



OCCUPATIONAL HEALTH AND SAFETY POLICY - COVID-19

MLCP is committed to providing a safe and healthy environment for our children, families and employees during this difficult time. We will take every reasonable precaution to prevent the risk of communicable diseases. This policy applies to all employees, students, community members, and any other persons engaged in business with us. This also ensures that all employees are aware of, and adhere to, the directive established by our local health departments, and Children's Services regarding the MLCP's Policy encompassing Best Practices for Child Care Settings, Exclusion of Sick Children, Hand Hygiene, Cleaning, Sanitizing and Disinfecting, and Health Screening.

All supervisors, workers, families, and students must acknowledge, as a precondition to entry onto our school property, that this policy is intended only to MITIGATE, but not to eliminate risk. No single action or set of actions will eliminate the risk of COVID-19 transmission, but implementation of this policy can reduce this risk with everyone working together (families, staff and students) as responsibly as possible to keep our environment safe.

To maintain safe and healthy environments during COVID-19, MLCP will implement the following best practices in addition to already established policies and procedures. **This policy and procedure will be reviewed and signed off by all employees before commencing employment, and at any time where a change is made.**

- ❖ No food sharing will take place.
- ❖ Food will be served to children by a staff. Each child will have their own individual meals and snacks.
- ❖ All dishware and cutlery will be cleaned and sanitized after use.
- ❖ Children must not share personal items - bottles, soothers, toothbrushes, facecloths - label ALL personal items with child's name to discourage accidental sharing.
- ❖ Avoid getting close to faces of children where possible.
- ❖ When holding infants and toddlers, parents may ask for the use of a blanket or cloth as a barrier between the child and the staff.
- ❖ Encourage physical distancing whenever possible by:
 - Spreading children out into different areas.
 - Separating groups when possible.
 - Incorporating more individual activities and activities that encourage more space between children.
 - No large gatherings or assemblies.



- ❖ Children's personal items will be kept separately and labelled.
- ❖ Visual floor markings to assist with physical distancing.
- ❖ Added tables to ensure as much distancing as possible.

Use of PPE

- ❖ All adults in licensed care working with unmasked students are required to wear medical masks and eye protection. All staff are required to wear masks unless safely physically distanced, including in hallways.
- ❖ All children in grades 1 and above are required to wear a non-medical or cloth mask while inside the child care premises, including in hallways.
- ❖ All children >3 years are encouraged but not required to wear a mask while inside the child care premises. Parents/guardians are responsible for providing their school-aged child(ren).
- ❖ The use of masks is encouraged but not required outdoors for adults or children if physical distancing can be maintained between individuals.
- ❖ Reasonable exceptions to the requirement to wear masks are to be expected. 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 exceptions for medical conditions, meal times, etc.
- ❖ Masks are not recommended for children under the age of two (see information about the use of masks on the provincial COVID-19 website).
- ❖ When wearing a medical mask, you should wash your hands before putting on the mask and before and after removing the mask.

Staff

- ❖ Staff and students should work at only one location.
- ❖ Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary. Specialty teachers, in required PPE, may move between groups.
- ❖ Supply/replacement staff should be assigned to a specific group so as to limit staff interaction with multiple groups of children.
- ❖ Students on field placement should be assigned to a specific licensed age group.
- ❖ Staff room attendance is minimized. Masks and goggles must be worn unless the staff member is eating in which case distancing is expected. Please use the smaller room, computer lab when available, outside or staff cars to ensure distancing when unmasked.
- ❖ Please wash hands/sanitize upon entry and exit from the space.



- ❖ When snacks are available, please use the provided serving tool(s) and disinfect after use. Take what is touched.
- ❖ Please disinfect space after use.
- ❖ Disinfect taps, toilet handle, dispensers and door knobs after bathroom use.

Health Screening Procedure

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

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with MLCP. Everyone must be screened daily prior to entering the MLCP premises.

MLCP will have the following in place to conduct health screening on all employees, students, clients, community members and any other persons engaging in business.

- ❖ Place hand sanitizer at all entrances. Ensure it is visible to staff/clients entering the building and they are asked to hand sanitize.
- ❖ Ensure the Regional Municipality of Durham's Health Department resources are available for anyone who has not passed the screening.
- ❖ Health screening questions are for the parent/guardian to answer on their and their child's behalf, and for staff.
- ❖ Parents/guardians are not permitted past the entrance to ensure physical distancing unless absolutely necessary.
- ❖ Staff are not permitted to enter the building until they have been self-screened.

Screening Procedure Online

Please go to mlcp.ca→Home→COVID-19 Screening. Please read the questions and answer carefully. Updates and changes will be forwarded as they are made. Screening must be completed before attendance at school each day. Every staff, child and visitor must be screened prior to being admitted into MLCP. Staff must follow the screening checklist for each person and record the outcome (pass or fail). Please see posted signs for entry and exit points for each class. Ensure that physical distancing markers are obvious.

Should a child not be screened before arrival, the parent will be asked to complete the COVID questionnaire before admittance. In the event that a child is unscreened and the parent is unavailable, PPE'd staff will contact the parent for verbal completion and temperature recording.



Any child/staff presenting with 1 symptom should not attend MLCP. The child/staff must:

1. Conduct and receive a negative COVID test - OR
2. Confirmation that symptoms have been diagnosed as other than COVID - OR
3. Be cleared by your local public health unit for return.

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 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 (e.g., sore throat, stomach ache, head ache, etc.).
- ❖ Record the date and time that the symptoms occur.
- ❖ Record the room the child attends (e.g., room number/description).
- ❖ Record attendances and absences.
- ❖ Records will be maintained of anyone entering the child care facility and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food). Records will be kept on the premises.
- ❖ Records (e.g. name, contact information, time of arrival/departure, screening completion/results, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Children/Staff Who Become Ill During Care

To ensure the health and wellbeing of children within MLCP, and as required by the various Ministries, children who become ill while attending will be immediately isolated with a properly PPE'd staff member and required to leave the property. Staff will consistently assess the health of children in care.



When to Exclude - Communicable Diseases

Please DO NOT bring your child to school if they are exhibiting ANY of the possible symptoms until directed by a medical professional. If COVID-19 or any other infectious disease is suspected, 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, the parent will be contacted immediately, and the child will be isolated from the other children and supervised until the parent arrives. If the child has one or more of the noted symptoms they must remain at home and contact Public Health.

The Health Department will be consulted regarding any COVID-19 suspected cases and recommended protocols will be implemented. If you suspect a child has symptoms of a reportable communicable disease, please report these immediately to the local Health Unit.

The Health Department will be notified of symptoms of ill health as required. MLCP staff will follow the recommendations of the Health Department and share with the parent (i.e. 48 hours symptom free, self-assessment required). A note will also be posted at the front door of MLCP for at least 7 days notifying parents of the situation if there are suspected cases or confirmed cases, i.e. "There was one confirmed case of COVID-19 at MLCP on <date> and the children and staff attending are self-isolating for 14 days. The environment has been cleaned and disinfected". MLCP will provide information regarding the sanitary procedures to parents to reassure families of all follow up precautions in place to ensure the well-being of others at MLCP.

Parents will be offered information regarding the incubation and isolation periods as required.

Any child who develops symptoms of ill health while at school including symptoms of ill health related to COVID-19 must quarantine until Public Health directs otherwise.

Symptoms include:

- ❖ Feeling feverish/chilled
- ❖ Difficulty breathing
- ❖ Headache
- ❖ Coughing
- ❖ Vomiting
- ❖ Loss of smell/taste
- ❖ Diarrhea

If the child has any symptoms (including fever, cough, difficulty breathing, vomiting, or diarrhea), the child will be isolated immediately from the other children in a separate room and supervised at all times.



The parent will be notified to arrange for pick-up of the child. If the parent is not reached the emergency contact person will be contacted to pick up the child. 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).

Every effort will be made to keep the child comfortable until someone arrives to take him or her home.

Children, child care centre staff, and students will be referred for testing when demonstrating symptoms of illness.

- ❖ Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- ❖ 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.

As per CCEYA, staff will document the situation in the Daily Communication Log and notify the Office Staff immediately to ensure that this information is managed and recorded.

Serious Occurrence Reporting

- ❖ Child care centre licensees have a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act. The local public health unit will provide specified advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
- ❖ Where a child, parent, staff or student in the licensed group is suspected (i.e. has one or more symptoms and has been tested) of having or has a confirmed case of COVID-19, this must be reported to the ministry as a serious occurrence.
- ❖ Where a licensed room closes due to COVID-19, this must be reported to the ministry as a serious occurrence.
- ❖ The serious occurrence notification form for a licensed group will be posted as required under the CCEYA, unless the local public health unit advises otherwise.



How to Isolate

- ❖ The parents/caregivers will be notified of the sick child for pick up.
- ❖ The child will wear a mask if tolerated
- ❖ Only one staff will be in the designated room and will attempt physical distancing of 2 meters. The staff member will wear a mask and gloves. In addition, staff will perform hand hygiene and attempt to not touch their face with unwashed hands.
- ❖ Ventilation will be increased if possible (e.g., open windows).
- ❖ The area(s) will be cleaned and disinfected immediately after the child has been sent home.
- ❖ The Health Department will be contacted for direction on testing and self-isolation for child, staff and children who were in the same room with the ill child.
- ❖ Children or staff who have been exposed to a confirmed case of COVID-19 will be excluded from MLCP and follow Health Department recommendations.
- ❖ Staff and children who were in the same room with the ill child will be grouped together and not mixed with other care groups 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)

Returning From Exclusion Due to Illness

- ❖ Staff/children who are being managed by Durham Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Durham Health Department to determine when to return to MLCP. Confirmation from Durham Health Department will be required.
- ❖ Child can return to MLCP based on the recommendations of the Health Department - this may include symptom free for 48 hrs, after confirmed negative testing or other isolation recommendations.
- ❖ If not advised by Public Health, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset; they must not have a fever. Past the 14 days mark they must be 48 hours symptom free.

Staff Illness

Any MLCP staff who suspects that they have an infectious disease should follow common sense precautions and should not attend MLCP if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process each day to work at the site.



If a staff member becomes ill while at the centre they should, if possible, isolate themselves immediately until they are able to leave. A staff person who presents with symptoms of ill health must notify the office. The Health Department will be notified, and staff will follow the direction of public health. Direction may include further self-isolation, monitoring of symptoms, completing self-assessment and testing.

General and Additional Sanitary and Health Precautions - COVID-19

In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the MLCP program. MLCP will refer to Health Department, Ministry of Health Guidance document for child care and the Re-Opening documentation. MLCP will be cleaned thoroughly prior to re-opening and twice daily on an ongoing basis.

MLCP has gone to great measures to keep families and staff safe.

- ❖ Fresh air returns on all heating/cooling systems have been opened to maximum allowance.
- ❖ Larger classrooms have been divided by plastic barriers into smaller cohorts.
- ❖ Ultra violet lights have been installed in air circulation systems.
- ❖ Upgraded HEPA filters.
- ❖ Classroom windows/doors are left ajar to allow fresh air flow.
- ❖ Efforts continue with additional outdoor time.
- ❖ Cohorts work, sleep, eat and play in their cohort groups.
- ❖ Discontinued extended care hours to avoid cohort mixing.
- ❖ Distancing is encouraged and supported indoors by physical markings. Classroom furniture is situated to encourage the 2 metre distance during unmasked time

Cleaning, Sanitizing, and Disinfecting

Definition - 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.

Definition - Sanitize: is defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.



Definition - Disinfecting: describes a process completed after cleaning in which a sanitizer, 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. Any items children may come into contact with, may require a final rinse after the required contact time is observed.

Food Provision

- ❖ Lunches and snacks will be served by staff to avoid sharing of utensils
- ❖ Utensils should be used to serve food.
- ❖ Meals should be served in individual portions to the children.
- ❖ There should be no items shared (i.e. serving spoon or salt shaker)
- ❖ Food will not be shared between students
- ❖ Children should neither prepare nor provide food that will be shared with others.
- ❖ Proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- ❖ Children should practice physical distancing while eating.
- ❖ There should be no sharing of utensils.
- ❖ Water fountains shall be closed. Students are asked to each provide a clearly labelled bottle of water for consumption each day.
- ❖ Hot food from home should be sent in a thermos as the microwaves should not be shared.

Storage

All products including cleaning agents and disinfectants must be kept in a secured location that is out of reach of children. All cleaning agents and disinfectants must be labelled, and must have up to date Safety Data Sheets (SDS).

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
- ❖ A sanitizing solution using 1 litre of water (4 cups) to 2 ml of bleach (.4 tsp) is an acceptable sanitary solution. Check the solution strength with test strips.



- ❖ Sanitizing solution should be mixed fresh every day since it loses its strength and effectiveness after 8 hours.
- ❖ In an Outbreak, the solution is 1 litre of water with 100 ml ($6 \frac{3}{4}$ tbsp) of bleach.

Disinfecting Surfaces

MLCP will use the approved disinfecting products with a DIN number from the List of Hard-surface disinfectants and hand sanitizer COVID-19. For general environmental disinfection of high touch surfaces use bleach and water mix, in a labelled, ready to use spray bottle - the contact time for disinfecting is 10 minutes.

How to Disinfect

- ❖ Rubber gloves, and a mask can be used if the employee has scent sensitivities.
- ❖ Spray or wipe on the bleach solution and leave on the surface for the appropriate disinfecting contact time. Once the contact time has elapsed, the surface has now been disinfected.
- ❖ Any surface that food or children may come in contact with requires a final rinse with a single-use paper towel (i.e. counters, trolleys, sinks).
- ❖ If the surface continues to be wet, you may wipe it dry with a single-use paper towel.
- ❖ Only one group should access the washroom at a time and it is recommended that the facilities be cleaned in between each use, particularly if multiple groups will be using the same washroom.

Cutting Surfaces and Utensils

All cutting of food must be done on a plastic cutting board and used for 1 single task at a time. Cutting boards must be routinely cleaned in hot water, sanitized and rinsed after each use. Care must be taken not to transfer contamination of one food to another. Knives used to cut or slice food items should not be used for other foods or other items, unless the knife has been adequately cleaned with hot water, sanitized, and rinsed.

Clean and Disinfect Upon ENTRY to MLCP (for Staff):

- ❖ Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.



Clean and Disinfect Upon Children's ENTRY to MLCP:

- ❖ Any hard surfaces such as water bottles, containers.

Disposable Gloves

Gloves must be worn in the following circumstances and disposed after use:

- ❖ Administering first aid.
- ❖ Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces.
- ❖ Rinsing wet clothing or linen.
- ❖ Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing.
- ❖ During active screening and in the case of an isolation of an ill child.

Cots/Cribs

- ❖ Children will have a labelled cot or crib assigned to them. They will be placed to support social distancing practices, head to toe.
- ❖ Sheets and blankets must be changed each week or as needed and sent home for laundering.
- ❖ Cots or cribs must be cleaned and sanitized each day or as needed and will not be shared.

Whole MLCP Centre, Learning Materials/Toys and Equipment

Staff must ensure that all materials/toys and equipment are in good repair, clean and sanitary. The Supervisor or designate will be advised of any concerns regarding materials/toys and equipment.

- ❖ All materials/toys used at MLCP will be made of materials that can be cleaned and disinfected easily.
- ❖ Should any child present with symptoms of COVID-19, all materials/toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Standard Cleaning protocols will be followed when children in care are asymptomatic.

Learning Materials/Toy Disinfection Procedures

The disinfection of materials/toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.



All materials/toys that are plush must be removed, these include, stuffed animals, hand puppets, cloth materials/toys etc. In addition, all sensory play is suspended, this includes playdough and slime. All porous materials/toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Learning Materials/Toys Washing Procedures - Manual Cleaning and Disinfection

- Step 1 Inspect all materials/toys to ensure there are no broken parts or jagged edges.
- Step 2 Rinse with clean water. Air dry or dry with paper towels.
- Step 3 Disinfect by either immersing in a mix of bleach and water (see chart for proper mix).
OR
Spray the bleach and water solution on the materials/toys and let sit for 3 minutes, then air dry.

Frequencies and Materials/Toy Cleaning Schedules

- ❖ materials/toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
- ❖ materials/toys, including large materials/toys, cots, equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e. when materials/toys/items are visibly soiled or when materials/toys/items have been contaminated with body fluids.
- ❖ Materials/toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

Handling Used Materials/Toys

- ❖ Materials/toys that have become visibly dirty or that have come into contact with body fluids (e.g., materials/toys that have been mouthed) should be taken out of circulation immediately and cleaned and disinfected immediately. Materials/toys that cannot be cleaned and disinfected immediately should be placed in a designated bin. The bin should be clearly labelled and inaccessible to children.



Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines will be increased as the risk of environmental contamination is higher:

- ❖ **Tables and countertops:** used for food preparation and food service will be cleaned and disinfected before and after each use.
- ❖ Other tables and chairs being will be cleaned and disinfected twice daily and more often as needed.
- ❖ **Spills** will be cleaned and disinfected immediately.
- ❖ **Handwashing sinks:** staff and children washroom areas will be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids) for each cohort group or after any use by a child from a different cohort group.
- ❖ **Floors:** cleaning and disinfecting will be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play.
- ❖ **High-touch surfaces:** any surfaces at MLCP that have frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, toilet handles etc.). These surfaces will be cleaned and disinfected at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- ❖ **Other shared items:** (e.g., phones, IPADs, IPODs, attendance binders etc.) these will be disinfected between users).
- ❖ All materials/toys will be cleaned and disinfected daily when in use.
- ❖ Mouthed materials/toys will be cleaned and disinfected after every use.
- ❖ Large equipment and shelving will be cleaned and disinfected every week.
- ❖ Water tables will not be used. Only individual sensory play is permitted e.g. each child has their own separate bin or playdough that is cleaned and disinfected or disposed of between use.
- ❖ Floors will be kept clean and dry throughout the day. They will be swept and mopped additionally as necessary by staff.
- ❖ Children's cubbies will be kept neat and checked weekly by staff.
- ❖ If outdoor equipment is accessed, it will be cleaned and disinfected before each use. Only MLCP outdoor equipment can be utilized. No access to public parks is permitted.

MLCP cleaners will thoroughly clean and disinfect bathrooms, sweep and mop floors, spot clean glass, vacuum carpets, dust furniture and shelves, empty garbage and disinfect containers daily.



Group Sizes

The maximum group size (cohort) for each room or separated area in a child care centre is as recommended by the Ministry. A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the day. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, if cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.

Physical distancing is encouraged through furniture placement and visual cues.

Hand Hygiene

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 should be accomplished using soap and running water or a hand sanitizer (60-90% alcohol based) if soap and water are unavailable. Hand washing with soap and running water must be performed when hands are visibly soiled.

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.

During the COVID transmission period the frequency of handwashing and the monitoring of such is increased.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty using soap and water or when not visibly dirty using hand sanitizer as recommended.



These practices will be reviewed and encouraged regularly throughout the day with students.

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. Demonstrations to students and follow up supervision or monitoring will be daily undertakings.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% alcohol based hand sanitizer can be used. Hand sanitizers will 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. Nitrile gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after 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

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.



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.

These practices will be reviewed regularly throughout the day with students.