



## **Laundry Policy and Procedure**

Created: March 15, 2016

Revised: October 23 2017, May 6, 2020, July 2, 2020, September 13, 2023

Reference: Toronto Public Health Guidance Document 2017, 2019

Approved by Board of Directors: November 15, 2017

### **Purpose**

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health evolves.

Orde Day Care has developed a policy and procedure for all staff, students and volunteers to adhere to when handling soiled laundry, which encompasses the collection, transportation, handling, washing and drying of soiled items, children's personal items, and items that cannot be laundered at the centre. Sheets and cot covers have been shown to harbour microorganisms that proliferate in a moist and warm environment, but if handled appropriately infection is significantly reduced. Current research indicates that improper use of bedding materials in childcare may increase the risk of communicable disease transmission

### **Procedures**

Staff, students and volunteer must adhere and review this policy upon hiring/unpaid placement and yearly thereafter, or whenever changes are made.

### **Laundry Schedule**

- All crib and/or bed linens are to be changed and laundered weekly, and more often if required (i.e. linen is soiled)
- Infant and toddler programs must ensure that bibs are washed after each use; bibs should not be reused before washing

### **Soiled Laundry**

- All employees are to wear gloves when handling soiled laundry. Gloves are to be removed, disposed of and hand hygiene performed prior to touching clean linen or returning to the program
- Children's soiled clothing (including cloth diapers) must be sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag); solid stools must be disposed of in the toilet prior to bagging clothes
- Always minimize shaking of any soiled clothing or laundry to prevent contamination of the surrounding area
- Store sealed bags containing soiled laundry for pick up by child's parent or guardian in an area that is inaccessible to children and separate from food preparation area
- Store dirty laundry and soiled items separate from clean items in a covered and properly labelled basket, container or bag designated for dirty laundry



- Store clean laundry in a clean, dry location away from dirty laundry
- Launder bedding, linens and dress up clothes in separate cycles from items used for environmental cleaning (cloths, mop heads)

**Laundry Facilities**

- Prior to operating the washer and dryer, read the manufacturer's instructions on use
- Use laundry facilities for child care linens and supplies only
- **Laundry area must be inaccessible to children**
- All items will be washed and dried in hot water /dryer setting
- **At the Satellite site a curtain must separate the laundry facilities from the kitchen and laundry must not be done during food preparation time**
- **Surfaces must be cleaned and disinfected prior to food preparation and after laundering**
- Remove lint from the dryer when removing clean dry laundry, and performed hand hygiene
- Keep washer door open at night to allow for it to dry out
- Laundry products need to be stored/locked and kept out of reach of children
- **Do not start a wash cycle unless you are able to put it in the dryer before the end of your shift**

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre **Laundry Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Laundry Policy and Procedures**. I understand that if I have questions, at any time, regarding the **Laundry Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Laundry Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: