



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Updated September 2021

The following Policies and Procedures are being implemented upon the re-opening of Avon Co-operative Nursery School (ACNS) in response to the ongoing Covid-19 pandemic and health concerns.

These policies and procedures will be shared with staff, who will receive training on the items within them and with families of ACNS so they can review them and familiarize themselves with the contents.

Health Screening Policy

In order to help reduce the risk of respiratory infections (including COVID-19), a mandatory health screening is an essential step for anyone entering the premises.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with ACNS. Everyone **must** be screened prior to entering the Nursery School.

This tool was developed to assist ACNS in preparing and administering health screening for employees and children who enter the location.

Prior to health screening at the main doors, specific set up will be required including the following:

- identify/set up the main entrance as the designated screening area with table and supplies needed
- designate the screener
- employees will be trained on conducting the health screen checklist
- the front entrance/exit is to be used for all families and employees entering the childcare to ensure that each person is screened
- the screener will maintain a minimum of 2 metres distance when possible while conducting the screen
- the screener will wear Personal Protective Equipment (PPE) including a medical grade mask, and eye protection (goggles or face shield).
- visual guides will be provided to assist with physical distancing including pylons and visual cues/stickers in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the Nursery School
- signage identifying the screening process will be posted directly inside the main entrance door
- hand sanitizer will be available at the screening table, ensuring it is visible to all entering the building
- Huron Perth Public Health resources will be available for anyone who does not pass the screening

Screening Procedure

All individuals including employees, children and parents/guardians must be screened each day upon arrival prior to being admitted into the Nursery School. Only employees and children will be allowed past the front entrance of the centre. The screener will follow the screening checklist for each person and record the outcome, whether it is Yes or No.

Screening questions along with current best practices and recommendations by Huron Perth Public Health and the Ontario Ministry of Health will be provided to families by email prior to the start of the school year. Families will be required to monitor themselves and their children prior to arrival at the Nursery School to ensure they are not exhibiting COVID-19 symptoms as required in the document Operational Guidance During the COVID-19 Outbreak: Child Care Re-opening issued by the Ministry of Education.

Screening Area and Drop Off Zone

- A greeting and explanation will be posted on the entrance notifying caregivers and employees of the requirements for screening prior to entry.
- Screening criteria with questions will be asked to parents/guardians and employees upon arrival to the Nursery School.
- The screener will record responses to screening questions on the Health Screen Checklist



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- upon passing the screen, the screener will deliver the child to the Educator at the program door. If close physical contact is required, the educator should wear a mask and eye protection (goggles/face shield) to pick up the child.
- The child/children will be asked to complete hand hygiene with the hand sanitizer at the entrance before going into the program room.

Screening Details at Arrival and Departure

- Drop-off of children will happen inside the main vestibule of the childcare setting unless it is determined that there is a need for the parent/guardian to enter the setting.
- Any person, including the child of a parent/guardian who answers yes to the screening criteria will be denied entry into the program.
- Parents/guardians should be encouraged to check their child's temperatures daily before coming to the Nursery School, as well as employees.
- If the temperature is equal or greater than 37.8 degrees Celsius or if the person has any cold like symptoms or vomiting and/or diarrhea, they should stay home.
- Employees who are experiencing any of the symptoms, or who will answer 'yes' to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow Public Health guidelines to isolate for 14 days before they return to work.
- Visitors, including delivery people, will not be permitted into the nursery school during the pandemic.
- All deliveries shall be left in a designated location outside the entrance.
- If a child has been absent from the program due to any of the indicated symptoms of COVID-19, the child cannot return to program until they have completed 14 days of isolation or Huron Perth Public Health has deemed them safe to return.

Questions for children / any member of the children's household / employees:

1. Does the child, or any member of your household have any symptoms including:
 - Fever (37.8 degrees Celsius or higher)
 - New or worsening chronic cough
 - Shortness of breath or difficulty breathing
 - New olfactory (smell) or taste disorder
 - Nausea/vomiting
 - Diarrhea
2. Has the child/employee had close contact with a confirmed COVID-19 case?
3. Has the child/employee travelled outside of Canada within the last 14 days?
4. Has the child/employee been directed to isolate by Huron Perth Public Health?
5. Has the child/employee received a COVID Alert Exposure Notification?
6. Is anyone in your household currently experiencing any new Covid-19 symptoms and/or waiting for test results after experiencing symptoms?
7. Has the child/employee tested positive in the last 90 days and been cleared?
8. In the last 10 days has the child tested positive in a rapid antigen test or a home-based self-testing kit?

A child will be excluded if they have a fever or if they answer YES to any of the questions related to symptoms of COVID-19

Additionally, the educators will monitor for Atypical symptoms, as also should be considered, particularly in children, older persons and people living with a developmental disability including

- Unexplained fatigue/malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline



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- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Pink eye (conjunctivitis)
- Multi-system inflammatory vasculitis in children
- Lethargy, difficulty feeding in infants (if no other diagnosis)

How to Follow Up with Arrival Screening:

- If the individual answers NO to all questions, they have passed the screening and will be permitted to enter the building.
- If the individual answers YES to any of the screening questions, their temperature is 37.8 degrees Celsius or higher, or they refuse to answer, then they have immediately failed the screening and cannot enter the building.
- **Screener Responses for families:**
 - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the Nursery School.”
 - “Please review the [self-assessment tool](#) on the Ministry of Health website or the Huron Perth Public Health website www.hpph.ca/coronavirus to determine if further care is required.”
- **Screener Responses for Employees:**
 - “Unfortunately we cannot allow you in to work today due to your responses and/or symptoms that you are currently experiencing. We will advise the Director and/or Executive Members of the Board of Directors who will follow up with you later in the day.
 - Provide employees with resources such as the self-assessment tool on the Ministry of Health website.

Enhanced Sanitary Practices Policy

ACNS employees will follow and complete enhanced sanitary practices throughout the morning to limit the spread of COVID-19. Employees will be required to perform, and document extra cleaning and sanitizing duties as assigned, refrain from using restricted materials and take extra precaution when performing duties related to close contact with children and /or bodily fluids.

Furthermore, we will ensure compliance with all guidelines from Huron Perth Public Health and the Ministry of Education to limit the spread of COVID-19 through enhanced sanitary practices. The requirements in this policy are in addition to the attached regular operational policies and procedures as per the *Child Care and Early Years Act, 2014*:

- Cleaning and Sanitary Practices including additional enhancements for operating during the Covid-19 outbreak
- Diapering and Toileting Procedures
- Universal Precautions

Procedures:

Increased Proper Hand Washing

All employees and children must wash their hands with soap and water following the “Reduce the Spread Covid-19. Wash Your Hands” Poster.

An alcohol based sanitizer that meets Health Canada requirements will be available and may be used if soap and water are not available. Hand sanitizers will be kept out of reach of children and away from flame and sources of heat.

In addition to regular hand washing requirements, all staff must wash their hands:

- Immediately after completing their daily health screen upon arrival
- Before putting on any Personal Protection Equipment (PPE)
- At an increased frequency throughout the day
- Before leaving the nursery school



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Definitions:

- **Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.
- **Disinfecting:** describes a process completed after cleaning in which a chemical solution (i.e. Virox 5) is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (this is the contact time). Contact times are generally prescribed by the product manufacturer. Any items that children may come into contact with will require a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. All products must not be expired and have a DIN number approved by Health Canada. Staff must adhere to the requirements of the Safety Data Sheets.

Cleaning

Use detergent and warm water to clean visibly soiled surfaces

Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed

Let the surface dry

Disinfecting

Accelerated Hydrogen Peroxide (AHP) was approved by Huron Perth Public Health for use in our child care centres as a disinfectant.

The AHP disinfecting products used at ACNS are Virox 5 Solution Spray and Certainty Disinfectant Ready-to-Use (RTU) Wipes 91000. Both are one-step disinfectant cleaner based on proprietary hydrogen peroxide (AHP[R]) technology to deliver fast and effective cleaning performance and considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface.

Virox 5, must be mixed and tested before use, (contact time is 5 minutes). Test strips will be used to ensure all cleaning products meet the proper effectiveness and dilution criteria.

Increased Cleaning and Disinfecting Surfaces

Cleaning and disinfecting procedures will be increased during such time where the risk of environmental contamination is higher.

Cleaning and Sanitizing Toys and Surfaces

Toys will be cleaned on a daily basis and immediately following contact with a child's mouth.

All toys will be washed and disinfected before they are stored. Given the current COVID-19 pandemic, toys will be cleaned more frequently and in accordance with advice from Huron Perth Public Health.

Toys that need to be laundered will be placed in the laundry area for the assigned person to take care of. Each classroom staff is responsible to disinfect larger toys and equipment that remains in the classroom on an ongoing basis using Virox 5 spray. (5 minute contact time)

Staff will use Virox 5 solution to soak large indoor or outdoor climbing apparatuses and ride on toys throughout the morning and at the end of the day (provided the playground or gym was used on that given day.)

The dishwasher will be utilized for submersible small toy cleaning. Toys will be sanitized by the high heat.

Virox 5 will be used for sanitizing large toys and equipment that cannot be submerged in a disinfectant solution.



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Stuffed animals, pillows etc. will not be made readily available during the Covid-19 pandemic. Should a child require a comfort item, the item will be laundered in hot water following each individual use.

Staff will spray down tops of toy shelves/tables/chairs and any surface the children are touching with Virox 5 solution and allow for 5 minute contact time.

All hard-surfaced personal items of employees and children must be sanitized after the daily screen is completed and before entering the program room. Items should also be sanitized before leaving the centre for breaks or at end of the day. Items include toys, electronic devices, and any hygiene items should be cleaned, disinfected, labeled and stored separately.

High-touch surfaces with frequent contact with hands such as light switches, shelving, containers, handrails, door knobs, sinks, toilets must be cleaned at the beginning of the morning and at the end of the program and if necessary, at any point throughout the morning.

Low-touch surfaces that have minimal contact with hands such as window ledges doors, sides of furnishings must be cleaned and disinfected at the start and end of each day.

Toy and play items must be disinfected between users

Materials that are not easily sanitized such as paper, books, puzzles, crayons etc. will be available and will be assigned per child and put in a bag while used by that child. Once finished, the materials won't be rotated in until at least a week has passed.

Items that pose a sanitary risk to children such as soiled/mouthed, worn items or in disrepair will be cleaned/repared immediately or discarded.

Pacifiers (if used) must be individually labelled and stored separately (not touching each other), they must not be shared amongst children. The plastic handle of the pacifier must be washed in soap and water upon arrival at the centre.

Outdoor play equipment must be easy to clean and disinfect. All items must be cleaned and disinfected before use, and as required if visibly dirty. It must also be disinfected between each group that uses it.

Floors must be cleaned and disinfected daily and as required when spills occur and throughout the day when rooms are available.

Immediately clean and disinfect all areas and items in the program room and outdoors that were touched by a child who begins to show symptoms of COVID-19 while in care.

Food Service

Always clean/wash surfaces such as tables and chairs before disinfecting as dirt will inactivate the sanitizer. Tables and chairs will be cleaned and disinfected before and after each use – minimum twice per morning. Spills must be cleaned and disinfected immediately. (see cleaning and sanitizing chart)

If using washcloths, ensure each child uses their own washcloth and that other children do not touch the washcloth and place in laundry immediately after use.

Hand Wash Sinks

All hand washing and program sinks, countertops and soap dispensers must be cleaned and disinfected at least once per morning, at the end of the program and as often as necessary when visibly dirty or contaminated with bodily fluids. Any soap dispensers must not be left in shared spaces.

Diapering and Toileting



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Employees will adhere to regular diapering and toileting procedures and will ensure proper cleaning and disinfecting between diaper changes and toileting processes.

The frequency of cleaning and sanitizing schedule for toilets, toilet seats, flush handle and toilet training items will be increased.

Isolation Space

The hallway by the Toddler Garden doors will be made available to be used as the isolation room if needed. All belongings of the child being isolated will be immediately removed from the program room and placed in a bag. The area and items the child touched in the program room will be immediately cleaned and sanitized. Immediately after the child is picked up, the isolation room must be cleaned and disinfected including all hard surfaced toys, furniture, door handles, doors, and any linens used will be laundered separately.

All PPE items used by the employee who supervised the child in the isolation space will be disposed of or immediately washed once the ill child leaves the centre. Additionally all doors and handles going in and out of the centre will be disinfected.

Blood/Bodily Fluids

- The area around the spill will be isolated so that no other objects/people can be contaminated.
- Gather all supplies, perform hand hygiene, put on single-use nitrile gloves.
- Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
- Clean the spill area with detergent, warm water and single-use towels.
- Rinse to remove detergent residue with clean water and single-use towel.
- Discard used paper towels and gloves immediately in a tied plastic bag.
- If applicable, use clumping powder to contain vomit.
- Spray disinfectant in and around the spill area and allow appropriate contact time.
- A final rinse is required if children will come into contact with the area.
- Remove gloves as directed and discard them immediately.
- Perform hand hygiene as directed.

Disinfectants

ACNS will use Virox 5 which is on the list of approved disinfectants by the Government of Canada – COVID-19.

An ACNS Health and Safety representative will ensure proper mixing and testing of the product following the manufacturer's instructions.

Employees will respect the contact time for the disinfectant to kill germs. All spray bottles will have explicit instructions to follow.

Roles and Responsibilities

- Employees
 - Ensure hand washing requirements are followed and ensure children are asked and supported in meeting hand washing requirements.
 - Ensure hand sanitizer is kept out of reach of children and away from flame and sources of heat.
 - Perform and document all cleaning and sanitizing as per assigned to working shift.
 - Ensure all sanitary practices and procedures are implemented as outlined.
- Director/Administrator/Designate
 - In addition to employee requirements, the director/administrator/designate must:
 - Ensure all policy requirements are met by all employees at all times and provide training if needed.
 - Ensure HandWashing Poster is posted at all hand washing sinks and followed.
 - Conduct frequent reviews of all Room Disinfecting Schedule throughout various times in the day.
 - Ensure adequate supply of cleaning, disinfecting, sanitizing and PPE supplies are on the premises at all times.
 - Ensure all cleaning, disinfecting and sanitizing products meet Health Canada COVID-19 requirements.



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- Immediately address, document and inform the Director or the Executive Members of the Board of Directors of any non-compliances.

Supporting Available Documents

Several supporting documents will be available and/or posted from Huron Perth Public Health, Public Health Ontario, Ministry of Health, and Health Canada. These are:

- Stop the Spread Simple Steps to Germ Free Living,
- Wash Your Hands poster
- How to Put On and Take Off Personal Protective Equipment poster
- Emergency Child Care Disinfecting Tracking Chart
- COVID-19 Guidance Emergency Child Care Centres
- Cleaning and Sanitizing Your Workplace
- Cleaning Up Bodily Fluid Spills Fact Sheet

Exclusion of Sick Children Policy

ACNS is committed to providing a safe and healthy environment for children, families and employees and will take every reasonable precaution to prevent the risk of communicable diseases within our Nursery School.

Furthermore, we will ensure that all employees are aware of and adhere to the directives of the Exclusion of Sick Children Policy established for our program in consultation with Huron Perth Public Health, the Ontario Ministry of Health, and ACNS as the Licensed Child Care Agency.

Procedures

As required by the Child Care and Early Years Act, ACNS must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, Nursery School employees will ensure the following:

- Ill children will be separated into the designated isolation space, and will be removed from other children and monitored by an employee until parent/guardian pick up.
- Symptoms of illness will be recorded on the child's daily health screen and recorded in a daily log as per the CCEYA.
- The parent/guardian of the ill child will be notified to take them home; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If it is suspected that a child has symptoms of a reportable disease (refer to Huron Perth Public Health's Diseases of Public Health Significance list), the Director/Administrator/Designate will call Huron Perth Public Health at 1-888-221-2133.

When to Exclude:

Nursery School employees should exclude a sick child when the child has any signs and/or symptoms of COVID-19, other symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness (refer to Huron Perth Public Health's Communicable Disease Exclusion Guidelines for Schools and Daycares).

- **A child should be excluded if they have one or more of the following symptoms of COVID-19:**
 - Fever (37.8 degrees Celsius or higher)
 - New or worsening chronic cough
 - Shortness of breath or difficulty breathing
 - New olfactory (smell) or taste disorder



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- Nausea/vomiting
- Diarrhea
- Clinical or medical evidence of pneumonia

Atypical symptoms should be considered, particularly in children, older persons and people living with a developmental disability including

- Unexplained fatigue/malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis (pink eye)
- Multi-system inflammatory vasculitis in children
- Lethargy, difficulty feeding in infants (if no other diagnosis)

Steps to Follow:

1. If a child develops symptoms while in care, they should be immediately isolated in a separate, supervised space (isolation space) until parents can pick them up. If unable to reach parents then call the emergency person listed.
2. Only one educator should be in the designated space with the ill child and attempt physical distancing of 2 metres when possible.
3. If the educator supervising the symptomatic child cannot maintain a distance of 2 metres, they will wear the personal protective equipment including:
 - disposable medical grade mask only (cloth not suitable)
 - disposable gloves
 - gown (optional), cloth or blanket barrier if picking the child up is required for comforting

The educator will follow the proper steps for putting on and taking off PPE. Additionally they should avoid touching their face, especially with gloved or unwashed hands.

The child should also wear a mask if tolerated. Note: children under age two should not have their face covered due to suffocation risk.

4. Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
5. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
6. The door can be propped open to allow for increased ventilation in the designated isolation space when possible.
7. Once the child and their siblings have been picked up, immediately conduct environmental cleaning of the space the child was separated in.
8. Contact Huron Perth Public Health to notify them of a potential COVID-19 case and seek input regarding the information that should be shared with other parents of children in the nursery school.
9. Parents will be encourage to call their healthcare provider to have the child assessed and tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health to be assessed.



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10. Other children and employees in the centre who were present while a child or employee became ill should be identified as a close contact and will be grouped together. Huron Perth Public Health will provide any further direction on testing and isolation of these close contacts.
11. A child who tests positive for COVID-19 must be excluded from the Nursery School for 14 days after the onset of symptoms and clearance has been received from Huron Perth Public Health. A child who tests negative for COVID-19 must be excluded until 24 hours after symptom resolution.
12. Children or an employee who have been exposed to a confirmed case of COVID-19 or symptomatic person(s) outside the child care centre, should be excluded from the childcare setting for 14 days.
13. All advice from Huron Perth Public Health will be followed regarding isolation, testing and exclusion.
14. Serious Occurrence reporting will be handled following the usual procedure by the Director/Designate, should it be required.

Employee Illness:

- Any employee who suspects that they have COVID-19 or another infectious disease must not attend the nursery school. All employees must complete the daily screen checklist in order to report to work.
- If an employee becomes ill with COVID-19 symptoms while at the centre they should let the Director know, put on a face mask and remove themselves from the Nursery School as soon as possible.
- The Coordinator/Designate will notify Huron Perth Public Health of the symptomatic employee and the following details:
 - Employee Name
 - Nursery School Name
 - Program Room
 - Names of known people, including employees and other children that have been in close contact up to 48 hours prior to symptoms
- Employees with symptoms should be assessed by their healthcare provider and tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health to be assessed.
- Employees awaiting test results, who are asymptomatic (do not have symptoms) may continue to work unless there is reason to believe they would be considered a case (eg. potential exposure to an ill or positive case or household contact). Such employees should monitor for symptoms while awaiting test results; if they become symptomatic, they must not report to work.
- Employees who test positive for COVID-19 must remain off work for 14 days following symptom onset and until they have received clearance for Huron Perth Public Health. Those who test negative for COVID-19 must not report to work until 24 hours after symptom resolution.
- Other children and employees in the centre who were present while a child or employee became ill should be identified as a close contact and grouped together. Huron Perth Public Health will provide any further direction on testing and isolation of these close contacts.
- The Director/Designate will file appropriate notifications, including a Serious Occurrence, if required and will follow all guidance from Huron Perth Public Health.
- An employee who presents with non COVID-19 related symptoms of ill health must follow normal procedures for return to work while referring to the Public Health Exclusion Guidelines for Schools and Daycares.

Exclusion for children experiencing non COVID related symptoms

- Child should be isolated until the parent can pick them up.



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- Parents will be encouraged to have the child assessed by a Health Care Provider.
- Following the direction of the Health Care Provider – if determined to not be COVID-19 related, the child may be allowed back to the childcare centre 24hrs after the symptoms have resolved. This extends to 48hrs symptom free during gastrointestinal outbreaks.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness during the specific time period.

Ensure surveillance includes the following:

- Actively screen children for illness daily upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe including sore throat, stomach ache, head ache etc.),
- Record the date and time that the symptoms occur
- Record the program room the child is in
- Record attendances and absences

Returning from exclusion due to illness

Employees and children who are being managed by Huron Perth Public Health with confirmed cases of COVID-19 or household contacts of COVID-19 cases should follow instructions from Huron Perth Public Health to determine when to return to the facility

Resources Available

Instructions for putting on and removing of Personal Protective Equipment are available from Public Health Ontario and will be shared with staff as part of their orientation and training.

- Putting on Gloves
- Removing Gloves
- Putting on Mask
- Removing Mask
- Recommended Steps for Putting on and Taking off PPE
- How to wash your hands and How to use hand sanitizer

Hand Hygiene Policy

ACNS is committed to providing a safe and healthy environment for children, families and employees and will take every reasonable precaution to prevent the risk of communicable diseases within our program.

Furthermore, we will ensure that all employees are aware of and adhere to the directives of the Hand Hygiene Policy established by Huron Perth Public Health, the Ontario Ministry of Health, and ACNS.

This policy applies to all employees, students, community members and any others persons engaged in business with the Nursery School.

Definition: Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures:



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Hands carry and spread germs. Touching your eyes, nose, or mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Employees and children will be expected to practice good hand hygiene by:

- using soap and water when hands are visibly dirty as well as before and/or after:
 - entering and before exiting a program
 - eating, drinking or preparing/serving food, handling raw foods
 - sneezing, coughing, or blowing your nose, wiping a child's nose
 - using the washroom, toileting/diapering routine
 - using gloves
 - handling garbage
 - handling soiled laundry or dishes,
 - handling soiled toys or other items such as soiled/mouthed items
 - handling animals
 - coming into contact with bodily fluids
 - touching a cut or open sore
 - administering medication
 - outdoor play, gardening

To ensure that employees are using proper hand hygiene methods, hand hygiene practices will be reviewed on a regular basis and feedback will be provided to employees as required.

Perform hand hygiene using soap and water by following these steps:

1. Remove rings, bracelets and watches
2. Wet hands
3. Apply soap
4. Lather for at least 20 seconds, rubbing between fingers, back of hands, fingertips, under nails
5. Rinse well under running water
6. Dry hands well with paper towel
7. Turn taps off with paper towel

When hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

For hand hygiene with hand sanitizer, follow these steps:

1. Apply alcohol-based hand sanitizer (70-90% alcohol content)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Gloves should be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be performed before applying and after removing gloves. Gloves shall be removed and discarded after each use. Do not wear rings with gloves unless they have a smooth band. To reduce hand irritation related to gloves, they should be worn for as short as time as possible. Gloves must be intact, clean and dry inside and hands should be clean and dry before wearing. Gloves are single use only, and must be task specific.

Covering your Cough (Respiratory Etiquette)

Germs, such as influenza, cold viruses and COVID-19, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.



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If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose. If no tissue is available, cough or sneeze into your upper sleeve or elbow, not into your hands. Always cover and protect your coughs and sneezes.

Put used tissues in the garbage.

Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in an emergency child care centre, and at any time where a change is made.