

THE MACAULAY TREE HOUSE DAY NURSERY		Policy
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Covid 19 policy and procedures

This policy will be distributed to all parents via email upon enrollment of their child, email confirmation of receipt is required.

All staff will read this policy and sign the policy acknowledgment form. This policy will be added to the annual policy review.

Purpose

To help reduced the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with Macaulay Treehouse Day Nursery. Anyone entering a daycare centre or school aged program must complete screening **prior** to entering the childcare center. All parents, staff and visitors will receive a copy of the current screening form from the Simcoe Muskoka District Health Unit found attached to this policy.

Anyone entering the building will be asked by a staff member if the screening has been completed.

For children attending daycare:

Parents will complete the school/daycare at <https://covid-19.ontario.ca/school-screening/> screening daily before dropping off their child at daycare. Upon arrival they will scan the QR code on the classroom door and provide answers to the questions. The child will then be checked in to Sandbox with the results.

If any symptoms are present, they will follow the guidelines the screening procedure provides. If they are unclear of next steps, they will contact the executive director or the covid assessment center for assistance.

If the child does not pass the screening, they will notify the staff in the room their child attends. They will inform them of what symptoms their child has. They will **NOT** bring them to daycare.

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After completing screening on the school/childcare website the screening tool determines a PCR covid test is required, they will share the results with the executive director or supervisor.

If they are negative, they may return to daycare after submitting an attestation form located on the website under the Covid 19 tab located here <https://forms.office.com/r/SLbw0sXewA>

If they are positive the executive director will follow the advice of the public health unit.

If there is a confirmed case reported at the daycare the Executive director or supervisor will send an email to all of the contacts the public health advises. Confirmation of receipt of the email will be required.

For staff:

Staff will complete the daily screening at <https://covid-19.ontario.ca/school-screening/prior> to entering the building for their shift.

If any symptoms are present, they will follow the guidelines on the screening sheet. They will notify the executive director/supervisor as to what symptoms they have, and they will **NOT** be reporting for work.

If a PCR covid test is required, they will share the results with the executive director or supervisor.

If they are negative, they may return to daycare with the approval of the executive director or their supervisor.

If they are positive the executive director will follow the advice of the public health unit.

If there is a confirmed case reported at the daycare the executive director or supervisor will send an email to all required contacts including parents' that public health advises. Confirmation of receipt of the email will be required.

****Please note only children and program staff may enter the program space.**

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Non essential visitors including parents, family members and volunteers.

Upon arrival at the facility

Please scan your QR code and answer the questions as asked.

They will let your child enter the classroom after confirmation screening was complete.

Staff will ensure children wash their hand upon entry.

They will take the child's temperature and record it on the daily attendance record.

To help maintain cohorts and safe distances the designated door to drop off is as follows:

East campus

The **Tamarack** room will drop off at the entrance to the classroom. This entrance is located inside the gate along the west parking area.

The **Oak** room will drop off at the solarium room door. There is a doorbell to ring upon arrival. Proceed through the gate at the west parking lot. Enter through the second gate and the door is on the left-hand side.

The **Maple** room will drop off at the double doors in the preschool playground. There is a doorbell to ring when you have arrived.

The **Cedar** room will use the main front entrance for drop off

West Campus

Parents will proceed to the outside door of the classroom. Parents will wear their mask and stay a 6 ft safe distance away from all children and staff.

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Confirmed cases:

If a case has been confirmed of anyone who has attended the daycare or any of its afterschool programs the supervisor or executive director must consult with public health. Macaulay Treehouse will follow the guidance of the health unit when communicating a confirmed case to the public. Parents will inform the executive director or the supervisor as soon as possible if their household has been determined to be a close contact. Parents will not bring their child to any of Macaulay Treehouse programs in this instance.

The executive director or supervisor must file a serious occurrence if a case has been confirmed or we are closed due to Covid 19.

The serious occurrence will be posted at the front entrance of the building. The staff will follow the guidance in the policy #6521 serious occurrence.

Contact tracing:

All staff, children and visitors must be recorded on a screening sheet daily. Visitors will add their time in and out and a contact number where they can be reached. These screening sheets will be used for contact tracing. They will be kept on file for one year after completion. They will be made available to the medical officer of health after providing proper identification.

Operational guidelines to minimize the spread:

Pre-planned events will be rescheduled or done virtually dependent on the advice of the health unit.

All board meetings and committee meeting will follow the guidelines of the health unit and be performed virtually if physical distancing cannot be maintained.

Staff should be scheduled to work in one classroom with the same cohort of children

Float staff should be in the same classroom as much as possible. They should be scheduled for several days in a row to ensure cohorts are maintained.

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Staff should only work at one location

Staff should ensure they are maintaining physical distancing while in the staff room on breaks. If there are too many staff to ensure distancing a staff member may use another area of the building or the gym

Supervisors or any other staff member should not enter classrooms unless necessary, try to have conversations at the doorway or in the office area

Children will be enrolled in a home classroom and will always stay in that classroom with their cohort

Children from different cohorts will be combined at the beginning and end of day as follows:

The tamarack room and the oak room

The Cardinal and Blue Jay room.

Permission has been obtained from the health unit for these rooms. If the guidance changes the policy will reflect those changes.

Children will use the same designated playground daily. Cohorts may combine while outside.

Staff should be splitting into two groups when the time allows example one staff stay inside while the other play outside, programming different activities to encourage natural distancing

Cots should be spaced 6 feet apart during rest time, if this is not possible cots should be place head to toe

In the preschool washroom one cohort will use the washroom at a time. The washroom is to be disinfected with Virox 5 or Oxivir between cohorts.

Toddler staff should change diapers at different times to ensure distancing of children and staff

Toddler washroom will be disinfected between cohort uses with Virox 5 or Oxivir

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Staff should encourage children to maintain a distance of 6 feet

Staff should maintain a safe distance from children and other staff.

The use of PPE inside a childcare centre:

Masks and eye protection **MUST** be worn while inside the daycare building.

Exceptions to this rule are:

In the Cedar room while HH is in attendance you may wear a clear face shield

While eating with children and you can maintain a 6-foot distance.

In offices if you can maintain a 6-foot distance and there are **NO** children present.

Outside if you can maintain a 6-foot distance.

Any staff in contact with children within the 6-foot distance must wear a mask and eye protection.

Mask Policy for Before and After School

Macaulay Tree House Before and After Care Programs will adhere to the guidelines set out by the Ministry of Education in their document “Before and After School Programs Kindergarten – Grade 6 – Policies and Guidelines for School Boards for the 2020-2021 School Year. These guidelines are as follows.

Expectations for children;

- *All children in grade 1 and above are required to wear a non-medical mask or face covering while inside, including hallways.*
- *Students in Kindergarten to Senior kindergarden are encouraged, but not required to wear non-medical masks or face coverings in indoor spaces including in hallways (unless otherwise directed by local public health unit/school board policies.)*
- The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals.
- See the provincial COVID-19 website or the Public Health Ontario factsheet on how to wear a mask for more information about mask
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use.
- Masks should be replaced when they become damp or visibly soiled.
- Refer to Public Health Ontario resources for how to properly put on and take off masks and eye protection, and how to properly store them when not in use. You may also wish to view a video on how to properly put on and take off masks and eye protection.

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- Reasonable exceptions to the requirement to wear masks are expected to be put in place by providers. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc. Refer to the Government of Ontario’s Guidance on Face Coverings and Face Masks for more information on who should not wear a mask.
- Service Providers should consider ways to support nutrition breaks/mask breaks in a safe manner (i.e., a space where staff/providers can maintain at least 2 metres to remove masks and eat).
- The use of medical masks and eye protection is for the safety of before and after school program staff/providers and the children in their care. This is very important when working with young children who may not be wearing face coverings
- Providers should document their requirements and exemptions related to masks (e.g., within their COVID-19 policy).
 - Note that while a provider may choose to set out in their policy that a doctor’s note be acquired for an exception related to a medical condition, it is not a requirement of the ministry and is discouraged as a general practice.
- A supply of medical masks and eye protection (i.e., face shields) is being procured and delivered through the Ministry of Government and Consumer Services to licensed childcare centres and school boards for staff on a monthly basis.
 - A back-up supply of non-medical masks will also be provided for school age children in licensed childcare in case they cannot bring one from home.
- The Ontario Together Portal has a Workplace PPE Supplier Directory that lists Ontario businesses that provide PPE and other supplies.
- Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled. Refer to Public Health Ontario’s How to Wash Your Hands Fact Sheet.

All before and after school programs operated or contracted by the board should follow the health and safety requirements set out by the Ministry of Education for core-school program delivery as well as guidance provided by the school board and local public health unit. **Advice of the local public health unit must be followed, even in the event that it conflicts with, or is inconsistent with, this guidance document.**

Toy Cleaning and Disinfecting Policy & Procedures

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Macaulay Treehouse Child Care Centre is committed to providing a safe and healthy environment for children, families and centre based staff. The operators will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all centre based staff are aware of, and adhere to, the directive established by SMDHU, and Children's Services and Operators regarding cleaning and disinfecting in all Child Care Centre's.

This policy applies to all employees, students, community members, and any other persons engaged in business with Child Care centres.

Definitions

Cleaning

Refers to the physical removal of foreign material (i.e., dust, soil, etc.) and organic material (i.e., blood, secretions, microorganisms, etc.) Cleaning removes, rather than kills microorganisms. Warm water, detergent, and mechanical action (i.e. wiping or scrubbing) 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. 1000ppm bleach & water solution, Virox 5 RTU-Concentrate, or Oxivir Tb Ready-to-Use (RTU)). 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 (5-minute contact time for Virox 5 RTU, 1-minute contact time for Oxivir Tb). Contact times are generally prescribed by the product manufacturer. Any items children may meet, requires 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 3 years), which are

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stored in the binder located in the staff room

Cleaning

- Use detergent and warm water to clean visibly soiled toys & play materials
- If the play material cannot be effectively cleaned and disinfected, it must be discarded (i.e., cardboard, paper, natural items, etc.)
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

Disinfecting

The AHP disinfecting products that may be used are Virox 5 RTU concentrate and Oxivir TB Spray or Wipes. All are considered high-level disinfectants which is defined as the complete elimination of all microorganisms in or on a surface.

*For general disinfecting of items that have **not** meet Body fluids:*

- For disinfection of large toys or toys that cannot be submerged in a disinfectant and/or placed in the sanitizer for disinfecting, use either Virox 5 RTU solution (5-minute contact time, potable water rinse) in a spray bottle, or Oxivir TB spray or wipes or spray (60 second contact time, potable water rinse.)
- For disinfection of toys that can be submerged (must not have holes that can be filled with water or disinfectant solution) submerge cleaned toys in a container of Virox 5 RTU solution for 5 minutes. Solution may be used multiple times if there is no debris or clouding present.
- After the required contact time, all toys must be rinsed with potable water and dried thoroughly before returning to the play area

For disinfecting of items that have been in contact with Children's mouths or other body fluids:

- For disinfection of large toys or toys that cannot be submerged in a disinfectant and/or placed in the sanitizer for disinfecting, use either S000ppm Bleach & Water solution (10- minute contact time, potable water rinse) in a spray bottle, or Virox 5 RTU spray (5-minute contact time, potable water rinse.)
- For disinfection of toys that can be submerged (must not have holes that can be filled with water or disinfectant solution) submerge cleaned toys in a container of Virox 5 RTU solution for 5 minutes. Solution may be used multiple times if there is no debris or clouding present.

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- After the required contact time, all toys must be rinsed with potable water and dried thoroughly before returning to the play area

Cleaning and Disinfecting frequency requirements

General cleaning and disinfecting

- All toys and play materials must be cleaned and disinfected at the end of each day
- All toys and play materials must be cleaned and disinfected after each use by each cohort.
- Toys can be placed in a designated bin to be cleaned by the staff. Staff should ensure the toys in the bins are cleaned and disinfected as soon as possible.

Toys and materials that have come into contact with children's mouths or body fluids

- All toys and play materials that have come into contact with children's mouths or body fluids must be removed from the play area immediately
- These toys and materials must be placed in a **separate** designated bin for high level disinfection staff should ensure that these items are cleaned and disinfected as soon as possible.
- The Covid 19 daily cleaning duties checklist should be filled out by the staff member who performs the duties

Item-specific cleaning & disinfecting procedures

Books

- Books may be available to children: however, they must be changed out every few days and left in isolation for no less than 72 hours

Dress-up clothes

- Dress-up clothes may be used under supervision by program staff to ensure that items are not shared between each child's use.
- Once a child has finished with these items, they must be placed in the soiled laundry bin immediately.

Musical instruments

- These items should not be accessible to children in the program space: however, they may be used for planned activities (i.e., circle time.)

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- Do not allow children to share instruments. Once a child has finished with an instrument. It must be removed from the program space for cleaning & disinfecting.

Art Materials

- Art materials should not always be accessible: however, they can be stored in a place that is visible to children and available upon request
- All art materials that are reusable (i.e., markers, paintbrushes, paint pots, etc.) and never shared between cohorts
- Art materials that are reusable but not easily disinfected (i.e. crayons, pencil crayons, chalk) will be provided to children in a small group. These are not to be shared between cohorts. Children must wash hands before using these items.

Art materials that are not reusable once they have been in contact with a child, such as paper, collage materials, glue, etc. should be provided in small quantities. Any materials not used should be discarded

Sensory Materials

- Sensory play opportunities may be provided individually to children throughout the day. Each child must have their own designated sensory bin or bag & sensory play area.
- Sensory play materials must be discarded after each use. Bins/bags and other sensory play equipment must be cleaned and disinfected after each use.
- Each child's sensory play area must be cleaned and disinfected after each use.

Light table

- Only two children may use the light table at a time.
- All light table accessories and surfaces must be cleaned and disinfected when other toys are being disinfected.

Natural Materials

- Natural materials (i.e., found items brought in from outdoors) may be used for child- specific play, and never shared between children
- These items must be discarded after use or at the end of each day.

Toilet

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- All children are encouraged to try the toilet during routines. Children need to be assured that they may use the toilet other than designated times.
- All children will wash their hands with soap for a period of at least 15 seconds after using the toilet, and dry with paper towels.
- Washrooms will be disinfected with virox after every bathroom routine and between cohorts.
- Change tables/pads will be disinfected before and after each use.
- Toileting should be followed up especially before and after nap.
- Children must be assisted by a staff member during toileting times to ensure proper hygiene.

Kitchen area

- All adults will wash their hands before preparing any foods and use utensils for removal of food from containers.
- All foods will be prepared on a designated surface. No paints, pastes, toys, etc. will be placed anywhere near the food preparation surface.
- All tables are to be disinfected with sanibet before and after lunch and snacks.
- Hair nets must be worn during food preparation.
- All staff will be aware of children's diet restrictions and allergies.
- Children and staff/students/volunteers must wash hands before meals and before handling food.

Exclusion of Sick Children Policy & Procedures

Policy Statement

The Macaulay Treehouse Program is committed to providing a safe and healthy environment for children families and employees. We will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

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Purpose

To ensure that all our staff are aware of, and adhere to, the directive established by SMDHU, and Children's Services and regarding The Macaulay Treehouse Program care, monitoring, cleaning, and disinfecting in all Child Care Centre's

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with The Macaulay Treehouse Program

Procedures

As required by the Child Care and Early Years Act, centers 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, our employees will ensure the following:

- Ill children will be separated into the designated exclusion room, and be removed from other children to be monitored by a staff until parent/guardian pick up
- Symptoms of illness will be recorded in the child's daily record, in our daily log as per the CCEYA and on the Health Unit's line list
- The parent/guardian or emergency contact (if a parent/guardian cannot be reached) 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 you suspect a child has symptoms of a reportable communicable disease (refer to Centre based Guidelines for Common Communicable Diseases), please report these immediately to SMDHU Communicable Disease Line.

When to Exclude

Staff should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, **or** if the child is unable to participate in regular programming because of illness.

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Exclusion Examples:

- If the child has one or more of the following symptoms fever, cough, shortness of breath, decrease or loss of smell or taste,
- If the child has any enteric symptoms such as vomiting and/or diarrhea

How to Exclude

- Supervise the child in the designated exclusion room. This room has hand sanitizer available, as well as a cot and chair for the ill child to use. A blanket may be provided, however must be sealed in a bag and washed as soon as possible once the child has been picked up.
- Notify parents/caregivers of the sick child for pick up
- Only one staff should be in the designated room and attempt physical distancing.
- The staff should wear a mask and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately using virox rtu5 (5- minute contact time) after the child has been sent home
- Staff who were in direct contact with the child without the use of PPE must be excluded from the centre for 14 days.
- Staff should self-monitor for symptoms for the next 14 days. During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)
- Staff will inform parents/guardians of children who were in the same room of possible exposure, and should monitor their child for symptoms

Surveillance

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

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe or have (e.g. stomach-ache, vomiting, fever).

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- Record the date and time that the symptoms occur
- Record the room the child attends (e.g. room number/description)
- Record attendances and absences
- Inform supervisor or executive director of symptoms that develop while in care
- Record symptoms on covid tracking sheet

Returning from Exclusion due to Illness

Staff/children who are being managed by SMDHU (e.g. confirmed cases of COVID-19, household contacts of cases) should follow instructions from SMDHU to determine when to return to the facility.

Hand Hygiene Policy & Procedures

Purpose

Macaulay Treehouse. recognizes the importance of hand washing as a preventative measure towards the spread of infectious agents. Staff, Students, Volunteers, Parents and Children must all follow our handwashing procedures. Handwashing procedure guidelines are posted at all handwashing stations, and at bathroom sinks.

This policy will be reviewed with staff, students, and volunteers before their start date, and annually thereafter. The Director and/or Supervisor will continuously monitor, record and address any compliance and contraventions.

Definitions

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

Each employee, parent, and child are required to perform hand hygiene upon arrival at the centre at the start of their work day, or after being outdoors (i.e. on a break, after outdoor play, or off-site activity) prior to touching any of the materials or equipment in the centre. This reduces the risk of exposure to external

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pathogens.

All children should wash their hands upon entering the program space at the beginning of the day, as well as after playing outdoors or off-site activities. Program staff will assist the child as needed to wash their hands using soap and running water.

Employees must wash their hands, and ensure a child thoroughly washes his or her hands after assisting the child with toileting or diapering.

Employees must wash their hands after touching a toy or object that a child has placed in his or her mouth.

Employees must wash their hands prior to preparing or serving any food or drinks, as well as upon entering the kitchen area.

Employees must wash their hands after cleaning any areas of the centre or outdoor play areas, especially after cleaning washrooms or the kitchen area.

Employees must wash their hands before and after administering any first aid or medications.

Employees must ensure children wash their hands when soiled, after placing hands in their mouth, touching an object that another child has placed in his or her mouth, sneezing, or coughing.

Employees and children must wash their hand prior to and following engagement in sensory play activities.

Employees and children must wash their hands prior to and following meals and snacks.

Designated hand wash stations are located in each program space.

Alcohol-based Hand Rub can be used by adults if there is no access to a handwashing sink. Rub hands together for at least 30 seconds, ensuring the solution has been in contact with all surfaces of the hand and wrist. Allow to air-dry, do not rinse. ABHR must be take on all off-site activities as well as during outdoor play in case of exposure to potentially contaminated items where hand washing with soap and water is not possible.

Additional COVID-19 updated procedures

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Hands carry and spread germs. Touching your eyes, nose, 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.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- 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
- Gardening

Hands should be cleaned using soap and water or hand sanitizer 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
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

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When hands are not visibly soiled, follow these steps for cleaning hands:

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

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information

When your hands are not visible 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.

Glove Use

Gloves shall 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. Nitrite gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes, screening, or caring for a symptomatic child

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Gloves when Cleaning/Disinfecting

Employees should not be mixing chemical disinfectant into buckets, as this is performed by custodial staff. However, if an exception is required, they must wear thicker dishwashing-like gloves. Also, employees must wear these gloves when immersing toys in diluted disinfectant when toy washing.

Covering Your Cough Procedure

Germs, such as influenza and cold viruses, 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. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

Handwashing- staff

Each staff member is to wash his/her hands when the following occurs:

1. After changing a diaper.
2. After using the toilet or taking a child to the toilet.
3. Before preparing food.
4. Before eating.
5. After caring for an ill child.
6. After direct contact with nasal secretion (such as wiping a child's nose).

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7. Before and after administering any form of first aid.
8. After cleaning up any body fluids.
9. After cleaning and sanitizing.
10. Before giving medications or applying any ointment.
11. After handling animals.
12. After assisting children in the removal of outdoor clothing (especially boots and shoes).
13. After returning from lunch or break times.
14. When hands are visibly soiled.

When staff are washing their hands, the following should be done:

1. Use soap and warm running water.
2. Wet hands and add soap.
3. Rub hands briskly to lather.
4. Rub hands, wrists and under fingernails for at least 15 seconds.
5. Rinse hands well under running water for 5 to 10 seconds.
6. Dry hands well with paper towel and use the towel to turn off the tap.
7. Dispose of paper towel.

Handwashing children

Children are to wash their hands when the following occurs:

1. After using the toilet or potty.

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2. After their diaper is changed.
3. Before eating.
4. Before handling food.
5. After eating.
6. After playing outside.
7. After handling animals.
8. When their hands are visibly soiled.

Handwashing- children

When washing children's hands:

1. Have the child wet their hands and leave water running.
2. Rub soap all over the hands, wrists between the fingers, and under fingernails for at least 15 seconds.
3. Rinse hands well under running water.
4. Dry hands well with paper towel.
5. Turn off taps using paper towel.
6. Dispose of paper towel in garbage.

When necessary, staff may need to assist children in washing of their hands.

Washing hands is the single most effective way of reducing the spread of infection.

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