

PATHWAYS ABILITIES SOCIETY

POLICY: GENERAL CLEANING AND SANITIZING

Applies to: All Personnel, Volunteers and Person Served

Original Approval Date: June 28, 2021

Date Board Approved: June 28, 2021

Replaces Policy Dated: Not Applicable

Board Member's Signature

PREAMBLE

Cleaning is an important aspect of our roles at Pathways Abilities Society. Ensuring the safety and health of all persons that attend any and all Pathways services and sites is crucial. The policy and procedure are intended to continue the Society's objective of maintaining the highest quality of services offered.

POLICY

Cleaning supplies are provided by the agency, and the purchasing of cleaning supplies is accessible through notifying a supervisor and/or requesting to purchase cleaning supplies through the Supplies (ordering) tab on ShareVision. Any purchase requests amounting to more than \$50.00 must be approved by the executive director or designate.

All staff, volunteers and individuals able are responsible for cleaning and sanitizing when required. Pathways recognizes that there are situations in which cleaning and sanitization cannot happen in a timely manner, so it is the responsibility of all staff, volunteers, and individuals able to help each other with cleaning and sanitizing when it is not possible for the persons responsible for cleaning up after themselves to do so. If staff responsible for an individual in crisis cannot clean up after themselves, they ask for help from other staff, volunteers, and/or individuals.

When cleaning, personal protective equipment (PPE) gloves and masks (when required with chemicals) must be worn. There is no exceptions.

Appliances and other machinery used at Pathways sites must be routinely cleaned.

Cleaning and Sanitizing Strategies

When cleaning and sanitizing, it is expected that the health and safety of any and all persons nearby is not compromised in any fashion. If using cleaning chemicals, the person(s) who are actively cleaning and sanitizing are responsible for indicating to persons nearby of their usage of chemicals. For chemicals with strong odours, ensure that there are no other persons in the immediate area before applying said chemicals.

In the homes, staff assist and support individuals to clean, tidy and sanitize.

Cleaning and sanitizing is broken down into 2 categories:

Immediate Cleaning: Cleaning and sanitizing immediately after a mess is made (i.e. a spill, after eating, games, etc.). Exceptions may be made for situations of crisis involving staff, volunteers and/or individuals served. It is the responsibility of the staff member or volunteer working with the individual served to ensure any mess is cleaned up by either themselves or someone asked to help with cleaning it up.

Routine Cleaning: Cleaning done weekly, bi-weekly, or monthly of appliances or other machinery that requires cleaning and sanitizing regularly (i.e. emptying vacuums, cleaning ovens and stove tops, cleaning and sanitizing bathrooms, etc.). It is expected at all Pathways sites that regular cleaning and sanitizing happens in all areas of usage by Pathways staff, volunteers, and/or individuals served. It is the responsibility of each site to designate these tasks to persons and ensure that they are being done.