

# Extended Day Learning: Checklist for Operators

*Extended day learning programs must comply with the Health Protection and Promotion Act and the Food Premises Regulation (Ontario Regulation 562). Based on a risk assessment conducted by Wellington-Dufferin-Guelph Public Health, these programs are inspected by Public Health for satisfactory food safety and infection control practices at least once per year.*

**Please note this checklist is not exhaustive.**

## FOOD SAFETY

### A. If a snack is provided by the centre

- Maintain hazardous foods at 4°C during refrigerated storage and transportation
- Maintain frozen hazardous foods at -18°C
- Provide an accurate indicating thermometer for all refrigeration/freezer units
- Serve all food items using either disposable cups/plates/napkins or items that can be cleaned and sanitized
- Provide utensils for food service (e.g. tongs)
- Clean and sanitize the tabletop before serving snacks
- Ensure all food items are prepared in an inspected kitchen/obtained from an approved source
- Wash, rinse, and sanitize multi-use dishes and utensils after each use
- Ensure refrigeration/freezer and dishwashing temperature logs are completed daily (as applicable)
- Transport dishes and utensils that are washed/rinsed/sanitized offsite in a sanitary manner
- Cover and store food items 15 cm (6") off the floor
- Keep cold foods cold (4°C or colder)
- Discard any hazardous food items that are within the temperature “danger zone” (4-60°C) for more than 2 hours
- Provide test strips to verify concentration of sanitizer/disinfectant diluted from concentrate

### B. If a snack is provided by parents:

- Encourage parents to use an ice pack for hazardous foods

# INFECTION CONTROL

## A. General Safety:

- Ensure floors, walls, and ceilings are clean and in good repair
- Provide separate, individual storage for personal items (e.g. cubbies/coat hooks)
- Ensure washrooms are adequately supplied (e.g. toilet paper, paper towels or hand dryer, liquid soap, hot and cold running water)
- Ensure hot water temperature at handwashing basins accessible by children does not exceed 49°C
- Store chemicals out of reach of children or in a locked cupboard
- Provide policies and procedures for annual review (if applicable):
  - Blood and body fluid spill cleanup
  - Cleaning and disinfection
  - Outbreak management
  - Toileting
  - Exclusion due to illness (vomiting, diarrhea, fever, etc.)
  - Stool sample collection (if applicable)
  - Pet handling (if applicable)

## B. Toys and Sensory Play:

- Maintain toys in a clean and sanitary manner (see *Childcare Cleaning and Sanitizing Schedule*)
- Remove damaged toys or items unable to be cleaned and disinfected by laundering or disinfection
- Maintain sensory tables in a clean and sanitary condition:
  - Do not use food in sensory table (e.g. macaroni, rice)
  - Replace water in sensory table after each use<sup>564</sup>
  - Replace play sand weekly
  - Clean and disinfect sensory table after emptying/prior to refilling
  - Stop sensory playing during outbreaks

## C. Cleaning and Disinfection:

- Clean and disinfect toys and environmental surfaces regularly (see *Childcare Cleaning and Sanitizing Schedule*)
- Provide an approved disinfectant for toy and surface disinfection (e.g. PerCept, Virox 5, 1:100 bleach and water solution, or equivalent)
- Follow manufacturer's instructions for dilution, PPE, and contact time
- Provide test strips if disinfectant is mixed from concentrate

## D. Outdoor Play Areas:

- Maintain outdoor areas in a safe and sanitary condition
- Cover sandbox when not in use (if applicable)

## E. Outbreak Management:

- Contact Public Health if 3 or more children and/or staff in a 4-day period have similar enteric symptoms (e.g. diarrhea/vomiting). Complete a line listing form and fax to 1-855-934-5463.
- Provide staff with disposable gloves and masks for cleaning up blood and body fluid spills
- Enhance cleaning and disinfection using an appropriate disinfectant
- Stop sensory play