometers are required for monitoring temperatures of foods, refrigerators, and the hot water supply.
- If there is no dishwashing machine, a sink with two compartments is required.
- If you have a dishwashing machine, a single sink is still required.
- A hand washing sink with soap and single-use towels should be located in all food preparation areas.
- Use the longest and hottest wash and dry cycle settings on domestic dishwashing machines.
- If washing dishes by hand, the proper dishwashing procedure should be followed as outlined in the figure below.



### Sanitation

- An approved sanitizer should be available on site. These include:
  - Chlorine bleach at a concentration of 100 ppm (parts per million). To make up a 100 ppm solution using household bleach: mix ½ teaspoon of bleach into 1 liter of water.
  - Quaternary Ammonium Compounds (known as Quats) at a concentration of 200 ppm. To make up a 200 ppm solution, follow the manufacturer's instructions.
  - Iodine at a concentration of 12.5-25 ppm. To make up a 12.5-25 ppm solution, follow the manufacturer's instructions.
- Accelerated Hydrogen Peroxide. Follow the manufacturer's instructions for food contact surfaces.
- Use test strips to make sure that mixed sanitizer solutions remain at the correct concentration over time. If test strips aren't available, mix fresh sanitizer solutions daily.

### Hygiene

- Food handlers must follow good personal hygiene habits.
- Food handlers must wash their hands before handling food, and ANYTIME their hands become contaminated (e.g. after using the toilet, after handling raw meat, after sneezing or coughing into hands, after handling garbage).

### Training

- Basic food handling safety courses are recommended for all child care facilities.
- If there are 4 or more clients in the child care facility, one person **must** complete a basic course in **safe food handling** consisting of 2-3 hours of instruction or home study.
- You can complete a free, basic course, or register for a complete certification course by visiting EPH's website at <https://www.albertahealthservices.ca/eph/Page3151.aspx>.

## Appendix B – Diapering Procedure

1. Place clean paper liner on the changing surface.
2. Place the child onto the paper liner, and fasten the safety belt around the child. Never leave a child unattended on a change table.
3. Remove and discard the dirty diaper.
4. Clean the child’s skin with a single-use towel, wiping from front to back. Single-use towel could be a disposable type wipe or a cloth towel used once.
5. Use a single-use dispenser for any ointments or creams that you want to use.
6. Remove and throw away the paper liner.
7. Put a fresh diaper on the child, and dress the child.
8. Wash or wipe the child’s hands.
9. Remove the child from the change area.
10. Clean and disinfect the changing surface. If there is visible contamination, clean the surface with detergent, then wipe detergent away, before you disinfect the changing surface.
11. Wash all parts of your hands with soap and water.

Approved Disinfectant	How to Mix	Solution Strength
Chlorine Solution	Add 2 ml (1/2 teaspoon) household bleach to a litre (4 cups) of water.	100 mg/l (or ppm) of Chlorine
Accelerated Hydrogen Peroxide Solution	Follow manufacturer’s instructions for mixing the correct dilution. The product must have a DIN (Drug Identification Number) issued by Health Canada.	0.5% accelerated hydrogen peroxide (with disinfectant claim)

**Disposable diapers:** Put into a washable, durable garbage container that is lined with a plastic bag. The container must have a tight fitting lid that is kept closed between uses.

**Cloth diapers:** Put the fecal contents from the diaper into a toilet. Put the diaper in a washable, durable diaper pail with a tight fitting lid, or in a strong plastic bag to prevent leakage. Keep containers or bags closed between uses. Remove the soiled cloth diapers in their bags or pails for laundering at the end of each day. If parents provide the diapers, place diapers into a covered container or sealed bag without rinsing.

If **cloth towels** are used for wiping, the towels must be immersed into an approved disinfectant, such as the bleach solution above. Cloth towels should only be used once and then placed into a covered container. Launder at the end of each day.

## Appendix C - Surface Cleaning & Disinfection Guidelines for Outbreaks in Child Care Facilities

### A. Surfaces of Concern

“High touch” surfaces are the surfaces that are most likely to be contaminated, and should be cleaned and disinfected multiple times and when visibly soiled.

Give extra attention to these surfaces:

- Tabletops,
- Light switches,
- Door knobs,
- Sink taps,
- Toilet handles,
- Other surfaces that are frequently touched.

### B. Procedures: “Wipe Twice”

For high touch surfaces that are not grossly contaminated, you can use a “wipe twice” procedure to clean and then disinfect. Wipe the surface thoroughly to remove dirt and other contamination, then disinfect by wiping the surface a second time with another clean cloth that has been soaked with one of the disinfectants below.

If a high touch surface is very dirty, it should be first washed with soap, then the soap rinsed away with a clean cloth, then the surface wiped with another clean cloth that has been soaked with one of the disinfectants below.

### C. Disinfectants

Disinfectants permitted by Environmental Public Health for use during outbreaks:

1. **Diluted household bleach** solution. Prepare fresh disinfectant solution every day. Add 1/3 of a cup (20 ml) of 5% household bleach to 4 litres of water. This creates a 1:50 bleach dilution that provides the recommended 1000 ppm (or mg/L) chlorine disinfectant.

OR

For gastrointestinal outbreaks a disinfectant with a Drug Identification Number (DIN) issued by Health Canada with a specific label claim against norovirus, feline calicivirus or murine norovirus. An example of a product with this label claim currently in wide use is 0.5 accelerated hydrogen peroxide. There are other products with this label claim.

- For respiratory outbreaks a disinfectant must have a **Drug Identification Number (DIN) and a broad-spectrum virucidal claim OR a virucidal claim against non-enveloped viruses or coronaviruses**. Consider products approved by Health Canada.

Get more information on cleaning and disinfection during an outbreak, at <https://www.albertahealthservices.ca/info/page6421.aspx>. You can also contact your local PHI or AHS Communicable Disease Control.

## Appendix D – Crib Safety Checklist

- Built after September 1986 and with a product label that includes model name/number and date of manufacture. Pay special attention to cribs more than 10 years old for wear and tear, including broken or loose parts.
- Do not use crib if the baby is taller than 90cm or if the baby is able to climb out
- Assembly instructions and parts list attached.
- No more than 3 cm (1.2 in) of space between the mattress and the bed frame when the mattress is pushed flush to one corner of the crib.
- Mattress no thicker than 15 cm (6 in) and tight fitting against all four sides of the crib.
- Crib slats no more than 6 cm (2 3/8 in) apart.
- Crib sides have secure locking devices. Sides locked in highest position. Traditional drop-side cribs are prohibited.
- No dangling strings on crib gyms or mobiles. Baby should not be able to reach mobiles.
- No large toys, stuffed toys, objects or bumper pads in the crib.
- The crib is not in front of a window or within reach of curtain or blinds cords, lamps, electrical plugs, and extension cords.
- Babies less than one year of age are always placed on their back to sleep.
- Babies are moved to the crib if they fall asleep in a swing, infant seat, car seat or stroller.
- The crib has to be in good repair. Conduct routine/regular checks for:
  - ✓ tight bolts/ screws
  - ✓ no loose parts
  - ✓ wood smooth, metal free of sharp edges
  - ✓ slats tight
  - ✓ mattress firm



Adapted from Is "Your Child Safe? Sleep Time", Health Canada, [https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/cps-spc/alt\\_formats/pdf/pubs/cons/child-enfant/sleep-coucher-eng.pdf](https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/cps-spc/alt_formats/pdf/pubs/cons/child-enfant/sleep-coucher-eng.pdf), 2012



## Appendix E – Arts & Crafts Safety

Use only non-toxic arts and crafts materials. Look for the Approved Product Seal by the Art and Creative Materials Institute. Products with the Cautionary Label Seal should not be used with young children.



Approved product seal



Cautionary product label seal

- Avoid eating or drinking during arts and crafts activities.
- Ensure children wash their hands after arts and crafts activities.
- Ensure arts and crafts materials are stored in a secure area, inaccessible to children.

AVOID	USE
Powdered clay. It is easily inhaled and contains silica and possibly asbestos. Do not sand dry clay pieces or engage in other dust-producing activities.	✓ Talc-free, premixed clay. After using clay, wet mop or sponge surfaces thoroughly.
Ceramic glazes or copper enamels.	✓ Water-based paints instead of glazes. Adults may waterproof pieces with shellac or varnish.
Cold-water, fibre reactive dyes or other chemical-based commercial dyes.	✓ Vegetable and play dyes (such as onion skins, or tea) as well as food dyes.
Instant paper mâchés, which create inhalable dust and may contain lead or asbestos.	✓ Make paper mâché from black and white newspapers and library or white paste.
Powdered tempera paints, which create inhalable dust and may contain toxic pigments.	✓ Liquid tempera paints or paints an adult premixes.
Solvents such as turpentine, toluene, and rubber cement thinner and solvent-containing materials.	✓ Water-based products only.
Aerosol sprays.	✓ Water-based paints with brushes or splatter techniques.
Pastels, chalks, or dry markers that create dust.	✓ Oil pastels, crayons, or dustless chalks.

Epoxy, instant glue, airplane glue, or other solvent-based adhesives.	✓ Water-based white glue or library paste.
Permanent felt-tip markers which may contain toxic solvents.	✓ Water-based markers only.
Casting plaster. Besides creating dust, casting body parts can result in serious burns.	✓ Adults can mix plaster in a ventilated area or outdoors for sand casting and other safe projects.
Toxic bingo dabbers	✓ Bingo dabbers that state they are non-toxic.
Objects that are small enough to lodge in a child's ear or nose or that may cause a choking hazard for children under 3. Styrofoam may be a choking hazard for young children.	✓ Larger, non-toxic craft objects.
Toxic crayons or ones broken into small pieces. For children under the age of 3, broken crayons may be a choking hazard.	✓ Use waxed or pressed crayons designed for children that are non-toxic.
Egg cartons with visible dirt on them.	✓ Clean egg cartons can be purchased at craft stores or ask a local egg processor to donate unused egg cartons. If the children are bringing products from home, styrofoam cartons are preferred over cardboard cartons. Spray styrofoam cartons with a 100 ppm chlorine solution.
Products not designed for use on the body for body art and face painting.	✓ Products designed for use on the body.
Scissors that have sharp points.	✓ Use safety scissors or children's scissors with blunt ends.
Leaves and straw may have residual chemicals, be infested with insects, or contain bacteria, mould or dust that may cause problems for children with allergies.	
Eggshells from raw eggs.	✓ Eggshells immersed in boiling water or heated in the oven for at least 10 minutes at 175°C (350°F).

## Appendix F - Cleaning & Disinfecting Surfaces, Equipment & Toys

For toys not cleaned and disinfected in an approved dishwasher follow the steps below.

1. Wash with detergent and warm water.
2. Rinse detergent away with clean, warm water.
3. Wipe, spray, or keep item submerged in a sink for 2 minutes in an approved disinfectants
4. After sanitizing step, let the surface or item air dry.
5. Toys that are washed by sink method, and are likely to be mouthed should have a potable water rinse.

Approved Sanitizer	How to Mix	Solution Strength
Chlorine Solution	<ul style="list-style-type: none"> <li>• 2 ml (1/2 teaspoon) household bleach per litre (4 cups) of water</li> </ul>	100 ppm Chlorine for toys, food surfaces and other high touch environmental surfaces.
Quaternary Ammonia Solution (QUATS)	<p>Follow manufacturer's instructions for mixing correct concentration and for the concentration required for environmental surfaces. Product must have a DIN (Drug Identification Number) issued by Health Canada.</p> <p>Products should have a broad spectrum virucidal claim OR a virucidal claim against non-enveloped viruses or coronaviruses.</p>	Follow manufacturer's instructions
Iodine Solution	Follow manufacturer's instructions	12.5 – 25 PPM Iodine
Accelerated Hydrogen Peroxide	Follow manufacturer's instructions for mixing the correct concentration. Product must have a DIN issued by Health Canada.	0.5%AHP (with disinfectant claim)

Disinfectant concentration must be tested regularly with sanitizer test papers or other testing equipment unless the sanitizer or disinfectant is premixed by the manufacturer and marked with an expiry date.

## Appendix G – Cleaning &amp; Disinfecting Schedule for Child Care Facilities

Classrooms/Child Care/Food Areas			
Area	Clean	Disinfect	Frequency and Comments
Activity centres, play mats, larger toys, riding toys, dry play tables	x	x	Weekly and when soiled.
Carpets and large area rugs	x		Vacuum daily when children are not present. When deep cleaning carpets, make sure children are not present until the carpet is dry. Deep clean carpets at least monthly in infant areas, at least every three months in other areas, and when soiled.
Chairs	x	x	Weekly and when soiled.
Combs and hairbrushes	x	x	Weekly, before use by a different child, and whenever soiled.
Countertops, tables, floors, light switches, doors, and cabinet handles	x	x	Daily and when soiled.
Crib rails, shelves and infant and toddler level furniture	x	x	Twice weekly.
Cribs and crib mattresses	x		Weekly, before use by a different child, and whenever wet or soiled.
Cubbies	x		Monthly and when soiled.
Cushions and pillows used in activities areas	x		Launder weekly and when soiled.
Door ledges and shelving	x		Damp-wipe monthly and when soiled.
Drapes and curtains	x		Vacuum monthly and when soiled. Launder or dry clean yearly.
Dress up clothes (not worn on the head- see “Hats” below) and soft/plush toys	x		Weekly and when soiled.
Floor mats and small rugs	x		Shake outdoors or vacuum daily.

Floors	x	x	Daily and when soiled.
Food preparation/service equipment and surfaces	x	x	Before and after contact with food activity; between preparation of raw and ready-to-eat foods.
Hats	x		After each child's use or use disposable hats that only one child wears.
Highchairs and plastic bibs	x	x	Daily and when soiled.
Pet areas	x	x	Weekly.
Phone receivers	x	x	Weekly
Refrigerators and ovens	x	x	Monthly and when soiled. Clean out freezer every six months.
Sand table	x		Weekly and when soiled.
Shared puzzles and board games	x		Weekly and when soiled.
Sheets, pillowcases, blankets, individual cloth towels (if used)	x		Laundered weekly, before use by a different child, and whenever wet or soiled.
Sofas and chairs (upholstered)	x		Vacuum weekly and when soiled.
Soothers	x	x	Reserve for use by one child only. Sanitize in boiling water, or use an approved dishwasher.
Toys for sand tables	x	x	Daily and when soiled.
Toys that are not contaminated with bodily fluids	x		Weekly and when soiled.
Toys, utensils, and surfaces that go into the mouth or have been in contact with saliva or other body fluids	x	x	After each child's use, or use disposable, single use items. Use food grade cleaners and sanitizers.
Water tables and toys	x	x	Twice daily (midday and end of the day).
Windows	x		Twice a year or as needed.

<b>Toilet and Diapering Areas</b>			
<b>Area</b>	<b>Clean</b>	<b>Disinfect</b>	<b>Frequency and Comments</b>
Changing tables, potty chairs	x	x	After each child's use.
Hand washing sinks, faucets, surrounding counters, soap dispensers, door knobs	x	x	Daily and when soiled.
Toilet bowls	x	x	Daily.
Toilet seats, toilet handles, door knobs or cubicle handles, floors	x	x	Daily or immediately if visibly soiled.

<b>General Facility</b>			
<b>Area</b>	<b>Clean</b>	<b>Disinfect</b>	<b>Frequency and Comments</b>
Air vents	x		Vacuum monthly and when soiled.
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool or blood	x	x	Immediately.
Humidifiers	x	x	Drained and cleaned daily. Sanitize weekly.
Mops and cleaning rags	x	x	After a day of use or as needed.
Waste and diaper containers	x		Empty daily and as needed. Clean weekly or as needed.

## Appendix H – First Aid Equipment & Supplies

First Aid Requirements for medium hazard work

(adapted from Occupational Health and Safety Code, AR 191/2021 (Table 6))

[https://kings-printer.alberta.ca/Documents/MinOrders/2022/Jobs Economy and Northern Development/2022\\_001 Jobs Economy and Northern Development.pdf](https://kings-printer.alberta.ca/Documents/MinOrders/2022/Jobs_Economy_and_Northern_Development/2022_001_Jobs_Economy_and_Northern_Development.pdf)

<b>Number of workers at work site per shift</b>	<b>Close work site (up to 20 minutes)</b>	<b>Distant work site (20 – 40 minutes)</b>	<b>Isolated work site (more than 40 minutes)</b>
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 – 9	1 Basic First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit  3 blankets	1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit  3 blankets
10 – 19	1 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit	1 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit  3 blankets	2 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Small First Aid Kit  3 blankets
20 – 49	1 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit	1 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit  3 blankets	2 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Medium First Aid Kit  3 blankets
50 – 99	2 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit	2 Basic First Aider  1 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit  3 blankets	3 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit  3 blankets

<b>Number of workers at work site per shift</b>	<b>Close work site (up to 20 minutes)</b>	<b>Distant work site (20 – 40 minutes)</b>	<b>Isolated work site (more than 40 minutes)</b>
100 – 199	2 Basic First Aider  2 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit  Designated area for first aid services	2 Basic First Aider  2 Intermediate First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit  3 blankets, stretcher, splints  Designated area for first aid services	3 Intermediate First Aider  1 Advanced First Aider  CSA Standard Z1220-17 Type 2 Basic Large First Aid Kit  3 blankets, stretcher, splints  Designated area for first aid services
200 or more	2 Basic First Aider  2 Intermediate First Aider  1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic  Plus 1 intermediate First Aider for each additional increment of 1 to 100 workers  First Aid Room for workers	2 Basic First Aider  2 Intermediate First Aider  1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic  Plus 1 intermediate First Aider for each additional increment of 1 to 100 workers  First Aid Room for workers	4 Intermediate First Aider  1 nurse who holds an advanced first aid certificate or 1 advanced care paramedic  Plus 1 intermediate First Aider for each additional increment of 1 to 100 workers  First Aid Room for workers

Change highlights: First Aid – Part 11 in the OHS Code (May, 2023):

<https://open.alberta.ca/dataset/c56f65df-8dba-44ce-bdc6-1238ab3bf7b6/resource/4bda3db2-4b35-4c0e-bd49-56cac1a8f8fb/download/jend-ohsorp-lh001-change-highlights-first-aid-part-11-in-the-ohs-code-2023-05.pdf>



**TABLE 2: Alberta No. 2 first aid kit compared to CSA Type 2: basic first aid kit**

Alberta No. 2 first aid kit (previous)	Quantity	Type 2: Basic first aid kits (new, based on CSA standard)	Quantity		
			Sm	Med	Lg
Sterile adhesive dressings, individually packaged	50	Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
10 x 10 cm sterile gauze pads, individually packaged	20	Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48
Sterile abdominal dressing, 20 x 25 cm	1	Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	2
10 x 10 cm sterile compress dressing, with ties, individually packaged	3	Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
Conform gauze bandages 75 mm wide	2	Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
15 x 15 cm sterile compress dressings with ties, individually packaged	3	Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2	4	8
Cotton triangular bandages	4	Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8
Antiseptic cleansing towelettes, individually packaged	10	Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Resuscitation barrier device, with one-way valve	1	CPR resuscitation barrier device, with one-way valve	1	1	1
Pair of disposable surgical gloves	6	Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Waterproof waste bag	1	Biohazard waste disposal bag, single use	1	2	2
Pair of scissors	1	Bandage scissors, stainless steel (with angled, blunt tip). minimum 14 cm (5.5 in)	1	1	1
Pair of tweezers	1	Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
Inventory of kit contents	1	Contents list	1	1	1
Adhesive tape, 25 mm x 4.5 m roll	1	Adhesive tape, 2.5 cm (1 in)	2.3 m	4.6 m	9.1 m
Crepe tension bandages 75 mm wide <b><u>NO LONGER REQUIRED</u></b>	2	Antibiotic ointment, topical, single use <b><u>NEW</u></b>	6	12	24
First aid instruction manual (condensed) <b><u>NO LONGER REQUIRED</u></b>	1	Hand/skin cleansing towelette, individually wrapped (or equivalent) <b><u>NEW</u></b>	6	12	24
Sterile, dry eye dressing <b><u>NO LONGER REQUIRED</u></b>	1	Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in) <b><u>NEW</u></b>	1	1	1
Safety pins, assorted sizes <b><u>NO LONGER REQUIRED</u></b>	8				

Type 2 kits are for basic first aid in low and medium risk work environments. Small kits are for two to 25 workers per shift; medium, 26 to 50 workers per shift; large, 51 to 100 workers per shift. Consult Tables 5, 6 and 7 in Schedule 2 of the Occupational Health and Safety Code directly to know what first aid kit is required at your work site.

**1. A Number 1 First Aid Kit consists of the following:**

- (a) 10 antiseptic cleansing towelettes, individually packaged;
- (b) 25 sterile adhesive dressings, individually packaged;
- (c) 10 sterile gauze pads (10 cm x 10 cm), individually packaged;
- (d) 2 sterile compress dressings (10 cm x 10 cm), with ties, individually packaged;
- (e) 2 sterile compress dressings (15 cm x 15 cm), with ties, individually packaged;
- (f) 2 conform gauze bandages (75 millimetres wide);
- (g) 3 cotton triangular bandages;
- (h) 5 safety pins (assorted sizes);
- (i) 1 pair of scissors;
- (j) 1 pair of tweezers;

- (k) 1 adhesive tape (25 millimetres x 4.5 metres);
- (l) 1 crepe tension bandage (75 millimetres wide);
- (m) 1 resuscitation barrier device with a one - way valve;
- (n) 4 pairs of disposable surgical gloves;
- (o) 1 first aid instruction manual (condensed);
- (p) 1 inventory of kit contents;
- (q) 1 waterproof waste bag.

**2. A Number 2 First Aid Kit consists of the following:**

- (a) 10 antiseptic cleansing towelettes, individually packaged;
- (b) 50 sterile adhesive dressings, individually packaged;
- (c) 20 sterile gauze pads (10 cm x 10 cm), individually packaged;
- (d) 3 sterile compress dressings (10 cm x 10 cm), with ties, individually packaged;
- (e) 3 sterile compress dressings (15 cm x 15 cm), with ties, individually packaged;
- (f) 1 sterile abdominal dressing (20 cm x 25 cm);
- (g) 2 conform gauze bandages (75 millimetres wide);
- (h) 4 cotton triangular bandages;
- (i) 8 safety pins (assorted sizes);
- (j) 1 pair of scissors;
- (k) 1 pair of tweezers;
- (l) 1 roll of adhesive tape (25 millimetres x 4.5 metres);
- (m) 2 crepe tension bandages (75 millimetres wide);
- (n) 1 resuscitation barrier device with a one - way valve;
- (o) 6 pairs of disposable surgical gloves;
- (p) 1 sterile, dry eye dressing;
- (q) 1 first aid instruction manual (condensed);
- (r) 1 inventory of kit contents;
- (s) 1 waterproof waste bag.

**3. A Number 3 First Aid Kit consists of the following:**

- (a) 24 antiseptic cleansing towelettes, individually packaged;
- (b) 100 sterile adhesive dressings, individually packaged;
- (c) 50 sterile gauze pads (10 cm x 10 cm) individually packaged;
- (d) 6 sterile compress dressings (10 cm x 10 cm), with ties, individually packaged;
- (e) 6 sterile compress dressings (15 cm x 15 cm), with ties, individually packaged;
- (f) 4 sterile abdominal dressings (20 cm x 25 cm), individually packaged;
- (g) 6 conform gauze bandages (75 millimetres wide);
- (h) 12 cotton triangular bandages;
- (i) 12 safety pins (assorted sizes);
- (j) 1 pair of scissors;
- (k) 1 pair of tweezers;
- (l) 2 rolls of adhesive tape (25 millimetres x 4.5 metres);
- (m) 4 crepe tension bandages (75 millimetres wide);
- (n) 1 resuscitation barrier device with a one - way valve;
- (o) 12 pairs of disposable surgical gloves;
- (p) 2 sterile, dry eye dressings, individually packaged;
- (q) 1 tubular finger bandage with applicator;
- (r) 1 first aid instruction manual (condensed);
- (s) 1 inventory of kit contents;
- (t) 2 waterproof waste bags.

**4. A Type P First Aid Kit consists of the following:**

- (a) 10 sterile adhesive dressings, assorted sizes, individually packaged;
- (b) 5 sterile gauze pads (10 cm x 10 cm), individually packaged;
- (c) 1 sterile compress dressing (10 cm x 10 cm), with ties;
- (d) 5 antiseptic cleansing towelettes, individually packaged;
- (e) 1 cotton triangular bandage;
- (f) 1 waterproof waste bag;
- (g) 1 pair disposable surgical gloves.

## Appendix I – Cleaning & Disinfecting Blood Spills, Feces, Vomit & Other Body Fluids

Staff must treat all body fluid spills carefully, as there is a hazard of infectious disease. All the materials used to clean the body fluid spill (e.g., rags, brushes, gloves, etc.) must also be treated as infectious and handled with care.

Only allow staff that know these clean-up procedures to clean a body fluid spill.

Before cleaning begins, a staff person needs to supervise the area that is affected by the body fluid spill. This is to make sure the public and other staff do not enter the affected area.

A hazard remains until the entire contaminated area has been properly cleaned and disinfected, and contaminated materials including the cleaning equipment that was used have been disposed of safely.

### Materials Needed

- Gloves
- Other personal protective equipment such as a mask, eye goggles, coveralls and booties
- Paper towel or disposable rags
- Bleach solution (1 part bleach to 9 parts water)
- Leak-proof garbage bag
- Sanitizer test strips

### A. Cement and Non-absorbent Surfaces

1. Wear gloves (preferably disposable) made with non-absorbent material (e.g., latex, vinyl, rubber) to protect your hands. Do not use torn gloves, and avoid tearing your gloves on equipment or sharp objects. Use additional protection such as face shield, goggles, or disposable apron, as needed, to protect personal clothing, skin, lips, and eyes.
2. Blot any excess body fluid using paper towels or disposable rags/cloths. Do not use a mop because they are difficult to properly clean afterward, and there may be possible splashing of body fluids.
3. Use a bleach solution to disinfect the area (1 part household 5.25% bleach to 9 parts water). Pour enough of the bleach solution over the affected area so that the area is wet with the solution, and let the solution sit for a minimum of 10 minutes.
4. Soak up the bleach solution with fresh paper towels or disposable rags/cloths.
5. Place all used paper towels or rags/cloths in a leak-proof garbage bag. If disposable gloves are used, remove and discard the gloves and other protective equipment at this point. Dispose of the plastic bag into the regular trash.
6. After cleaning and disinfecting the area, wash hands thoroughly with soap and water.

## **B. Carpet**

If the spill occurs in a carpeted area, using bleach might cause discoloration of the carpet. Another non-staining disinfectant is recommended to clean the carpet (see Alternative Disinfectants below). If the spill is heavy, you might want to replace the affected area of the carpet and underlay. Steam cleaning of the affected materials is also acceptable.

## **C. Precautions for Cleaning and Disinfecting**

1. Bleach is corrosive. It may damage colored fabrics or corrode some surfaces unless rinsed off.
2. Bleach should only be used in well-ventilated areas, and care should be taken to avoid exposure to skin, eyes and mucous membranes.

## **D. Alternative Disinfectants**

Alternative disinfectants such as 0.5% accelerated hydrogen peroxide compounds can be used to clean blood and other body fluids. Disinfectants must have a drug identification number (DIN) issued by Health Canada.

The contact time and mixing instructions for cleaning blood and fluids issued by the manufacturer must be followed. Contact time is essential. Often, merely spraying and wiping or letting the disinfectant air-dry will not ensure sufficient contact time.

Note that sanitizer concentrations must be tested regularly with sanitizer test papers or other testing equipment.

## Appendix J – Additional Guidelines for Day Homes

Day homes are places where child care services are offered in a caregiver's own home. Follow this checklist of best practices for day home providers to operate a day home safely. The following items are mandatory, except where noted as a recommendation.

### Keep children safe

- Keep a basic (Type P) first aid kit available in the home and on field trips. Contents are outlined in the Alberta OHS Code - [OHS Act, Regulation and Code | Alberta.ca](#).
- Cover electrical outlets with approved safety covers.
- Secure dangling cords from blinds and other window coverings, and secure electrical cords away from children's reach.
- Secure televisions, shelving, dressers, and other furniture to prevent it from falling on a child.
- Lock away chemicals, medications, and other dangerous objects.
- To prevent scalding, keep hot water temperature for baths and showers at or below 49C (recommended 43C). Keep all other hot water taps at or below 54C (recommended 49C).
- Keep area around hot water tank free of clutter and combustibles.
- Prevent children's access to the laundry room.
- Remove dangerous objects from the yard and around the home. Consider toxicity of plants - <https://myhealth.alberta.ca/Alberta/Pages/non-toxic-and-toxic-plants-in-alberta.aspx>
- Identify and repair tripping or fall hazards throughout your home (examples: stairs, uneven flooring, loose carpet, slippery floors). Keep gates secured at the top and bottom of all accessible stairways.
- Verify that baby furniture and toys meet Health Canada's safety standards - <http://www.hc-sc.gc.ca/cps-spc/index-eng.php>.

## Recommendations

- ❑ *Supervise the use of any outdoor pools. Provide safety equipment for pool (examples: throwing ring, reach pole). Complete a course in pool operation and maintenance.*
- ❑ *Provide a puncture proof container for sharps disposal, if needed.*
- ❑ *Review a fire evacuation plan with children. Maintain fire extinguishers, smoke detectors and carbon monoxide detectors in good working condition.*
- ❑ *Clean and service furnace every 2 years.*
- ❑ *Generally, keep children out of the kitchen. Supervise them when they do use it.*
- ❑ *Do not use trampolines*  
<https://myhealth.alberta.ca/Alberta/Pages/trampoline-safety.aspx>
- ❑ *Install and maintain protective fall surfacing under and around play structures -*
- ❑ *Eliminate entrapment, entanglement and protrusion hazards on play equipment.*
- ❑ *Complete a course in basic health & safety for child care-*  
<https://www.albertahealthservices.ca/eph/Page3151.aspx>.

## Prevent the spread of disease

- ❑ Provide hand soap and single use towels for handwashing.
- ❑ Keep toilets and sinks clean and in good condition.
- ❑ Keep beds, cribs, cots or mats sanitary and in good condition.
  - ❑ Machine wash bed linens between uses by children and/or household members.
- ❑ Space mats apart while children are sleeping.
- ❑ Have sanitizer or low-level disinfectant available. Clean and sanitize surfaces, equipment and toys. For directions, use Health and Safety Guidelines for Child Care Facilities - <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-health-safety-guidelines-child-care-facilities.pdf>.

- Provide a separate space for diapering children. Follow proper diapering procedures and practices - <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-diapering-procedure-poster.pdf>.
- Protect your home from mice, flies and other pests.
  - Choose a supervised area to separate a child that is ill from the rest of the children. Arrange to have the child picked up as soon as possible.

### Recommendations

- Test sanitizer strength with a test strip before use.*
- Avoid placing clean laundry in baskets used for dirty laundry. Label baskets “For clean laundry only”.*
- Avoid contact between toothbrushes, hair combs, and brushes. Each item should be stored separate from one another.*
- Use individual separate wash cloths and towels for each child.*
- Wash hands after touching animals, animal waste, or any related animal supplies.*
- Take animals to routine vet examinations and vaccination.*