



# INFECTION CONTROL POLICIES AND PROCEDURES

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Version 2

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## Introduction

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The purpose of this handbook is to detail the policies and procedures that will be implemented during the Covid-19 pandemic. This document was created in accordance with direction from the Ministry of Education, Ministry of Health and Durham Region Public Health Unit.

This document may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic. If direction from the Ministry of Education, Ministry of Health, Town of Whitby or Public Health contradicts this document, that direction shall be considered to supersede any information provided in this document. This document may be amended as needed to in response to continually evolving circumstances during the COVID-19 pandemic.

This document begins with definitions. Sections 1 through 8 contain the specific policies and procedures. The appendices contain the forms and logs referenced in the document.

While this can be a fearful time, we are committed to providing a quality program that is safe, educational, child-friendly and fun. Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Village of Brooklin Cooperative Playschool is a safe and enjoyable place for our staff and your family.

## Definitions

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**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning acts to remove, rather than kill 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 and debris is removed.

**Disinfecting:** refers to the process completed after cleaning in which a chemical solution 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 (contact time). Contact times are generally prescribed by the product manufacturer. Depending on the specifications of the disinfectant in use, items children may come into contact with may require a final rinse after the disinfectant contact time is observed. Disinfectant wipes may also be used; specified contact time for the product must be observed. Any disinfectant used must have a DIN. If using bleach for disinfecting a solution of 1000ppm should be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water.

**DIN:** A Drug Identification Number (DIN) is an 8-digit number given by Health Canada that confirms a product is approved for use in Canada. Any disinfectant used must have a DIN.

**Hand Hygiene:** refers to the process of hand washing or use of hand sanitizer. See Hand Hygiene Policy and Procedures for a detailed description of hand hygiene practices.

**High Touch Surfaces:** refers to any surfaces that have frequent contact with hands (e.g., light switches, hand rails, door knobs, sinks, toilets, etc.). These surfaces must be cleaned and disinfected at least twice per day and more often as necessary (e.g. when visibly dirty or contaminated with body fluids).

**Low Touch Surfaces:** refers to any surfaces that are reachable, but are likely to have minimal contact with hands (e.g. walls, window ledges). These surfaces must be cleaned and disinfected at least once per day and more often as necessary (e.g. when visibly dirty or contaminated with body fluids).

**MSDS:** a Material Safety Data Sheet (MSDS) is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

**PPE:** personal protective equipment (PPE) is protective clothing, goggles, masks, gloves or other garments or equipment designed to protect the wearer's body from injury or infection. See use of Personal Protective Equipment Policy and Procedures for additional detail.

**Three Sink Method:** refers to a method of cleaning and disinfecting items using a three-stage process. Suggestion: the 1st sink is used for washing with detergent, the 2nd sink is used for cleaning with water and the 3rd sink is used for disinfecting. After items are removed from disinfectant solution, items must be left to air dry.

**Cohort:** is defined as a group of children and educators who stay together throughout the duration of the program for minimum 7 days.

## Health screening and parent drop off and pick up procedures

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### **Purpose**

The purpose of this policy is to provide clear direction for educators and families of the Village of Brooklin Cooperative Playschool to follow when conducting health screening procedures. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

In consideration of the increased health risk associated with the spread of COVID-19, and in accordance with Ontario Regulation 137/15, s. 36(1), s. 88.6(5) and Ministry of Education Operational Guidance During COVID-19 Outbreak; it is required that all individuals entering into The Village of Brooklin Cooperative Playschool undergo a health screening. If an individual does not pass health screening, entry The Village of Brooklin Cooperative Playschool will not be permitted.

Parents dropping off children, although not entering the centre, must participate in health screening on their child's behalf.

Health screening must be conducted in accordance with the procedures described in this policy.

In the interest of reducing risk of infection no visitors, volunteers, or any other non-essential individuals (e.g. placement student, or music instructor) shall be allowed entry into The Village of Brooklin Cooperative Playschool.

Any essential visitors that must enter the childcare centre must be screened and wear a mask while in the centre (e.g. maintenance personnel, Town personnel, Ministry Staff, Public Health Inspectors, etc.).

### **Procedure**

All individuals wishing to enter the VBCP must self-screen every day before arrival at the child care setting. Individuals who do not pass the screening are not permitted to attend the program and must stay home. Staff and parents must complete the VBCP COVID -19 Health Screening Form, which will be emailed to them daily prior to their arrival at the program. Results of this screening will be kept on file at the VBCP.

As much as possible parents should not enter the building. Staff will greet children in the lobby area and assist them with hand hygiene before bringing them into the classroom.

If exceptional circumstances are identified which require a parent to enter into the centre, the parent would be considered an essential visitor as per the paragraph below.

If an essential visitor enters the centre, they are required to wear a mask for the duration of their visit. As per O. Reg. 137/15 s. 88.4 (1), a record must also be kept of the essential visitor's contact information, and time of arrival and departure. A record should also be kept detailing where in the centre the essential visitor was present (e.g. keep a record of where they visited – kitchen, classroom, bathroom).

### Child Pick Up Procedure

- Parents/guardians are not to enter the building (unless exceptional circumstances are identified). Pick-up times are between 3:15 -3:30 (if families **must** arrive before dismissal, please call the classroom for alternative pick-up times please only use this for emergency or required early pick ups not for convenience, as it takes educators away from our program).
- Upon arrival parents are to line up at the pylons which will be spaced 2-meters apart to ensure physical distancing. Educators will dismiss children as they are ready. Parents are asked to walk to the front of the line (while respecting physical distancing) in order to receive their child.

Staff will be aware of both the typical and atypical signs and symptoms of COVID-19 as described by the Ontario Ministry of Health. Please refer to the latest version of the Ministry of Health COVID-19 Reference Document for Symptoms. Please note: children may exhibit atypical signs/symptoms of COVID-19. Staff must be familiar with these signs/symptoms in case they are reported by a parent during the screening process. A link to Ontario Ministry of Health's Covid-19 Screening Tool can be found here:

<https://covid-19.ontario.ca/covid19-cms-assets/2020-10/Screening%20Children%20v1.0%202020-10-01%20FINAL%20EN%20AODA.pdf>

## How to report illness and exclusion of ill individuals

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### Purpose

The purpose of this policy is to provide clear direction for staff of The Village of Brooklin Cooperative Playschool to follow on how to communicate with Public Health regarding the exclusion and return to program of an individual who has been excluded either because they failed the Health Screening, or due to signs of illness while in attendance in program. As per the Ministry of Education Operational Guidance During COVID-19 Outbreak Version 4 – November 2020, this policy is designed to help reduce risk of the spread of illness, including COVID-19.

### Policy

Due to the increased health risk associated with the spread of COVID-19, all staff of The Village Of Brooklin Cooperative Playschool must adhere to this policy when excluding an individual or considering admitting any individual into program who has been previously excluded due to failing the Health Screening, or due to observed symptoms of ill health while in attendance in program.

Where a child, parent or, staff is suspected having or has a confirmed case of COVID-19, licensees must report this to the medical officer of health.

Only where a child, staff or student has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), licensees must:

- report this as a serious occurrence to the ministry.
- report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation.

Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.

An outbreak may be declared by the local public health unit when:

- within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link

Where the centre closes due to COVID-19, childcare fees will be waived for the duration of the closure. The closure will be reported to the ministry as a serious occurrence.

### Procedure

Children will be excluded from a child care centre as individuals or as a cohort based on direction from the Medical Officer of Health. The Medical Officer of Health may direct that cohorts are also excluded, based on but not limited to, local epidemiology or outbreaks associated with child care centres.

At a minimum **individual exclusion** applies in all circumstances:

- If an individual answers “yes” to a screening question or becomes symptomatic while in program, the individual is excluded from program;
- If a child becomes symptomatic while in program, they must be isolated immediately and picked up as soon as possible as per the program’s Isolation of Ill Children Policy and Procedure.
- Children who are excluded from the program and do not require a covid-19 test according to Ontario Ministry of Health’s COVID-19 Screening Tool for Children in School and Child Care may return to school after 48 hours symptom free.
- If a staff becomes symptomatic while in program, they must leave the centre as soon as possible and be instructed to follow public health instructions on exclusion and Covid-19 testing
- If the symptomatic individual has a negative COVID-19 test result, they may return to program after being symptom free for 48 hours (72 hours in the case of gastrointestinal symptoms);
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit;

**Please Note:** Specifics regarding individual and/or cohort exclusion may change based on further provincial guidance or updated instruction from the Medical Officer of Health.

When considering re-admission to program for individuals who have failed screening and/or experienced symptoms of ill health:

- Re-admission to the program will be at the direction of Public Health.
- If the excluded individual requires a Covid-19 test according to public health guidelines and does not undergo COVID-19 testing, they will be excluded from the program for a minimum of 14 days, and after 14 days may be readmitted at the direction of Public Health, provided they are symptom free.
- Once Public Health has approved the return of a previously excluded individual, the individual should be contacted by The VBCP supervisor and notified that they are welcome to return to program the next day.

### **Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees or volunteers prior to commencing work in The Village of Brooklin Cooperative Playschool.

## **Isolation of ill children**

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### **Purpose**

The purpose of this policy is to ensure that all employees of The Village of Brooklin Cooperative Playschool are prepared to respond to any sign of illness in a manner that will help reduce risk of the illness spreading.



## Policy

In accordance with Ontario Regulations 137/15, s. 36(2), a child showing signs of illness must be separated from all other children. In consideration of the increased health risk associated with the spread of COVID-19 and in accordance with Ministry of Education Operational Guidance During COVID-19 Outbreak, employees of the VBCP are required to follow the Isolation of Ill Children Policy and Procedure”.

## Procedure

- Children will be monitored for signs of ill health throughout the program by: Visual monitoring and temperature checks if required
- Any child showing symptoms of ill health must be immediately separated from other children and picked up by a parent/guardian as quickly as possible. Public Health must also be immediately notified;
- Any child showing signs of illness will be isolated in the designated area of the classroom while awaiting pickup by their parent/guardian:
- While isolated the staff or volunteer caring for the ill child will be the extra cleaning staff for that time.
- The staff or volunteer caring for the ill child must wear PPE including surgical/procedure mask, protective eyewear, gown and disposable gloves. If over two years of age the child should also wear a surgical/procedure mask (provided the child will tolerate it). Please Note: due to risk of suffocation, masks are not to be used on children under 2 years of age, or on any child over the age of 2 who would be unable to remove the mask of their own accord;
- Staff must be aware of proper protocols for safely donning and doffing PPE;
- Tissues must be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene. Proper respiratory etiquette (using a tissue to cover a cough or sneeze) should be practiced;
- Environmental cleaning and disinfection of the space the child was separated must be conducted once the child has been picked up;
- Any materials the ill child had been using in the classroom must be removed until cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Contact Durham Public Health to notify them of a potential case. Public Health will provide information on next steps and direction regarding the information that should be shared with other parents of children in the childcare centre.

## Environmental cleaning and disinfecting

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### Purpose

The purpose of this policy is to provide clear direction for environmental cleaning and disinfecting practices in The Village of Brooklin Cooperative Playschool. This policy is designed to help reduce risk of the spread of illness, including COVID-19

### **Policy**

In accordance with Ontario Regulation 137/15, s. 33, Ministry of Education Operational Guidance During COVID-19 Outbreak and in consideration of the increased health risk associated with the spread of COVID-19, the staff of The VBCP are required to strictly adhere to environmental cleaning and disinfecting procedures, as described in this document.

All employees and volunteers of The VBCP are expected to know and understand these procedures and carry out these procedures as per their job duties.

### **Procedures**

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the particular product in use. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

When using bleach for disinfecting, a solution of 1000ppm must be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water.

When using bleach, the surface must first be cleaned with soap and water. The bleach solution must remain wet on the surface for at least 10 minutes. The bleach solution must be replaced daily.

Expired cleaning and disinfection products are not to be used.

### **Environmental Cleaning and Disinfecting Record Keeping**

- Cleaning and disinfecting logs which correspond with this policy must be maintained. Logs corresponding with this policy are as follows:
  - Environmental Cleaning and Disinfecting Log
  - Washroom Environmental Cleaning and Disinfecting Log
  - High Touch Cleaning Log
- All tasks listed in these logs must be carried out with appropriate frequency as described in this policy and indicated in the logs;
- It is acceptable to add additional tasks to these logs, as needed for each particular setting;
- A separate log is required for each corresponding area of the centre (Classroom, kitchen, lobby washroom etc.);
- All logs once completed must be kept on file at the childcare centre for a period of one year;

## Environmental Cleaning and Disinfecting Routine Practices

### Upon Entry to Childcare Centre:

- Staff are encouraged not to bring personal items into the classroom area or unless the item will be needed throughout the day (e.g. a water bottle, keys etc.);
- All hard surface personal items brought into the classroom area by any individual (staff or child) must be cleaned and disinfected upon arrival.

### Common Areas:

- An Environmental Cleaning and Disinfecting Log shall be kept for common building areas (e.g. entryways and hallways). This log will be kept in a clear duotang, hanging on a clipboard by the south entrance ;
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log;
- All high touch areas, such as doorknobs and light switches must be cleaned and disinfected at a minimum, twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, once daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).

### Classrooms:

- Each classroom shall maintain its own Environmental Cleaning and Disinfecting Log. This log will be kept in a clear duotang, hanging on a clipboard by the entrance of each classroom;
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log;
- All fabric items, such as pillows, stuffed animals, puppets, and dress up clothes should be removed from the play environment;
- We will ensure all toys and play materials in use are made of materials that can easily be cleaned and disinfected;
- We will ensure that any tablets or other electronic devices shared between staff are disinfected between users;
- All high touch areas must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- High touch areas include but are not limited to:
  - shelves containing children's toys
  - frequently used toys
  - tables
  - chairs
  - light switches
  - doorknobs
  - counter tops

- sinks;
- All low touch areas must be cleaned and disinfected minimum once daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- Low touch areas include but are not limited to:
  - Floors
  - Walls in proximity to high touch areas
  - Door surfaces
  - Window ledges;
- Any carpeting or upholstered furniture in the room must be vacuumed daily and maintained in a sanitary condition;
- Tables, chairs and countertops used for food service/meal routines must be cleaned and disinfected immediately prior to use and again after food service has ended;
- Trash cans located within children's reach should have a lid.

#### Washrooms:

- For each washroom within the childcare centre a Washroom Environmental Cleaning and Disinfecting Log shall be kept. This includes both washrooms in facility. This log will be kept in a clear duotang, hanging on a clipboard by the entrance of washroom;
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Washroom Environmental Cleaning and Disinfecting Log;
- All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- Trash cans located within children's reach should have a lid;
- A Public Health Hand Washing poster must be posted in a conspicuous location near all sinks;
- Public Health Diapering Routine poster must be posted in a conspicuous location near the change table;
- If a washroom is to be used by more than one group of children it is required that high touch areas in the washroom be cleaned and disinfected in between use by each group.

#### Children's Hygiene Items:

- For diapering creams and lotions, each container/tube must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. Never put hands directly into lotion or cream containers, use a tissue, popsicle stick or single-use glove to remove product from the container and apply product to child's skin. If more product is needed, a fresh tissue or single use glove must be used;
- Only sealed packages of diapers should be accepted for use at the childcare centre. Upon arrival the package must be disinfected and labeled with the child's name.
- Clean cloth diapers may also be accepted for use at the childcare centre, these must be stored in a bin or basket labeled with the child's name. Soiled cloth diapers must be stored in a container with a lid, in a location that is inaccessible to children and sent home daily.

- Staff should not clean or rinse wet or soiled children's clothing. Instead the wet or soiled item should be placed in a sealed plastic bag and sent home. Staff are required to practice hand hygiene if touching any wet or soiled item.
- Children should be sent to preschool with labeled ziplock bag of extra clothes that will stay at the centre, a new package of labeled diapers and wipes and nothing should be brought from home aside from indoor shoes

Toys and Play Materials:

- Please refer to the Toy and Play Materials Cleaning and Disinfection Policy and Procedure.

## Toy and play material cleaning and disinfecting practices

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### Purpose

The purpose of this policy is to provide clear direction for the staff of The Village of Brooklin Cooperative Playschool to follow when cleaning and disinfecting children's toys and play materials. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### Policy

In accordance with Ontario Regulation 137/15, s. 33, and Ministry of Education Operational Guidance During COVID-19 Outbreak, Service Providers are required to have policies and procedures in place with respect to sanitary practices. Due to the increased health risk associated with the spread of COVID-19, The Village of Brooklin Cooperative Playschool will follow routine toy and play material cleaning and disinfection in accordance with this policy, and document using the Toy and Play Materials Cleaning and Disinfecting Log.

### Procedure

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the particular product in use. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

- All toys and play materials accessible to children must be cleaned and disinfected on a daily basis. Daily cleaning and disinfection is required whether or not children were observed to have touched the materials;
- Any toys which are mouthed, or otherwise come into contact with bodily fluids must be immediately removed and placed in a designated container away from children's reach until the item can be appropriately cleaned and disinfected;
- Toy and play material cleaning and disinfecting must be carried out using either the three sink method. Large items may be cleaned and then sprayed with disinfectant left for the appropriate contact time;

- Staff are required to wear PPE as appropriate for the cleaners and disinfectants used;
- All toy and play material cleaning and disinfection routines are to be documented using the Toy and Play Materials Cleaning and Disinfecting Log;
- Use of sensory materials (e.g. shredded paper, soil, sand etc.) shall be limited to individual portions of materials offered to children. These materials are not to be shared between children. These materials are to be considered single use only, and shall be disposed of each day;
- If using “wet” sensory materials (e.g. individual bins of water, goop, slime etc.) care must be taken in disposing of these materials immediately after use by a single child, and that the surrounding surfaces are immediately cleaned and disinfected in order to remove any of the material that may have splashed in the surrounding area.
- All fabric toys and play materials are to be removed from the classroom and shall not be used;
- Any toys that children are likely to put in their mouths or hold against their faces should be removed (e.g. toy dishes or cutlery, binoculars, magnifying glasses);

## Physical distancing and daily routines

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### Purpose

The purpose of this policy is to provide clear direction for the staff of The Village of Brooklin Cooperative Playschool to follow when planning and implementing daily routines, in order to support physical distancing. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### Policy

Given the increased risk of infection due to COVID-19 routine practices must be modified in order to support physical distancing. It is recognized that maintaining physical distancing with young children is exceptionally challenging. Every effort will be made to maintain a warm and caring atmosphere. Physical distancing measures will be implemented in a positive manner so as not create undue stress, anxiety or disruption for children.

### Procedure

#### Snack

- Ensure that both staff and children perform diligent hand hygiene before and after eating;
- Refrain from allowing children to self-serve food (often called “family style meals”). All food should be served by staff only, and all serving dishes kept covered and out of children’s reach when food is not actively being served;
- Practice extra vigilance when ensuring that children do not share food or eating utensils;
- Arrange mealtime seating to maximize physical distance between children, while still ensuring that all children can appropriately be supervised. (e.g. children seated at several different tables within clear sight of staff, rather than seated all together at one table);
- Refrain from allowing children to help prepare food or set the table;

- Refrain from allowing children to help clear each other's plates and other dishes. A child may clear their own dishes, or staff may do so
- Single use or labelled dishes and cutlery will be used as to not share items

#### Classroom Set Up

- Play materials and "invitations to play" should be set up to encourage children to spread out as much as possible.
  - Consider offering multiple copies of popular items, and disperse them throughout the room
  - Set up multiple "points of interest" throughout the room
  - Consider moving furniture to eliminate "bottle necks" and create more space for children to move, while maintaining distance.

#### Caring for Younger Children

- When holding/carrying a child (transitioning support), a blanket or cloth should be placed between the educator and the child, in order to cover the educator's clothing. These blankets/cloths should be changed between children and laundered at least daily.

## Hand hygiene best practices

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### Purpose

The purpose of this policy is to ensure that all employees of the Village of Brooklin Cooperative Playschool, are aware of, and adhere to hand hygiene best practices. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### Policy

All staff must be aware of, understand, and adhere to hand hygiene best practices. This is of extreme importance as proper hand hygiene is crucial in reducing the spread of illness, including the potential of COVID-19.

The supervisor shall routinely monitor staff and provide feedback as needed in order to ensure that the hand hygiene practices described within this policy are strictly adhered to.

Hand Hygiene is defined as hand washing, or hand sanitizing carried out as per the procedures described in this policy.

### Procedure

- Public Health Hand washing posters must be posted in a visible location near all sinks;

- Public Health Hand Sanitizing posters must be posted in a visible location near where hand sanitizer is kept for use;
- Public Health Diapering Routine posters must be posted in a visible location near all diaper change tables.

Hand Hygiene shall be carried out routinely as described below:

- All staff must practice hand hygiene upon entry to the classroom, prior to engaging in play or any other activities;
- Hand hygiene must be practiced when hands are visibly dirty;
- Hand hygiene must be practiced **after**:
  - Sneezing, coughing, or blowing your nose
  - Using the washroom
  - Handling garbage
  - Handling raw foods
  - Toileting/diapering routine
  - Handling soiled laundry or dishes
  - Handling soiled toys or other items
  - Coming into contact with bodily fluids
  - Coming into contact with any soiled/mouthed items
- Hands hygiene should be practiced **before and after**:
  - Preparing, handling, serving and eating food
  - Handling animals
  - Touching a cut or open sore
  - Changing diapers
  - Glove use
  - Dispensing/handling expressed breast milk
  - Giving medication.

Hand washing shall be carried out in accordance with the following steps:

- Wet hands;
- Apply soap;
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails;
- Rinse well under running water;
- Dry hands well with paper towel;
- Turn taps off with paper towel.

Hand Sanitizer shall be used in accordance with the following steps:

- Apply hand sanitizer (minimum 60% alcohol-based);
- Rub hands together for at least 20 seconds;



- Work sanitizer between fingers, back of hands, fingertips, and under nails;
- Rub hands until dry;
- NOTE: If hands are visibly dirty, hand sanitizer will not clean sufficiently. If hands are visibly dirty they must be washed with soap and water.

## Use of personal protective equipment

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### Purpose

The purpose of this policy is to ensure that all employees of The Village of Brooklin Cooperative Playschool are aware of appropriate use of Personal Protective Equipment (PPE), to ensure employee safety and to help reduce risk of the spread of illness, including COVID-19.

### Policy

The VBCP shall provide their employees with all PPE required to safely carry out their required job duties. This includes but is not limited to, routine cleaning, mixing of disinfectant solutions, changing diapers, health screening, and temporarily supervising a symptomatic child.

All employees shall receive training on proper and safe use of PPE.

### Procedure

- Nitrile, vinyl or similar material disposable gloves shall be available in sizes appropriate for staff who will be using them;
- Eye protection or face shields shall be available for staff use;
- Disposable surgical/procedure masks shall be available for staff use;
- Gowns shall be available for staff use;
- Glove use is required when carrying out any of the following:
  - Performing first aid
  - Changing a child's diaper or assisting a child with toileting
  - Routine cleaning and disinfecting activities
  - Cleaning bodily fluids
  - Cleaning and disinfecting PPE
  - Handling toys or other items which may have come into contact with bodily fluids;
- Eye protection and gloves are required when mixing disinfectants (use PPE as required in accordance with MSDS);

- Mask, eye protection, gown and glove use is required when taking an individual's temperature during health screening, or caring for a child who shows symptoms of illness, or when cleaning blood or body fluid spills if there is risk of splashing;
- Personal Protective Equipment is expected to be worn in accordance with this policy.

## Appendix A: Health Screening Questionnaire

**Does your child have any of the following symptoms NEW or WORSENING? Symptoms should not be chronic or related to other known causes or conditions. If 1 symptom is noted your child MUST BE EXCLUDED FROM PROGRAM TO SELF ISOLATE AND WAIT FOR MEDICAL DIRECTIONS \***

- **Fever/Feverish (100F or 37.8C)**
- **Shortness of breath or difficulty breathing (Dyspena, out of breath, wheezing)**
- **Cough (more than usual if chronic) including croup**
- **Loss or decrease in sense of smell and or taste**
- **NO TO ALL SYMPTOMS**

**Does your child have any of the following NEW or WORSENING symptoms? If 1 noted symptom child must stay home for at least 48 hours after symptom free. 2 noted symptoms child must isolate and wait for further direction.**

- **Sore Throat (Painful swallowing or difficulty swallowing)**
- **Stuff Nose and or Runny Nose (Nasal congestion and/or rhinorrhea)**
- **Headache that is new and persistent, unusual, unexplained, or long-lasting**
- **Nausea, vomiting and or diarrhea**
- **Fatigue, lethargy, muscle aches or malaise (general feeling of being unwell)**
- **NO TO ALL SYMPTOMS**

**Have you, your child or anyone in your household traveled outside Canada in the last 14 days? If answering yes child must stay home and await further direction \***

Yes    No

**Has your child been identified as a close contact of someone who is confirmed as having COVID -19 by your local public health unit? If answering yes child must stay home and await further directions**

Yes    No

**Has your child been directed to self isolate by a health care provider or public health official? If so, your child must stay home and self isolate.**

Yes    No

**Has your child been administered a pain relieving or fever reducing medication within the last 24 hours? If yes, please explain the reason for receiving this medication**

Yes    No

**. \*Staff Completing Questionnaire:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Supplement to Appendix A – Health Screening Questionnaire Information Record

|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|---------------------------------------------|-----------|-------|------|------|---------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|-------------------|
| Date:                                       |           |       |      |      |         |                                                                                                                                              | Location: |       |                   |
| First and Last Name (person being screened) | Child     | Staff | Pass | Fail | Temp    | Time In                                                                                                                                      | Time Out  | Notes | Screener initials |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
|                                             |           |       |      |      |         |                                                                                                                                              |           |       |                   |
| Name of Screener                            | Signature |       |      |      | Initial | This form is to be completed using Appendix A Health Screening Questionnaire. All questions must be completed before recording pass or fail. |           |       |                   |

## Appendix B: Rescheduling of Group Events and/or In Person Meetings Policy

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### **Purpose**

The purpose of this policy is to provide direction regarding gatherings and in person meetings at The Village of Brooklin Cooperative Playschool during a pandemic. This policy is designed to help reduce the risk of the spread of illness, including COVID-19.

### **Policy**

In the interest of reducing risk of infection, we will be putting in place the following guidelines:

- all group events will be suspended;
- in person meetings will be limited to 5 people. All participants are required to wear a mask. The participants must be part of the following groups:
  - personnel of The VBCP
  - members of the Board of Directors for the VBCP
  - essential visitors (e.g. maintenance personnel, Ministry Staff, Public Health Inspectors, etc.);
- meetings involving 5 people or more will be held via video conference;
- in person staff training will be done via video conference;
- only staff members, children enrolled and essential visitors will be permitted to enter the Classroom

## Appendix C: Acknowledgment Form

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Name of Child: \_\_\_\_\_

I hereby acknowledge having read and understood The Village of Brooklin Cooperative Playschool's Infection control policies and procedures. I undertake to comply with all the statutes and regulations listed in the policy document and understand that The Village of Brooklin Cooperative Playschool reserves the right to expulse whoever refuses to comply with these statutes and regulations.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_