

Equipment Cleaning and Disinfection Sign Off Sheet - Therapy

Occupational Therapist
 Physiotherapist
 Therapeutic Recreation Professional
 Spiritual Health/Care
 Other: _____

YEAR: _____ MONTH: _____		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
DAY: _____ TO _____		AM / PM		AM / PM		AM / PM		AM / PM		AM / PM		AM / PM		AM / PM	
T H E R A P I S T	Clean and disinfect table/surfaces with IP&C approved disinfectant adhering to recommended wet contact time before and after activity														
	P/R/C assisted with hand hygiene when entering space														
	Clean and disinfect all equipment prior to use, between P/R/C and after use														
	P/R/C assisted with hand hygiene prior to exiting space														

Recommendations:

- Laminated paper products for ease of cleaning and disinfecting
- Dedicate equipment/items to one P/R/C where possible
- Staff/ volunteer handle and distribute prizes or food
- Do not combine eating with participating in recreation activities
- Clean and disinfect equipment/items used less than weekly prior to use
- **All Items that cannot tolerate cleaning and disinfection require IP&C consultation if not discarding after use**

Glossary:

- P/R/C: Patient/Resident/Client
- Wipeable: Surface able to tolerate wet-wiping with IP&C approved disinfectant
- Hard to clean due to varying surfaces: Equipment/items with components falling into more than one surface type may require more than one cleaning/reprocessing method

Overall Infection Prevention & Control Principles for Non-Critical Reusable Equipment/Items:

- **Inspect** all non-critical reusable equipment/items for damage prior to each cleaning
- **Report** and label any damaged items according to facility policy
- **Determine** surface type
- **Disassemble** item if necessary
- **Clean and disinfect** non-critical reusable items:
 - When visibly soiled
 - Prior to use by another P/R/C
 - Prior to sending for repair
 - According to predetermined facility cleaning schedule
- **Reassemble** (if necessary) equipment/items
- **Store** cleaned and disinfected equipment/items:
 - In P/R/C home, room or supply bin while dedicated to a P/R/C
 - In a designated clean area if not dedicated to a P/R/C

Equipment/Item	Surface Type	Management
Games, Puzzles, Toys and Sensory Surfaces		
a) Hard surface toys/items	Wipeable *	<ul style="list-style-type: none"> - Clean and disinfect after use, between each P/R/C, and when visibly soiled - Toys, items, or equipment that may be mouthed in error should be rinsed with potable water after cleaning and disinfection process - If Manufacturer's Instructions For Use (MIFU) support, an object can be cleaned in a commercial dishwasher (must reach 82°C) if toys are heat stable. Consultation with IP&C required
b) Musical instruments	Hard to clean due to varying surfaces**	<ul style="list-style-type: none"> - Musical Instruments that come in to contact with body fluids that are used for therapy should be dedicated to P/R/C (i.e., mouth instruments). - Musical instruments are to be cleaned and disinfected after use, between each P/R/C, and when visibly soiled following MIFU
c) Activity counters	Wipeable*	Clean/disinfect after use, between each P/R/C, and when visibly soiled
d) Shelves	Wipeable*	Clean and disinfect weekly and when visibly soiled
e) Soft plush items (e.g., stuffed animals, dolls, etc.)	Hard to clean fabric and foam	<ul style="list-style-type: none"> - Dedicate to one P/R/C and launder weekly or when becomes visibly soiled - If not dedicated, launder plush item after use, between each P/R/C, and if visibly soiled - Use only soft plush toys/items that are washable/able to tolerate cleaning and disinfection - Discard items after use that have become contaminated if items cannot tolerate laundering/cleaning and disinfection - During outbreaks, or with additional precautions, there may be specific recommendations on how to handle soft plush items. Consult IP&C - Use is discouraged in common areas where risk exists for items to be shared between P/R/C
f) Costumes	Hard to clean fabric	<ul style="list-style-type: none"> - Costumes should be dedicated to a P/R/C. If unable to dedicate, consult IP&C for specific direction - During outbreaks, or with additional precautions, there may be specific recommendations on how to handle costumes. Consult IP&C - Use is discouraged in common areas where risk exists for items to be shared between P/R/C
g) Markers and non-porous, craft and art supplies	Wipeable*	Clean/disinfect after use, between each P/R/C, and when visibly soiled

h) Bulk craft supplies (e.g., beads, paper, paint, glue, yarn)	Hard to clean	Dispense to individual P/R/C; discard leftover items
i) Scrap fabric material	Hard to clean	- Launder if visibly soiled, and between each P/R/C use. If unable to launder, discard
j) Water activities/water toys/items	Hard to clean due to varying surfaces**	Water activities/water toys/items may not be suitable for all areas. Consult IP&C for a risk assessment. <ul style="list-style-type: none"> - Perform a risk assessment on participants (i.e., exclude P/R/C with open skin or invasive devices [e.g., intravenous] and encourage them to keep their hands away from their faces during activity) - Clean/disinfect after use, between each P/R/C, and when visibly soiled - Drain and replace any water used in sensory tables, after each use. This water should be potable water - Do not use water retaining toys (e.g., bath toys)
k) Sand toys/items	Wipeable*	Clean/disinfect after use, between each P/R/C, and when visibly soiled
l) Sand	Unable to clean	<ul style="list-style-type: none"> - Perform hand hygiene before and after activity - Replace sand weekly and when visibly soiled - Perform a risk assessment on participants (i.e., exclude P/R/C with open skin or invasive devices [e.g., intravenous] and encourage them to keep their hands away from their faces during activity)
m) Cardboard (e.g., puzzles/games/cards), craft supplies (e.g., paper wrapped crayons), books, and non-laminated papers	Hard to clean – porous and not wipeable	<ul style="list-style-type: none"> - Perform hand hygiene before and after activity - Limit shared books, magazines, puzzles, cards, and comics. If provided, refresh on a regular basis and discard when visibly soiled - Dedicate these items to P/R/C on additional precautions, and discard or give to the P/R/C to take home afterward if the items cannot be cleaned
n) Electronics	Wipeable*	Follow current Shared Health process for Disinfecting Shared Devices

References:

Toys Practice Recommendations.pdf (ipac-canada.org). (November 2022) IPAC Canada Practice Recommendations: Toys in Healthcare Settings- Retrievable from IPAC Canada. [22Nov_Toys Practice Recommendations.pdf \(ipac-canada.org\)](#)

WRHA EIPT: Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Health Care Settings. July 2023. [admin-ajax.php \(wrha.mb.ca\)](#)

WRHA Operational Directive Personal Care Home/Long Term Care Facility Infection Prevention & Control Program: Cleaning and Disinfecting or Reprocessing of Non-Critical Reusable Resident Equipment/Items. October 2008. [ManualPCH_Sec06_C_Cleaning.pdf \(wrha.mb.ca\)](#)

WRHA Operational Directive Cleaning and Disinfection of Non-Critical Reusable Equipment/Items for Clients in Community Health Services. September 2013. [WRHA Infection Prevention & Control Program](#)

WRHA Operational Directive Cleaning and Disinfection of Non-Critical Reusable Equipment/Items for Patients in Hospital. April 2013. [WRHA Infection Prevention & Control Program](#)