

## Health and Safety Guidelines for Child Care Facilities



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## ***Introduction***

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This companion document is designed to assist child care facilities and program operators to understand general health and safety standards set out by Alberta Health Services Environmental Public Health Department.

Examples of facilities that fall under the guidelines in this document include: daycares, pre-schools, before and after school care programs, group family day homes, and casual drop off childcare (found at gyms, churches, stores, etc.).

For specific information regarding your facility, it is recommended that you contact your local environmental public health office.

## ***Regulations***

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In addition to these guidelines, the following regulations may apply to your facility:

1. Communicable Diseases Regulation
  - *applies to all child care facilities*
2. Food Regulation
  - *applies to any child care facilities that provides food service to more than 10 children*
3. Institutions Regulation
  - *applies to all child care facilities*
4. Housing Regulation
  - *applies to all child care facilities*
5. Swimming Pool, Wading Pool and Water Spray Park Regulation
  - *applies to any child care facility that has a swimming pool, hot tub or wading pool*
6. Nuisance and General Sanitation Regulation
  - *applies to all child care facilities*

## ***Importance of Health and Safety Guidelines***

Child care-associated infections and injury can have a considerable impact on children, caregivers and their families. As children are more prone to injury and illness, practices, such as proper cleaning and sanitizing, are an important part of daily routines to keep children safe and healthy and prevent the spread of infections.

Some of the reasons why children in child care programs tend to get infections are:

- Children play and interact with many different children and are introduced to new germs by:

- touching objects;
- putting objects in their mouths; and
- touching other children.
- Children have weaker immune systems and therefore are more likely to get sick.
- There are often children in diapers who easily pass on diarrheal illness to other children.
- Children and caregivers may not wash their hands properly and then potentially contaminate surfaces, objects and food.

(Adapted from the Canadian Paediatric Society, 2008)

### ***Role of Environmental Public Health***

Executive Officers, known as Public Health Inspectors or Environmental Health Officers, play a role in the prevention of infections and injury in child care facilities. Executive Officers inspect and provide guidance to childcare facilities, program directors and staff to ensure:

- An effective system is in place to control the risk and spread of infections.
- The facility and equipment is safe and clean.
- Environmental health conditions such as physical or chemical hazards are identified and controlled.

### ***Approvals***

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- Every child care facility must be approved by a Public Health Inspector before opening.
- Executive Officer's approval is required for renovations, construction, or structural alterations to a child care facility.

### ***Physical Requirements***

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#### ***Space Requirements***

- Every child care facility must be operated in a manner that will minimize the risk of injuries to children and staff. The facility must be safely constructed, in good repair and maintained in a safe and sanitary condition.

### ***Storage Areas***

- Every child care facility must have adequate space and facilities for all items and activities connected with the operation, including:
  - a) foods and utensils,
  - b) client and staff personal items,
  - c) unused articles/seasonal items,
  - d) laundry equipment and supplies,
  - e) cleaning equipment, supplies and toxic materials.
- Different types of items must be stored separate from each other. For example: cleaning products should be kept in a locked cabinet separate from food items.

### ***Sick Child Area***

- Every child care facility must have a designated and supervised area with adequate space for children who become ill. This space must be separate from food areas, adequately ventilated and heated, and large enough for a bed/mat. This space, including all of the surfaces, must be easy to clean and sanitize.

### ***Floors, Walls and Ceilings***

- Floors, ceilings and walls in kitchens and washrooms must be smooth, impervious to moisture, and easily cleaned.

### ***Windows and Doors***

- Every doorway, window or other opening that is used to provide ventilation for a child care facility must be screened to prevent pest infestations.
- In every day care centre and pre-school, glass mirrors or windows within 1 metre of the floor must have safety features or be made of safety grade glass.
- Operators of every day care centre or pre-school with windows that open shall ensure that windows are adequately guarded against a child climbing through them or are fixed to open no more than 9 cm (3.5 inches).
- Every bedroom must have a window or door that provides access to the exterior of the building, or another reasonable way to escape from the room in the event of a fire. Alternatively, the bedroom may be equipped with a sprinkler system for fire safety.



- (i) Bedroom windows must provide unobstructed openings with areas not less than 0.35 m<sup>2</sup> (3.8 ft<sup>2</sup>), with no dimension less than 380 mm (15”).
- (ii) Window security bars must be equipped with quick release devices or installed to be opened without tools or special knowledge.

### ***Laundry Areas***

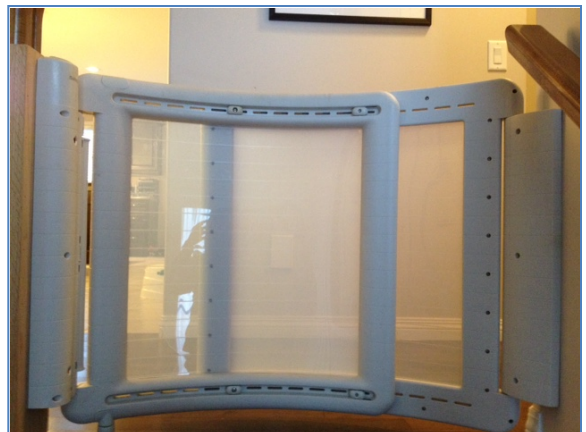
- Every laundry area must be:
  1. Completely separate from food areas;
  2. Floors, walls and ceilings in laundry rooms shall be smooth, impervious to moisture and easily cleanable;
  3. Provided with proper venting to the exterior of the building for exhausting the clothes dryer; and
  4. Provided with adequate space and appropriate containers to keep dirty laundry from contaminating clean laundry.

### ***Food Preparation Areas***

- In every child care facility, food preparation areas must be adequately separated from other areas.
- Except for supervised activities, food preparation areas shall be inaccessible to children.

### ***Stairways***

- Every stairway accessible to infants and toddlers must have a securely installed gate or barrier at the top and bottom.
- Every stairway must have appropriate and secure handrails and be maintained in safe condition.
- Handrails and guards must be safe and secure, maintained in good repair and must reasonably prevent injury.
- Stairways and walkways must be well lit, unobstructed and free from snow and ice or other hazards.
- Infant crawling areas must be separate from general walkways and areas used by older children.



### ***Sleeping Areas***

- Rooms or areas that are used for resting or sleeping should have sufficient space (not less than 2.5 square metres per child under the age of 10 or at least 5 square metres for each person over the age of 10).

### ***Water Supply***

- Every child care facility (used in whole or in part) must be supplied with a safe drinking water supply of sufficient volume, pressure, and temperature to serve the needs of the clients and staff.
- Hot water heating devices must be capable of maintaining hot water temperatures of not less than 46°C (114°F) to no higher than 60°C or 140°F at the heating device.
- Maximum hot water temperature at bathing fixtures that children contact is 49°C.
- Maximum hot temperature at hand wash sinks that children contact is 54°C.
- In client-restricted areas 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 sanitary drainage system or private sewage disposal system, including drains, fixtures, traps, vents, stacks, waste disposal facilities, pump-out sewage holding tanks, septic tanks and the disposal system must be maintained in a good operating condition.

### ***Sinks***

- Every child care facility must have at least one easily accessible sink for washing toys. A washroom sink does not meet this requirement.
- Every child care facility must have an easily accessible hand washing sink for client and staff use.
- Every hand washing sink must have soap in a dispenser, and hot air dryers or single-service disposable or individual-use towels in suitable dispensers.



## ***Washrooms***

- For child safety, washroom door locks must be capable of being opened from the outside.
- All rooms containing a flush toilet and/or bathtub or shower must have an exterior window or mechanical ventilation.
- Washrooms must be in a convenient location so children can easily access them.
- Washroom facilities must be appropriate for the age, size and ability of the children in care. If the washroom is not designed for children and modifications are made, such as steps, stools and training seats, the modifications must be sturdy, durable and easily cleaned. Steps and stools must be slip resistant.
- Except where exempt by regulation, every child care facility must be provided with approved plumbing fixtures consisting of at least a flush toilet, a hand washing sink, and a means to bathe children such as a bathtub or shower.
  - The hand wash sinks and bathtub or shower must have safe hot and cold running drinking water.
  - The hand wash sink must be in the same room as the flush toilet or close by.
  - All washrooms must have the necessary supplies such as toilet paper, dispensers for paper towels (where appropriate), soap and a safe way to dry hands (paper towel, hot air dryer, etc.).
  - Washrooms must have appropriate garbage containers lined with a plastic bag for the garbage produced.
  - A toilet must be next to every diaper change area, where cloth diapers are used.



## ***Shared Washrooms***

- Children in public accommodation such as a group home with more than one bedroom may share a flush toilet, hand wash sink, and bathtub or shower provided that:
  - The children have access to the washroom facility 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 group of plumbing fixtures (toilet, washbasin, bathtub or shower) doesn't serve more than eight persons.

### **Lighting**

- All rooms used for sleeping must have adequate window coverings.
- All areas of a child care facility and surrounding property must be will lit to allow for cleaning and injury prevention.

### **Heating and Air Supply**

- All rooms within the facility must be maintained at 20°C or warmer.
- Carbon monoxide alarms are required in buildings that contain an overnight sleeping area and that also contain a fuel-burning appliance or an attached garage.
- Exhaust from combustion engines must be restricted from air intakes servicing the facility.
- Ventilation must be sufficient to maintain good air quality.



## **Operational Requirements**

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### **Food**

- All child care facilities that provide care to more than 10 children must obtain a food permit under the *Alberta Food Regulation*.
- Child care facilities with 10 or fewer children must meet the minimum standards outlined in Appendix A.
- All foods served at a childcare facility and on field trips must be from an approved source. Bag lunches and snacks may be provided by parents for their own children.
- Foods taken on field trips must be:
  - a) Kept packaged until eaten.
  - b) In a ready-to-eat state requiring limited additional food handling.



- Parents of children attending a child care facility may provide food for other children of the facility at the discretion of the Executive Officer. All parents must be informed.
- Food provided for other children by parents must be:
  - a) Non-perishable (including hard cheeses, fruits, and vegetables which must be transported at 4°C or colder); or
  - b) If perishable:
    - i) kept below 4°C or above 60°C, and
    - ii) prepared in an approved food establishment or provided to the child care facility in the original container.

### ***Diapering***

- Diaper changing and storage of soiled diapers must be completely separate from food preparation areas, including microwave areas used to reheat foods, and sinks used to fill and/or mix bottles.
- A diapering surface must be next to designated hand washing facilities. The hand wash sink must have a continuous plumbed-in supply of hot and cold running water and must be directly connected to a sewage disposal system.
- A diapering surface must be made of an impervious material that can be cleaned and disinfected after each use.
- A diapering surface must not be used for any other activity.
- Every diapering surface that is elevated above floor level must be equipped with suitable restraints such as safety belts or other approved devices. Children must never be left unattended on a diapering surface.
- The approved diapering procedure in Appendix B must be followed.
- A diapering surface must be thoroughly cleaned and disinfected after each use.
- A fresh diapering surface to cover the changing surface (i.e. paper for each child) is required.
- Diaper containers left on site shall be cleaned and disinfected daily with an approved disinfectant.



### ***Personal Hygiene***

- Hands of children and staff must be properly washed and dried:
  - a) before eating;
  - b) before being involved in food service activities including setting tables;
  - c) after sand and water play activities;
  - d) after outdoor activities;
  - e) after toilet and diapering activities;
  - f) after contact with animals; and
  - g) after any activity which leaves hands dirty or contaminated.
- Proper hand washing is done using soap and warm running water. Vigorously rub together lathered hands and exposed arms for at least 20 seconds. Rinse under clean, warm, running water. Special attention should be given to areas underneath fingernails and between fingers and wrists. Dry hands and arms thoroughly, using a single-service towel or hot air dryer.
- Alcohol-based hand sanitizers are not a substitute for hand washing when hands are visibly soiled. They are not acceptable during diapering or food preparation. Hand sanitizers are not appropriate for infants and toddlers.
- All staff must be clean, not have any infected sores or wounds, wear only clean clothing, and not smoke in any area used by children.



### ***Communicable Diseases***

- All staff shall be free from symptomatic communicable infections.
- Children and/or staff who have been excluded from the facility must not be present in the facility.
- Bottles must be properly labelled to indicate the user, stored, and handled in a safe and sanitary manner at all times, and properly cleaned and sanitized between uses.
- Personal items such as combs, brushes, toothpaste, toothbrushes, clothing and pacifiers must be properly labelled to indicate the user and stored and handled in a safe and sanitary manner at all times. Personal items should not be shared between children.
- Objects that are considered contaminated by body fluids such as saliva, mucus, or other discharge, must be stored in a separate, labelled container intended for cleaning and disinfection.

### ***Outbreak Management***

- If a child becomes ill with diarrhea and/or vomiting, the operator must isolate the child from other children within the facility. For children with non-gastrointestinal-like symptoms of an infection, the operator must consult with the Guidelines for Outbreak Management in Child Care Facilities (2013-10) for requirements on isolation.
- Illness cases identified in children and staff at the facility must be logged and managed by staff at the facility in a manner consistent with AHS guidelines that pertain to the facility.
- During outbreaks, disinfectant concentrations are increased. Please refer to Appendix B for disinfection procedures during an outbreak.
- Clusters of illness identified by the facility that are indicative of a possible outbreak must be reported to AHS and managed in a manner consistent with AHS guidelines that pertain to the facility.



### ***Sleeping***

- All beds must be constructed of material that can be kept in a safe, clean and sanitary condition.
- All bed linens must be maintained in a clean, dry and sanitary condition and must not be used for more than one child without laundering between uses.
- All bedding, including blankets and moisture-resistant covers, must be washed and sanitized when soiled. Sheets must be laundered at least once per week.
- A child's bedding must not touch another's bedding and must be protected from contamination at all times.
- Bed linens in a daycare centre must be labelled indicating the name of the child that will be sleeping on them.
- Sleeping areas must be large enough to allow 60 cm of open space on all sides of beds except where adjacent to a wall or partition. Napping space and play areas may be used interchangeably.
- Cribs shall meet the Health Canada requirements outlined in Appendix D.



- Except for in foster homes and family shelters, double or multiple-decked beds must not be used. Safety guards should be present on the upper bunk.

### ***Play Equipment***

- All toys and play materials must be durable, easy to clean and safe.
- Craft materials/supplies must be non-toxic, safe and appropriate for the children using them. More information on arts and crafts safety can be found in Appendix D.
- All toys and play materials must be cleaned and sanitized according to the schedule in Appendix F.
- Infant and toddler toys and those toys likely to be mouthed must be cleaned and sanitized between uses and at least daily.
- Common-use plush toys must not be used unless they can be properly cleaned and sanitized. Toys that are laundered in a washer and hot dryer meet this requirement.
- Trampolines, rebounders, and similar equipment are not permitted in or at any child care facility except for a foster home, nor are they 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.
- Water play tables must be emptied, cleaned and sanitized twice daily (morning and afternoon) or between each group of children as outlined in Appendix G.
- Play table covers if provided, must be smooth, impervious to moisture, and easily cleaned.
- Sand must be clean, free from clay, silt, debris and other contaminants. Approved play sand must be used.
- Indoor play sand must be discarded and replaced every two years.
- Sand boxes in outdoor play areas must be constructed to allow for proper drainage and provided with a durable, well-maintained cover that prevents access to animals.
- Sand that falls out of the table or box shall be discarded.





- Sand in outdoor play areas should be turned over a depth of 460 mm (18 inches) annually.

### ***Swimming Pools & Wading Pools***

- Every swimming pool at a child care facility, except for foster homes, must comply with the *Alberta Swimming Pool Regulation*.
- Fill and drain wading pools (e.g. kiddie pools) must not be used, except for foster homes.

### ***First Aid Kit***

- A first aid kit that meets the requirements in Appendix H must be readily available for emergency treatment.
- Occupational Health and Safety standards require the type of kit available to be based on:
  - a) Risk of occupation (Daycare is medium risk)
  - b) Number of workers
  - c) Distance to hospital or 24 hour medical care
- An adequate first aid kit is to be available on field trips.



### ***Equipment and Safety***

- Children must be adequately protected from injurious conditions such as radiators, hot water pipes or other heating devices, electrical outlets, toxic plants, window blind cords, and other hazards.
- Every child care facility must be operated in a manner that will minimize the risk of injuries to children.
- Furniture such as shelves and dressers must be stable or secured to prevent them from falling on children.
- High chairs must be stable, kept in good repair and equipped with safety belts. Feeding trays must be smooth and easy to clean.



- Access to all mechanical equipment rooms, storage rooms and janitorial closets used in or around a child care facility must be controlled to prevent undue risks to children in care.

### ***Maintenance and Cleaning***

- Every child care facility and all equipment for the facility must be in good repair and in clean and sanitary condition. Cleaning frequencies must, at a minimum, meet the schedule in Appendix G.
- Blood, feces, vomit, or body fluid spills must be cleaned and disinfected as outlined in Appendix I.

### ***Laundering***

- Linens, towels, bibs, play clothes, plush toys and items contaminated with blood, vomit, feces, lice or scabies must be stored, transported, laundered separately, and hot air dried.
- Separate storage must be provided for clean and dirty laundry.

### ***Garbage***

- Garbage must be kept in watertight, fly proof, enclosed containers of suitable strength to hold the contents without tearing or splitting.
- Garbage must be properly stored and disposed of as often as necessary to eliminate overflow or any nuisances.

### ***Biomedical Waste***

- If sharps are used in the child care facility, puncture-resistant sharps containers must be accessible at point of use and not filled more than  $\frac{3}{4}$  full or past the fill line. Sharps containers must not have protruding sharps.
- When full, sharps containers must be sealed, secured, and stored in an appropriate manner.





## ***Animals***

- The presence of animals in a child care facility is subject to approval by an Executive Officer. This also applies to animals that are the subject of a special event or entertainment. This does not apply to service animals.
- Generally, gerbils, hamsters, guinea pigs, fish, ant farms, or rabbits are acceptable.
- Environmental Public Health may, at any time, revoke the approval to allow animals into the child care facility.
- At the discretion of Environmental Public Health, the owner of a child care facility must submit a veterinarian's report indicating that an animal is healthy, disease-free and has up-to-date vaccinations.
- Animals are not allowed in food preparation or food storage areas.
- Animals must be caged or adequately controlled.
- Animal food, supplies and cleaning equipment must be stored completely separate from foods intended for human consumption.
- All employees and children must wash their hands immediately after touching an animal, animal waste, or any animal-related supplies.
- Animals must be adequately supervised and managed to the spread of disease.
- The *Communicable Disease Regulation* states that the following animals must be restricted from child care facilities: turtles of the genera *Pseudoemys*, *Graptemys*, *Chrysemys*, or *Chlydra*.



Photo Credit: lollypopfarms

## *Appendix A – Minimum Food Safety Requirement For Child Care Facilities with 10 or Fewer Children*

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### **Food Source**

- All food must come from an **approved inspected source**. The use of home-canned food, with the exception of fruit jams, jellies and pickles, is prohibited.

### **Food Protection**

- Foods must be protected from dirt, dust, vermin, broken glass, nose and throat secretions, and other contaminants.
- Foods must be stored in a clean and sanitary manner.
- Foods and food service items must not be stored in a washroom.
- Foods must be separated from poisonous substances.
- Packaging material that comes into contact with food must be clean and sanitary.
- **Perishable foods must be kept below 4°C or above 60°C.**
- Surfaces used to prepare or process foods must be smooth, impervious, and easily cleaned.



### **Equipment**

- A **2-compartment sink, or 1-compartment sink and a domestic dishwasher** are required.
- A **thermometer** is required for monitoring temperatures of perishable foods, refrigerators, and the hot water supply.

### **Hygiene**

- All food handlers must follow good personal hygiene habits and wash hands prior to handling food.

### **Sanitation**

- An **approved sanitizer** must be available on site.

### **Training**

- One person in every facility with 4 or more clients, except foster homes and day homes, must complete a **course in basic food sanitation** consisting of 2-3 hours of instruction or home study. Basic food sanitation courses are **recommended** for all Child Care Facilities.

## Appendix B – Diapering Procedure

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1. Place clean paper liner on change surface.
2. Place the child on paper and fasten safety belt. Never leave a child unattended on a change table.
3. Remove and discard soiled diaper.
4. Clean skin with a single-use towel, wiping from front to back.
5. Use a single-use dispenser for ointments or creams.
6. Remove and discard the paper liner.
7. Apply a fresh diaper and dress the child.
8. Wash or wipe child's hands.
9. Remove the child from the change area.
10. Clean and disinfect the change surface. If there is visible contamination, clean the surface with hot water and soap first.
11. Wash your hands with soap and water.

| Approved Disinfectant | How to Mix  | Solution Strength |
|-----------------------|---|-------------------|
| Chlorine Solution     | Add 2 ml (1/2 teaspoon) household bleach per litre (4 cups) of water. | 100 ppm Chlorine  |

**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 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. 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 GI Outbreaks in Child Care Facilities*

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### **A. Surfaces of Concern**

“High touch” surfaces (such as those listed below) are the surfaces that are most likely to be contaminated, and should be cleaned and disinfected daily, and when visibly soiled:

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

### **B. Procedures: “Wipe Twice”**

Use a “wipe twice” procedure (a 2-step process) to clean and then disinfect surfaces (i.e. wipe surfaces thoroughly to clean visibly soiled material then wipe again with a clean cloth saturated with disinfectant to disinfect).

### **C. Recommended Disinfectants**

Two disinfectants permitted by Environmental Public Health for use during GI outbreaks are:

1. **Diluted household bleach** solution. Prepare fresh daily by adding 1/3 of a cup of 5% household bleach to 4 litres of water (this 1:50 dilution provides the recommended 1000 parts-per-million chlorine disinfectant)
2. **0.5% Accelerated Hydrogen Peroxide**, used according to the label instructions.

For questions about disinfectants or cleaners, contact your local Environmental Public Health Office.

*Modified From: Alberta Health Services (2009). Child Care Facility Environmental Public Health Information Manual. Edmonton: Alberta Health Services.*

## Appendix D – Crib Safety Checklist

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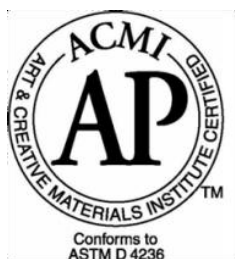
- Built after September 1986 and with a label.
- Assembly instructions and parts list attached.
- No more than 3 cm (1.2 in) of space between the mattress and the bed frame when the mattress is pushed flush to one corner of the crib.
- Mattress no thicker than 15 cm (6 in) and tight fitting against all 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.
- Corner posts not higher than 3 mm (1/8 in) above the highest side.
- 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.
- Crib is not in front of window or within reach of drapery cords, lamps, electrical plugs, and extension cords.
- Crib is in good repair:
  - ✓ tight bolts/ screws
  - ✓ no loose parts
  - ✓ wood smooth, metal free of sharp edges
  - ✓ slats tight
  - ✓ mattress firm



Adapted from Crib Safety Booklet, Health Canada, <http://www.hc-sc.gc.ca/cps-spc/pubs/cons/crib-lits/index-eng.php>, accessed on February 3, 2011

## Appendix E – Arts and 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   |
|---|---|
| <b>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.</b> | ✓ Talc-free, premixed clay. After using clay, wet mop or sponge surfaces thoroughly.          |
| <b>Ceramic glazes or copper enamels.</b>  | ✓ Water-based paints instead of glazes. Adults may waterproof pieces with shellac or varnish. |
| <b>Cold-water, fibre reactive dyes or other chemical-based commercial dyes.</b>   | ✓ Vegetable and play dyes (such as onion skins, or tea) as well as food dyes.                 |
| <b>Instant paper mâchés, which create inhalable dust and may contain lead or asbestos.</b>  | ✓ Make paper mâché from black and white newspapers and library or white paste.                |
| <b>Powdered tempera paints, which create inhalable dust and may contain toxic pigments.</b>   | ✓ Liquid tempera paints or paints an adult premixes.  |
| <b>Solvents such as turpentine, toluene, and rubber cement thinner and solvent-</b>   | ✓ Water-based products only.  |

|   |   |
|---|---|
| <b>containing materials.</b>  |   |
| <b>Aerosol sprays.</b>  | ✓ Water-based paints with brushes or splatter techniques.   |
| <b>Pastels, chalks, or dry markers that create dust.</b>  | ✓ Oil pastels, crayons, or dustless chalks.   |
| <b>Epoxy, instant glue, airplane glue, or other solvent-based adhesives.</b>  | ✓ Water-based white glue or library paste.  |
| <b>Permanent felt-tip markers which may contain toxic solvents.</b>   | ✓ Water-based markers only.   |
| <b>Casting plaster. Besides creating dust, casting body parts can result in serious burns.</b>  | ✓ Adults can mix plaster in ventilated area or outdoors for sand casting and other safe projects.   |
| <b>Toxic bingo dabbers</b>  | ✓ Bingo dabbers that state they are non-toxic.  |
| <b>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.</b> | ✓ Larger, non-toxic craft objects.  |
| <b>Toxic crayons or ones broken into small pieces. For children under the age of 3, broken crayons may be a choking hazard.</b>   | ✓ Use waxed or pressed crayons designed for children that are non-toxic.  |
| <b>Egg cartons with visible dirt on them.</b>   | ✓ 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. Alternatively, spray styrofoam cartons with a 100 ppm chlorine solution. |
| <b>Products not designed for use on the body for body art and face painting.</b>  | ✓ Products designed for use on the body.  |
| <b>Scissors that have sharp points.</b>   | ✓ 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 must be immersed in boiling water or heated in the oven for at least 10 minutes at 175°C (350°F).

## *Appendix F – Cleaning and Sanitizing Food Contact Surfaces, Equipment, Toys and Other Surfaces*

1. Wash with a detergent and warm water.
2. Rinse with clean warm water.
3. Wipe, spray, or immerse for 2 minutes in one of the approved sanitizers listed below.
4. Air dry.

| <b>Approved Sanitizer</b>           | <b>How to Mix</b>   | <b>Solution Strength</b>   |
|-------------------------------------|---|--|
| Chlorine Solution                   | <ul style="list-style-type: none"> <li>• 2 ml (1/2 teaspoon) household bleach per litre (4 cups) of water or</li> <li>• 30 ml (1 ounce or 2 tablespoons) household bleach per 15 litres (3.3 gal) or a domestic sink half-filled with water.</li> </ul> | 100 ppm Chlorine for food contact surfaces, toys and other environmental surfaces. |
| Quaternary Ammonia Solution (QUATS) | Follow manufacturer's instructions for mixing correct dilution and for the dilution required for environmental surfaces. Product must have a DIN issued by Health Canada.   | 200 ppm QUATS for food contact surfaces.   |
| Iodine Solution                     | Follow manufacturer's instructions  | 12.5 – 25 PPM Iodine   |
| Accelerated Hydrogen Peroxide       | Follow manufacturer's instructions for mixing the correct dilution. Product must have a DIN issued by Health Canada.  | 0.5%AHP (with disinfectant claim)  |

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

## Appendix G – Cleaning and Sanitizing Schedule for Child Care Facilities

| Classrooms/Child Care/Food Areas                                       |       |          |   |
|--|-------|----------|---|
| Area   | Clean | Sanitize | 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 cleaning carpets, make sure children are not present until carpet is dry. Clean carpets at least monthly in infant areas, at least every 3 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) and soft/plush toys            | x     |          | Weekly and when visibly soiled.   |
| Floor mats and small rugs  | x     |          | Shake outdoors or vacuum daily.   |

Health and Safety Guidelines for Child Care Facilities

|  |   |   |  |
|--|---|---|--|
| 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 6 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.<br>Sanitize in boiling water.                                     |
| 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 day).   |
| Windows  | x |   | Twice a year or as needed.   |

| <b>Toilet and Diapering Areas</b>  |              |                 |   |
|--|--------------|-----------------|---|
| <b>Area</b>  | <b>Clean</b> | <b>Sanitize</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>Sanitize</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. |

[http://www.caringforkids.cps.ca/wellbeings/Cleaning\\_Sanitizing.pdf](http://www.caringforkids.cps.ca/wellbeings/Cleaning_Sanitizing.pdf)

[http://healthykids.us/chapters/cleaning\\_pf.htm](http://healthykids.us/chapters/cleaning_pf.htm)

*Appendix H – First Aid Equipment and Supplies*

**First Aid Requirements for medium hazard work  
(adapted from Occupational Health and Safety Code 2009 (Schedule 2))**

| <b>Number of workers at work site per shift</b> | <b>Close work site<br/>(up to 20 minutes)</b>   | <b>Distant work site<br/>(20 – 40 minutes)</b>  | <b>Isolated work site<br/>(more than 40 minutes)</b>  |
|---|---|---|---|
| 1   | Type P First Aid Kit *  | Type P First Aid Kit  | Type P First Aid Kit  |
| 2 – 9   | 1 Emergency First Aider<br>No. 1 First Aid Kit *  | 1 Standard First Aider<br>No. 2 First Aid Kit<br>3 blankets   | 1 Standard First Aider<br>No. 2 First Aid Kit<br>3 blankets   |
| 10 – 19   | 1 Emergency First Aider<br>1 Standard First Aider<br>No. 2 First Aid Kit *  | 1 Emergency First Aider<br>1 Standard First Aider<br>No. 2 First Aid Kit<br>3 blankets  | 2 Standard First Aiders<br>No. 2 First Aid Kit<br>3 blankets  |
| 20 – 49   | 1 Emergency First Aider<br>1 Standard First Aider<br>No. 2 First Aid Kit  | 1 Emergency First Aider<br>1 Standard First Aider<br>No. 2 First Aid Kit<br>3 blankets  | 2 Standard First Aiders<br>No. 2 First Aid Kit<br>3 blankets  |
| 50 – 99   | 2 Emergency First Aiders<br>1 Standard First Aider<br>No. 3 First Aid Kit *   | 2 Emergency First Aiders<br>1 Standard First Aider<br>No. 3 First Aid Kit<br>3 blankets   | 3 Standard First Aiders<br>No. 3 First Aid Kit<br>3 blankets  |
| 100 – 199                                       | 2 Emergency First Aiders<br>2 Standard First Aiders<br>No. 3 First Aid Kit<br>Designated area for first aid services  | 2 Emergency First Aiders<br>2 Standard First Aiders<br>No. 3 First Aid Kit<br>3 blankets, stretcher, splints<br>Designated area for first aid services                              | 3 Standard First Aiders<br>1 Advanced First Aider<br>No. 3 First Aid Kit<br>3 blankets, stretcher, splints<br>Designated area for first aid services    |
| 200 or more                                     | 2 Emergency First Aiders<br>2 Standard First Aiders<br>1 Nurse or 1 EMT-P<br><b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers<br>First Aid Room | 2 Emergency First Aiders<br>2 Standard First Aiders<br>1 Nurse or 1 EMT-P<br><b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers<br>First Aid Room | 4 Standard First Aiders<br>1 Nurse or 1 EMT-P<br><b>Plus</b> 1 Standard First Aider for each additional increment of 1 to 100 workers<br>First Aid Room |

**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 and Disinfecting Blood Spills, Feces, Vomit and Other Body Fluids***

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All body fluids, including blood, along with the soiled cleaning equipment used to remedy the spill must be treated as infectious and handled cautiously. Only knowledgeable individuals should perform the clean-up procedure.

Before beginning the clean-up procedure, restrict public and staff access to the affected area and do not leave the contaminated area unattended. A hazard remains until the entire contaminated area and the soiled cleaning equipment have been disposed of safely.

### **A. Cement and Impervious Surfaces**

1. Wear gloves (preferably disposable) made with impervious material to protect your hands. Torn gloves should not be used, and avoid tearing your gloves on equipment or sharp objects. Use additional personal protective equipment (PPE), as needed, to protect personal clothing, skin, lips, and eyes.
2. Blot excess fluid using paper towels or disposable rags/cloths. Mops are not recommended because they are difficult to clean and there may be possible aerosol generation.
3. Flood the affected area generously with a pre-made bleach solution (1 part household 5.25% bleach to 9 parts water) and let sit for a minimum of 10 minutes.
4. Blot up the bleach solution with fresh paper towels or disposable rags/cloths.
5. Place all used paper towels and rags/cloths in a sturdy, leak-proof garbage bag. If disposable gloves are used, remove and discard the gloves and other PPE 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, do not use a bleach solution as it can cause discoloration. A low-level disinfectant is recommended to clean the carpet. 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 and may damage to colored fabrics and 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 accelerated hydrogen peroxide compounds can be used to clean blood and 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.

## *Resources*

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1. Public Health Act and Regulations, Alberta Queen's Printer website:  
<http://www.qp.alberta.ca/index.cfm>
2. First Aid Requirements and First Aid Kits, Alberta Occupational Health and Safety Act:  
[http://employment.alberta.ca/documents/WHS-LEG\\_ohsc\\_2009.pdf](http://employment.alberta.ca/documents/WHS-LEG_ohsc_2009.pdf)
3. Environmental Public Health Online Resources and Training Courses, Alberta Health Services website: <http://albertahealthservices.ca/eph.asp> - click on Information for your Business or Community or Education Courses

## *Contact Information*

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**Website:** <http://www.albertahealthservices.ca/eph.asp> - a list of offices is provided

### **Environmental Public Health Main Offices:**

North Zone (Fort McMurray/Grand Prairie): 780-791-6078/780-513-7517

Edmonton Zone (Edmonton): 780-735-1763

Central Zone (Red Deer): 403-356-6366

Calgary Zone (Calgary): 403-943-2295

South Zone (Lethbridge): 403-388-6689