

COVID-19 Edition / 2020 School Year

# **PANDEMIC POLICY AND PROCEDURES**

**KABAN MONTESSORI SCHOOL**

# MANAGING COMMUNICABLE DISEASES POLICY AND PROCEDURES

## Policy Statement

Kaban is committed to providing a safe and healthy environment for children, families and employees. Kaban will take every reasonable precaution to prevent the risk of all communicable diseases, with this document pertaining to COVID-19 as the specific disease referred to at this time.

## Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Kaban regarding management, surveillance and reporting of all communicable diseases.

## Application

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

## Staff Training and Compliance

All staff attended a morning training session on Tuesday, August 18, 2020. This ensures they are aware of the new enhanced health and safety policies and procedures, before the official re-opening date at Kaban. All staff will be required to sign off that they received the proper training for Kaban's Pandemic Plans.

## Notification to Parents

All Kaban parents/guardians were notified of this COVID-19 policy through an email on Monday, August 10, 2020.

# ADDITIONAL FACTORS TO CONSIDER FOR MANAGEMENT OF COMMUNICABLE DISEASES

## Physical Distancing

- KABAN will promote physical distancing, to the greatest extent possible, in all school settings. This may include off-setting indoor and outdoor play, small-group interactions etc. Staff are asked to adhere to physical distancing at all times, to the greatest extent possible, including when taking their breaks/lunches.
- When staff are holding infants and toddlers, blankets or cloths will be used over their clothing and changed between children.
- Staff will avoid getting close to faces of children, where possible.

## Glove Use

- KABAN encourages glove use as an excellent barrier device for reducing the risk of communicable disease transmission. However, gloves are not completely free of leaks, and tears/punctures can occur. Improper glove use, including re-using gloves, can contribute to the transmission of pathogens. Wearing gloves does not substitute proper hand hygiene (e.g., hand washing or using hand sanitizer).
- Gloves must be worn when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces
- Gloves must be single use only
- Hand hygiene must be practiced before putting on and after taking off gloves
- Gloves must be removed immediately and discarded into a waste receptacle after each use

- Gloves should be appropriate for the type of activity
- To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

## Respiratory Etiquette

Respiratory infections are spread easily in settings where people are in close contact. To prevent the spread of microorganisms that cause respiratory infections (e.g., influenza), proper respiratory etiquette will be taught to children and regularly practiced by staff.

Respiratory etiquette includes:

- Staying home when ill with a respiratory infection
- Minimizing airborne droplets when coughing or sneezing, by:
  - Turning your head away from others and sneezing or coughing into your arm (e.g., "sneeze into the sleeve" and "cover your cough").
- Maintaining a two-metre separation from others, when possible
- Covering your nose and mouth with a tissue
- Disposing of used tissues into the garbage immediately after use
- Practicing proper hand hygiene immediately after coughing or sneezing

## Diapering and Toileting

KABAN provides diapering and toileting for Preschool children as needed to help develop and encourage hygienic practices. However, diapering and toileting can pose a risk of disease transmission. It is important that staff apply routine practices during diapering and toileting routines.

Hand washing sinks must be provided in diaper changing areas and washrooms. These sinks must be designated for hand washing and must be adequately supplied to allow staff and children to properly wash their hands. The diapering area must be separate from the food preparation area.

Key points:

- Washrooms and diapering areas must be equipped with:
  - Designated hand washing sink supplied with:
    - Running water
    - Liquid soap in a dispenser
    - Paper towels
    - "Hand Washing" information sheet
    - Single-use disposable gloves
    - Appropriate disinfectant
  - Washrooms/diapering surfaces constructed of smooth, non-porous, non-absorbent material that is easy to clean and disinfect (e.g., formica, hard plastic, stainless steel or a washable pad covered by smooth vinyl). Surfaces must be free of cracks or rips.
  - Appropriate storage for personal hygiene items (e.g., diapers, creams, ointments, toothpaste, toothbrushes etc.)
  - Garbage containers equipped with a leak proof plastic liner and a foot activated lid that is tight fitting
  - Sinks must be washed and disinfected at least daily (or as necessary) and must not be used for food preparation, rinsing soiled clothing or toy washing.

- Washrooms, fixtures and diaper change surfaces must be maintained in a sanitary condition
- Diapering surfaces must be disinfected after each use (even if a paper liner is used) and this should be used for diapering only (not drying toys)
- Personal hygiene items must be labelled and stored separately to prevent accidental sharing
- Personal hygiene items must be dispensed in a manner that prevents cross contamination

### **Expressed Breast Milk**

Breast milk supports the optimal growth and development of infants and is a complementary addition to a young child's diet beyond one year. Safe handling, thawing, storage and administration ensures the quality of expressed breast milk (EBM) for breastfed infants and children and minimizes the risk of infection to children and staff.

EBM is a bodily fluid and may contain microorganisms from the mother or from other sources. EBM is not sterile, and it is important to ensure proper temperature control and handling. Improper handling of EBM may result in contamination with microorganisms that can cause infections. Feeding the incorrect EBM to an infant or child can potentially lead to the transmission of disease so labelling containers and supervision during feeding are important measures to avoid unintended consumption.

### **Key Points:**

When handling, preparing and dispensing EBM, staff will:

- Store EBM in a refrigerator at a temperature of 4° Celsius or colder, until used
- Thaw frozen EBM in a refrigerator and ensure it is used within 24 hours. Do not use a microwave to thaw EBM
- Ensure bottles and containers are properly labelled (date, name of infant/child and name of mother)
- Supervise children drinking EBM from a cup to prevent unintended consumption by other children. Discard any left-over EBM not consumed by the child
- Apply routine practices when handling EBM
- Practice hand hygiene before and after handling EBM
- Wear gloves while handling EBM (e.g., dispensing into a cup or from a container)

Note: Contact Peel Health immediately, if a child consumes EBM intended for someone else.

### **Environmental Cleaning and Disinfecting**

Please refer to KABAN's Environmental Cleaning and Disinfecting Policy and Procedures.

### **Gardening:**

Some actions to consider include:

- Identify sources of potential soil contamination
- Build a raised bed garden (child sized plots) or use planters or pots
- Protect soil from animals (e.g., wire mesh, fencing)
- Use pasteurized garden soil or compost
- Wash hands after gardening
- Wash produce thoroughly
- Peel root vegetables before you eat them
- Eliminate stagnant water to prevent mosquito breeding sites

## Hand Hygiene

Please refer to KABAN's Hand Hygiene Policy and Procedures.

## Immunization

### *Immunization Requirements for Children*

The Child Care and Early Years Act (CCEYA), Section 35 (1) of O. Reg. 137/2015 (General) requires childcare operators to collect registrant's immunization information or a valid exemption before admission to the centre. Children attending a childcare should receive vaccines according to their age under the Ontario's Publicly Funded Immunization Schedule.

**Figure 1: Ontario's Publicly Funded Immunization Schedule**

### Ontario's Publicly Funded Immunization Schedule

Vaccine	Diphtheria	Tetanus	Pertussis	Polio	Haemophilus B (Hib)	Pneumococcal-C-13	Rotavirus	Measles	Mumps	Rubella	Varicella (Chickenpox)	Meningococcal-C	Hepatitis B	Human Papillomavirus (HPV)	Influenza
2 months	✓	✓	✓	✓	✓	✓	✓								
4 months	✓	✓	✓	✓	✓	✓	✓								
6 months	✓	✓	✓	✓	✓		✓								
1 year					✓			✓	✓	✓		✓			
15 months										✓					
18 months	✓	✓	✓	✓	✓										
4-6 years	✓	✓	✓	✓				✓	✓	✓					
Grade 7												✓	✓	✓	
14-16 years	✓	✓	✓												
Every autumn															✓

Boxes filled with the same colour are given as one needle.  
Rotavirus vaccine is given by mouth; 2 or 3 doses.

### *Immunization Requirements for Staff*

Before commencing employment, KABAN staff are required to be vaccinated according to the recommendation made by the local medical officer of health (under Section 57 (1), O. Reg. 137/2015).

KABAN must collect and maintain the information on file at the facility. Although not a requirement for students and volunteers under the Act, students and volunteers should also receive these vaccinations for their personal protection.

Vaccine to Protect Against Diseases	Recommendations for Staff and Documentation Required *
<b>Hepatitis B vaccine</b> Persons with hepatitis B may not show symptoms but can spread the virus through body fluids. For personal protection, all staff should be vaccinated.	Documented 2-4 dose series (as a child or adult) or Proof of Immunity <i>Some may have received this vaccine in infancy, or as a combination vaccine for travel – e.g., Twinrix®</i>
<b>Measles, Mumps, Rubella (MMR) vaccine</b> Measles is very contagious and can spread through the air even after the infectious person has left the room.	Documented 2 doses or Proof of immunity (if born in 1969 or earlier or blood tests)
<b>Diphtheria, Tetanus, Pertussis (Tdap) vaccine</b> Tetanus is naturally occurring in the soil. Pertussis, also called the "100 day cough" is very dangerous to young infants.	Documented one dose of Tdap as an adult then Td vaccine booster every 10 years.
<b>Varicella (chickenpox) vaccine</b> Chickenpox can spread through the air, days before the rash is present. It can lead to severe complications.	Documented 2 doses given at least 6 weeks apart or Proof of immunity (self-reported history of chickenpox or a blood test)
Vaccine	Strongly Encouraged for Staff
<b>Seasonal Influenza vaccine</b> Staff working with children under 5 years of age are strongly encouraged to receive this vaccine each year.	Annual vaccination No documentation required

\*Or a valid exemption (see below)

Staff, students and volunteers should see their health care provider to determine their immunization status and to obtain any missing vaccines.

### *Immunization Exemptions*

Parents who choose not to have their child vaccinated or staff who choose not to be vaccinated may submit an exemption for religious or philosophical reasons. Exemptions must be documented using approved ministry forms. Completed forms are to be kept in the child's or employee's file.

In the event of an outbreak or case of a vaccine preventable disease (e.g., measles), children and staff who are not immunized may be excluded from KABAN. This is to minimize the risk of spreading the disease.

KABAN will refer to the Peel Health guidelines for immunizations and exemptions on their website for further information and to mitigate risks.

## Laundry

Improper laundering of bedding materials used may increase the risk of disease transmission. Items such as bed sheets can harbour microorganisms that grow well in a moist and warm environment. However, disease transmission is rare if bedding materials are handled and laundered in a sanitary manner.

### Key Points

When laundering items at school, staff will:

- Place all items to be laundered in a designated basket in the classroom
- Ensure items for laundry are brought directly to the laundry area at the end of their shift and placed into the machine immediately
- Disinfect laundry baskets immediately after soiled laundry is removed to ensure when/if clean laundry is placed back into it no contamination occurs

- Each classroom staff will ensure the load in the washing machine is started two hours before closing time and placed in the dryer an hour before closing time
- Before school staff will remove laundry from the dryer, fold and drop off to classrooms as needed
- Children's personal belongings (e.g., coats, hats and shoes) are stored separately, such as in individual cubbies
- Soiled clothing is sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag; solid stools are disposed of in the toilet prior to bagging clothes)
- Soiled items are kept separate from clean items in a covered container/bag
- Bedding (sheets and blankets) is assigned to each child laundered weekly or more frequently when soiled or wet
- Laundry is done in a separate area from the kitchen. A utility sink should be installed in the laundry area.

### **Occupational Health and Safety**

Please refer to KABAN's Occupational Health and Safety - Infection Prevention and Control Plan.

### **Sleep Equipment and Arrangement:**

Children are scheduled for sleeping periods as part of the daily routine. It is important to ensure this activity is carried out in a sanitary manner.

Key Points:

- Children must be placed in a sleeping arrangement that minimizes the spread of respiratory infections (i.e. head to toe)
- Sleep equipment must be labelled and assigned to a single child
- Sleep equipment must be cleaned and disinfected before being reassigned
- Cots/Crib mattresses must be made of a cleanable material
- Crib mattresses must be cleaned and disinfected when contaminated (soiled or wet)
- Cots must be cleaned and disinfected weekly and as necessary (when soiled)
- Sleeping equipment and bedding must be stored in a manner to prevent contamination (e.g., avoid contact with mats/bedding used by another child)
- Bedding must be assigned per child and laundered weekly, or when soiled or wet

### **Sensory Play and Classroom Materials:**

Sensory play and using the Montessori materials in the classroom are an integral part of KABAN'S Preschool programs. These are excellent methods by which to enhance children's sense of touch, sight, taste, smell and hearing. However, they are also excellent vehicles for the spread of disease-causing microorganisms.

### **Cleaning and Disinfection of Play Materials:**

Please refer to KABAN's Environmental Cleaning and Disinfecting Policy and Procedures under Classroom Play Materials and Surface Disinfecting Procedures.

Key Points:

Toy cleaning and disinfection schedules and log sheets will be posted. The frequency of cleaning and disinfection varies depending on the age group and the amount of handling of toys:

- Infant (under 18 months): Frequently touched toys in infant rooms must be cleaned and disinfected daily (or more often as necessary)

- Toddler (18 – 30 months) & Preschool (>30 months – 5 years): Frequently touched toys in toddler and preschooler rooms must be cleaned and disinfected weekly (or more often as necessary)
- Kindergarten & School Age (5 – 12 years): Frequently touched toys in the school aged rooms must be cleaned and disinfected monthly (or more often as necessary)

When cleaning and disinfecting toys:

- If using a dishwasher to clean and disinfect toys, the dishwasher shall comply with the requirements of Ontario Regulation 493/17, Food Premises
- Staff must wear appropriate personal protective equipment (e.g., rubber gloves)
- Toys must be cleaned and rinsed prior to disinfection.
- Disinfectant used must be safe and suitable for the intended purpose. The manufacturer's directions for dilution and contact times must be followed
- Toys must be cleaned and disinfected using the 3-compartment sink method or a dishwasher. The 2-compartment sink method is acceptable if washing and rinsing are done in the first sink. If no sinks are available, then the 3-bin method is acceptable

Practices necessary to reduce the risk of disease transmission to children when using with classroom play materials and participating in sensory play activities:

- Children must practice hand hygiene before and after playing with toys or participating in sensory play activities
- Playrooms must be provided with both hand sanitizer and a designated hand washing sink
- Toys must be maintained in good repair and inspected for damage. Damaged toys that compromise cleaning and disinfection must be discarded
- Toys must be easy to clean and be able to withstand frequent cleaning and disinfection
- Toys used for water-play must not retain water as they can provide an environment for bacterial/mould growth
- Toys that are mouthed or contaminated by body fluids must be cleaned and disinfected before handling by another child.
- Mouthed toy bins must be designated and clearly labelled for the storage of mouthed/dirty toys.
- Homemade playdough and slime, due to its high moisture content, is more likely than store-bought playdough/slime to harbour and allow the growth of microorganisms. Used homemade playdough and slime must be discarded daily. Unused homemade playdough/slime may be stored in the refrigerator for up to one week.
- Store-bought playdough/slime must be discarded according to manufacturer's recommendations
- Sensory play bins that contain dry materials must be cleaned and disinfected after they are dumped and before replenishing
- Water play bins must be drained, cleaned and disinfected after each session. Choose water play bins that are easy to move, drain, clean and disinfect
- Individual sensory play bins must be used when appropriate, such as when children are showing signs of illness (e.g. runny nose)
- Toy storage cupboards must be emptied, cleaned and disinfected as necessary
- Toy storage areas must be monitored for pest activity
- Indoor play structures (e.g., climbers) must be cleaned and disinfected as often as necessary. A thorough cleaning of the entire play structure must be done according to schedule. Frequency of cleaning is determined by the age group using the play structure
- Electronic devices must be cleaned and disinfected between users



The following sensory play materials may be used (not during Pandemic):

- Water
- Dry pasta
- Purchased sand
- Playdough
- Clean snow
- Pinecones
- Twigs
- Leaves

The following sensory play materials must not be used:

- Sand, gravel and other soiled materials obtained from outdoor locations
- Meat trays, or soiled egg cartons and toilet paper rolls
- Manure or other products containing possible fecal matter or chemicals

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees annually, before commencing employment/unpaid placement at KABAN, and at any time where a change is made.

### **Staff Training and Compliance**

All staff are required to attend a morning training session on Tuesday, June 18 2020. This will ensure they are aware of the new enhanced health and safety policies and procedures, before the official re-opening date at KABAN. All staff will be required to sign off that they received the proper training for KABAN's Pandemic Plans.

### **Notification to Parents**

All KABAN parents/guardians were notified of this COVID-19 policy through an email on Monday, August 10, 2020.

## **ENVIRONMENTAL CLEANING & DISINFECTING POLICY & PROCEDURES**

### **Policy Statement**

KABAN is committed to providing a safe and healthy environment for children, families and employees. KABAN will take every reasonable precaution to prevent the risk of communicable diseases within all school buildings.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by KABAN regarding cleaning and disinfecting in all areas of the school.

### **Application**

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

## DEFINITIONS

### Cleaning/Sanitizing

Refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kill microorganisms. For cleaning we use Ecolab/Oasis146 and mechanical action (i.e. wiping) is required to clean surfaces. For sanitizing we use Ecolab/Oasis 137.

### Disinfecting

Describes a process completed after cleaning/sanitizing in which a chemical solution (i.e., Vital Oxide), 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, 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 three years), which are stored in each classroom. Expiry dates of all cleaning and disinfecting products, as well as, manufacturer's instructions will be strictly adhered to.

### Cleaning/Sanitizing

- Use Ecolab /Oasis146 to clean visibly soiled surfaces. Apply Ecolab/Oasis 137 for sanitizing any needed surface.

### Disinfecting

The Vital Oxide is a product approved by Ministry of Health and helps disinfect any area. Connecting the solution to a fogger, the product is going to reach every possible surface and will not need to be removed or wiped-off after certain time. It is considered a high-level disinfectant which is defined as the complete elimination of all microorganisms in or on a surface.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Oxivir TB RTU, which comes ready to use in spray bottles or wipes, the contact time for disinfecting is 1 minute
- For all other Montessori material cleaning & disinfecting use Virox 5, which has to be mixed and tested before use, the contact time is 5 minutes.
- Refer to Montessori Material and Surface Cleaning and Disinfection Procedures for further guidance.

Disinfecting using Oxivir Tb Ready-To-Use (RTU) Spray & Wipes:

- Put on rubber or heavy-duty nitrile gloves and mask, if the employee has scent sensitivities.
- Spray or wipe on **Oxivir Tb RTU-1 Minute** solution and leave on the surface for the appropriate disinfecting contact time (**1 minute**). Ensure the spray setting is **on stream** and not mist.
- Once the **1-minute** disinfecting contact time has elapsed, the surface has now been disinfected.
- Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, chairs, floor, toy shelves).
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel.

## CLEANING AND DISINFECTION FREQUENCY REQUIREMENTS

### Clean/sanitize upon ENTRY to school (for staff):

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

### Clean/sanitize upon children's ENTRY to school:

Any hard surfaces such as water bottles, containers, toothbrush handles, toothpaste.

### Clean/sanitize and disinfecting frequencies for other surfaces and items:

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

- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use.
- Spills must be cleaned and disinfected immediately.
- Handwash sinks: staff and children washroom areas must 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).
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play.
- Floor Mats: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily.
- Outdoor play equipment: must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.
- High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks toilets etc.) These surfaces should be cleaned 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, attendance binders etc., these must be disinfected between users.

**Note:** Most areas are best cleaned and sanitized with Ecolab/Oasis146 &137 and do not require a final rinse.

### Clean and disinfect daily:

Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.).

### Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated.
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves.
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with Ecolab/Oasis 146&137.
5. Discard any used paper towels and gloves immediately in a tied plastic bag.
6. Spray Vital Oxide in and around the spill area and allow the appropriate 1-minute disinfecting contact time.
7. Remove gloves as directed and discard them immediately.
8. Perform hand hygiene as directed.

**Notes:**

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. NEVER use your hands to clean up the glass.
- Please refer to the TPH, 'Blood and Bodily Fluid Spills' poster for further guidance.

**Crib and cot cleaning and disinfecting:**

- Cots and cribs must be labelled and assigned/designated to a single child per use.
- Cots and cribs must be cleaned and disinfected before being assigned to a child.
- Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child.
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot.
- Bedding must be laundered daily on the "hot" setting, and when soiled or wet.

**Additional Infection Prevention and Control Practices for Hygiene Items**

- Label individual hygiene items such as toothbrushes and store them separately.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.
- Linens must be washed on the "hot" setting.

**Montessori Material and Surface Cleaning and Disinfecting Procedures**

- Put on rubber or heavy-duty nitrile gloves and mask, if the employee has scent sensitivities.
- Spray or wipe on the selected disinfecting product (refer to the instructions set out under the "Cleaning and Disinfecting Products" heading above).
- Any surface children may come in contact with requires a final rinse with a single-use paper towel (i.e. lunch tables, highchair tray, floor, toy shelves).
- If the surface continues to be wet, you may wipe it dry with a single-use paper towel.
- It is recommended that books, puzzles, cardboard items etc. that are absorbent and cannot easily be thoroughly cleaned and disinfected, be limited or removed from the classroom.
- Should any child present symptoms of COVID-19 (discussed further below), all toys and equipment accessed or potentially accessed by the child must be removed from the classroom and cleaned and disinfected as soon as possible.
- Staff must document the cleaning and disinfecting of classroom play materials on the schedule provided. These records must be kept in a small binder/folder and available as required.

**Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees annually, before commencing employment/unpaid placement at KABAN, and at any time where a change is made.

<b>KABAN Cleaning and Disinfecting Schedule</b>					
All play materials should be cleaned with warm, soapy water first. After cleaning, disinfect using spray provided (Oxivir or Virox). Leave on materials for minimum of 5 minutes and then wipe off.					
<b>Class:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Date:</b>	<b>Initials</b>	<b>Initials</b>	<b>Initials</b>	<b>Initials</b>	<b>Initials</b>
Play materials					
Door handles and door frames - main and closet					
Light switches					
Walls - frequently touched areas in classroom					
Tables - under the table where children touch					
Chairs					
Bathroom sinks and handles					
Bathroom soap and paper towel dispensers					
Bathroom toilets and handles					
Bathroom door frame/walls where children touch					
Change table area					
Counter surfaces					
Shelves					
Garbage can					
Cubbies/lockers					
Cots - sheets changed and beds disinfected daily					
Cribs - handles and bars					
Placemats and name tags					
Easel and accessories					
Carpeted areas - disinfect using spray					
Floor mats - disinfect using spray					
Laundry basket					
IPads, binders, clipboards - disinfect frequently					
Windows and ledges					
Large motor climbers					
Bookshelves, books and book corner chairs					
Microwave and fridge if applicable					
Cupboards and handles					

# HAND HYGIENE POLICY & PROCEDURES

## Policy Statement

KABAN is committed to providing a safe and healthy environment for children, families and employees. KABAN recognizes that hands carry and spread germs, especially for children in childcare and school settings. KABAN will take every reasonable precaution to prevent the risk of communicable diseases through hand hygiene education, implementation, supervision, and documentation for compliance monitoring and improvements.

## Purpose

To ensure that all employees are aware of, and adhere to, the directive established by KABAN regarding hand hygiene for staff and students.

## Application

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

## Definitions

There are two methods of killing/removing microorganisms on hands:

- a. Hand sanitizing with alcohol-based hand rubs (ABHR) containing 70% to 90% alcohol is the preferred method when hands are not visibly soiled. Using easily accessible ABHR in most settings takes less time than traditional hand washing. Use of ABHR is also more effective than washing the hands with soap and water when hands are not visibly soiled.
- b. Hand washing with soap and running water must be performed when hands are visibly soiled. The presence of organic material can reduce the effectiveness of alcohol in ABHR. The mechanical action of washing, rinsing and drying is the most important contributor to the removal of transient bacteria. If hands are visibly soiled and running water is not available (e.g., field trips), use a moistened towelette to remove the visible soil, followed by ABHR.

## Procedures

KABAN has the following procedures for hand hygiene:

- Teach children proper hand hygiene using these resources
  - <https://youtu.be/o9hjmques72I>
  - <https://youtu.be/sDUJ4CAYhpA>
  - <https://www.publichealthontario.ca/-/media/documents/j/2009/jcyh-handwash.pdf?la=en>
  - Create classified cards for hand washing using above document
  - Post the same hand washing poster in the bathroom
- Supervise children while using ABHR, if it is being used at any time
- Ensure hand washing is carried out when hands are visibly soiled (use of ABHR is not appropriate when hands are visibly soiled)
- Ensure staff, visitors, parents and children practice hand hygiene upon arrival and/or entry into the school

- Ensure staff practice hand hygiene:
  - Before preparing, handling or serving food
  - Before and after handling expressed breast milk
  - Before and after giving medication
  - Before initial contact with children or handling items in the room
  - After toileting/diapering
  - After coming in from outside
  - After providing care involving blood, body fluids, secretions and excretions of children or staff, even if gloves were worn
  - Before and after glove use
  - Before and after handling animals
  - Touching a cut or open sore
  - Touching eyes, nose or mouth
  - After sneezing, coughing, blowing your nose
  - After handling garbage
  - Whenever in doubt
  
- Ensure staff assist and supervise children when practicing hand hygiene:
  - When entering the classroom
  - After playing outdoors
  - After using the washroom
  - Touching a cut or open sore
  - Touching eyes, nose or mouth
  - Before and after eating
  - Before and after handling pets (if applicable)
  - After sneezing, coughing, blowing nose
  - Before and after sensory play activities
  - All other reasonable circumstances
  - Whenever in doubt
  
- Each room with a designated hand washing sink must be equipped with the following:
  - Running water
  - Liquid soap in a dispenser
  - Paper towels
  - "Hand Washing" information sheet
  
- Management of dispensing containers will occur:
  - Once per week by cleaning professional staff after business hours
  - As required by KABAN employees during business hours
  
- Compliance with this policy and procedures will be monitored and improved using:
  - Monthly Preschool Classroom Checklist for the preschool
  - Staff Meeting Discussions
  - Annual reviews by administration

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees annually, before commencing employment/unpaid placement at KABAN, and at any time where a change is made.

## **OCCUPATIONAL HEALTH AND SAFETY – INFECTION PREVENTION AND CONTROL POLICY AND PROCEDURES**

### **Policy Statement**

KABAN is committed to providing a safe and healthy environment for its employees. KABAN will take every reasonable precaution to prevent the risk of infectious diseases within all school buildings, with this document pertaining to COVID-19 as the specific disease referred to at this time.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by KABAN regarding occupational health and safety measures for infection prevention in all areas of the school.

### **Application**

This policy applies to all employees engaged in business with KABAN.

KABAN recognizes that occupational health and safety involves health and safety aspects in the workplace. The Ministry of Labour (MOL) directly oversees and enforces all matters relating to occupational health and safety. As such, the MOL employs Infection Control Practitioners in order to review requirements and provide consultation on IPAC issues in the workplace. As a result, occasional audits of "Health Care Facilities" are conducted.

Although KABAN as a childcare centre is not defined under the Health Care and Residential Facilities Regulation, the MOL has set precedent by applying this regulation to work settings where IPAC is a key component of that work setting. Operators may be required to report staff cases to the MOL.

Additionally, the Health Protection and Promotion Act (HPPA), as well as sections of the Ontario Public Health Standards requires local public health units to investigate and alert the MOL with respect to occupational health hazards.

### **BEST PRACTICES TO KEEP YOUR WORKERS HEALTHY AND SAFE**

The health and safety of KABAN'S workers is always a top concern and especially during a global pandemic, such as with COVID 19. During this time, all parties must place an increased focus on health and safety in order to protect the health and safety of workers and to keep childcare centres operations running and safe. A potential source of exposure in childcare centres is exposure between the children or their families – if any of them have been exposed to the virus. This can include close physical contact with the children or families during exercises, activities, conversations or other routine activities for a childcare centre, as well as constant contact between childcare providers internally. Also, exposure can also happen through touching possibly contaminated personal or shared items (such as mobile devices, toys, documents, personal clothing, etc.) or taking part in group events/activities happening at the childcare centre. All measures taken to prevent the spread of infectious disease such as COVID-19 should be done in compliance with requirements under the OHS and its regulations and the applicable public health directives issued by the Chief Medical Officer of Health. In addition, below are a set of resources, tips and best



practices to help employers prevent the spread of infectious disease, including COVID-19 in workplaces. (Refer to KABAN'S Managing Communicable Diseases Policy & Procedures).

## PROCEDURES

### PROTECTING YOURSELF AND CO-WORKERS-GENERAL GUIDANCE

Viruses typically spread through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then face – mouth, nose or eyes. Here are the guidelines and procedures that KABAN will follow to help prevent the spread of germs.

- Consider the risks and benefits related to any upcoming essential travel and evaluate other options, such as postponing, cancelling or participating virtually.
- Where possible, maintain physical distancing of at least 2 metres (6 feet) or more between persons, including clients and co-workers (see Physical Distancing).
- Promote good hygiene such as:
  - Wash your hands often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food or use alcohol-based hand sanitizer (with greater than 60% alcohol content) if hand washing is not possible.
  - Sneeze and cough into your sleeve.
  - If you use a tissue, discard immediately and wash your hands afterward.
  - Avoid touching your eyes, nose or mouth.
  - Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Symptomatic children should be separated from others in a supervised area until they can go home and where possible anyone who is providing care to the child should maintain a distance of 2 metres; environmental cleaning of this space should take place following pick up of child.
- Instruct workers not to report to work if they are exhibiting any of the symptoms or are under self-isolation or quarantine (see "About Coronavirus Disease (Covid-19)" for identification and symptoms).
- Implement regular cleaning and disinfection (see Environmental Cleaning and Disinfection)
- Minimize contact with people who are sick and ensure controls are in place for the protection of workers.
- Instruct workers to stay home if they are sick (see How to Self-Isolate).
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- Instruct worker of KABAN's Health Screening Procedures and provide necessary training.
- Instruct staff who have symptoms or think they were exposed to COVID-19 or an infectious disease, to notify their supervisor immediately, complete the self-assessment and follow the instructions provided (see The Active Screen Tracking Checklist).
- Ensure all toys used at the centre are made of material that can be cleaned and disinfected.
- In addition to routine cleaning, clean frequently touched surfaces (i.e. door handles, handrails, toys, touch screens, elevator buttons, etc.) using cleaning products registered in Canada with Drug Identification Number (DIN) and labelled as a broad-spectrum viricide at least twice daily and when soiled (see Cleaning and Disinfection for Public Settings).

- Follow manufacturer’s instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products. Particular attentions should be paid to contact time, dilution, material compatibility, shelf-life, storage, first aid, and PPE.
- Cleaning equipment itself requires careful and regular cleaning and disinfection to avoid inadvertent cross-transmission of microorganisms during subsequent use.
- If equipment barriers are used, ensure they are removed and discarded between uses.
- When an employer determines personal protective equipment (PPE) is required for contact/droplet precautions (gown, gloves, mask/respirator and eye protection), workers must be trained on its use, care, and limitations.
- When holding infants and toddlers use blankets or cloths over childcare providers clothing and change the blankets or cloths between children.
- Linens must be laundered between children.
- Children must not share food, soothers, bottles, sippy cups, toothbrushes, facecloths etc. Label these items with the child’s name to discourage accidental sharing.
- Pick up and drop off of children should happen outside the childcare setting unless there is a determined need for the parent/guardian to enter the setting.
- Place posters or other signage in high traffic areas.
- Instructing parents to keep children home if they have symptoms (fever, cough, pink eye, loss of taste, body aches or difficulty breathing).
- Encouraging good respiratory hygiene, hand hygiene, and other healthy practices at the entrance to the workplace. Consider hand sanitizer stations at these locations where possible.
- Consider remote work for employees wherever and whenever possible.
- Institute measures to physically separate or impose physical distance of at least 2 metres between persons. This could be done by use of physical partitions, visual cues or signage to limit close contact.
- Provide training to workers on infectious disease and COVID-19, how it spreads, risk of exposure, including those who may be at higher risk (i.e. have underlying health conditions) and procedures to follow including reporting process, proper hand washing practices and other routine infection control precautions.
- Ensure sick employees stay home and that sick leave policies are flexible and consistent with public health guidance. Communicate these policies to employees.
- Based on risk of exposure, consider implementing a process for containing and laundering work clothing. Alternatively, advise workers to practice good laundry hygiene practices with their clothing as it could potentially be a source of contamination.
- KABAN will report probable and confirmed cases to the local Public Health unit. Communication about who will take responsibility, ensuring proper documentation, and implementing any advice given by the Public Health unit is critical for containing the spread of COVID-19 and infectious disease.

*Telehealth Ontario at 1-866-797-0000 or Peel Public Health if you or another individual are experiencing symptoms of COVID-19.*

*Refer to Peel Public Health’s website for information on symptoms, getting tested and self- isolation at <https://www.peelregion.ca/coronavirus/>. Peel Public Health can be reached at 905- 799-7700, Caledon 905-584-2216. The Public Health Call Centre is open 8:30 a.m. to 6:30 p.m., 7 days a week.*

- Assign staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
- Limit the exchange of papers (e.g. signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance.
- Avoid sharing pens and office equipment. Disinfect after each use.
- Schedule visits to eliminate people gathering in reception areas.

## PHYSICAL DISTANCING

As advised by the Chief Medical Officer of Health, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19 and infectious disease. Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) or more between persons (see Physical Distancing).

By maintaining physical distancing, people are less likely to be exposed to a respiratory virus like COVID-19 as the virus can be spread before symptoms appear (pre-symptomatic) and when persons may have contracted the virus but there are minimal or no symptoms (asymptomatic).

In order to ensure physical distancing in the workplace, KABAN will consider:

- Encouraging physical space between children by spreading children out into different areas; staggering or alternating lunchtime and outdoor playtime and incorporating more individual activities or activities that encourage more space between children.
- Not using water or sensory tables.
- Where possible encourage physical distancing in small groups during outdoor play.
- Increasing distance between nap mats or if space is tight place children head to toe or toe to toe. Cots and cribs will be disinfected after each use.
- If unable to maintain physical distancing workers can use a non-medical mask to protect those around them (see How to Safely Use a Non-Medical Mask or Face Covering).
- Implementing a system for virtual and/or telephone consultations when and where possible.
- Non-essential face-to-face meetings should be postponed or converted to virtual appointments.
- Having staff work from home whenever possible (i.e. administrative staff).
- Staggered start times, breaks and lunches where possible.
- Restricting visitors and limiting workplace entry to only essential personnel.
- Suspending all group activities and gatherings according to Ontario government mandates.
- Altering the workplace layout of the floor by moving furniture or using visual cues such as tape on the floor to enhance physical distancing.
- Lunchrooms and break rooms will be arranged to follow physical distancing practices, i.e., staggered lunch and break times to reduce the number of employees gathering. Disinfecting of personal eating spaces and use of kitchen appliances, such as microwaves, will be conducted routinely by each staff member accordingly after each use.

## **ENVIRONMENTAL CLEANING AND DISINFECTION**

While KABAN always has an obligation to maintain a clean workplace, that obligation is under sharper focus during the COVID-19 or infectious disease outbreak. (Refer to KABAN's Environmental Cleaning & Disinfecting Policy & Procedures).

The COVID-19 virus and other infectious diseases can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease. Many common household and commercial disinfectant products will destroy the COVID-19 virus. Some disinfectants will have an eight-digit Drug Identification Number (DIN). These products are approved for use by Health Canada. Refer to the Public Health Ontario Fact Sheet for Environmental cleaning for more details (Cleaning and Disinfection for Public Settings).

KABAN will ensure:

- Easy access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer if soap and water are not available.
- Frequent cleaning and disinfecting of washroom facilities.
- Posting signage on hygiene in English and majority languages in the workplace so everyone can understand how to do their part respecting hygiene practices.
- Sanitizing of commonly touched surfaces or areas (e.g. door handles, light switches, toilet handles, counters, work surfaces, equipment, toys) twice a day and when visibly soiled.

## **REPORTING ILLNESS**

The symptoms of COVID-19 are shared with many other illnesses including the cold and flu. It is recommended that anyone who begins to feel unwell (fever, new cough or difficulty breathing) should return home and self-isolate immediately. If you are a caregiver, have a household member, or a contact of someone who has COVID-19 or an infectious disease you should follow the guidance from public health on self-isolation.

People who are self-isolating should seek clinical assessment over the phone either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000. If you need additional assessment, your primary care provider or Telehealth Ontario will direct you to in-person care options.

Anyone who has travelled outside of Canada within the last 14 days should self-isolate upon return from travel and should not go to work.

Workers who have travelled and are part of workplaces that are essential to daily living are able to return to work as long as they do not have symptoms. However, they should self-monitor for a period of 14 days and identify themselves to their employer so that a plan can be put into place to ensure the protection of those workplaces.

## MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT AND WORKPLACE SAFETY & INSURANCE BOARD REPORTING REQUIREMENTS

The OHSA requires KABAN to provide a written notice within four days of being advised that a worker has an occupational illness (including COVID-19) from exposure in the workplace or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- Ministry of Labour;
- Joint health and safety committee (or health and safety representative); and
- Trade union, if any.

For more information: [Occupational Illness: Requirements to Report to the Ministry of Labour](#)

Any instances of occupationally acquired illnesses shall be reported to WSIB within 72 hours of receiving notification of said illness.

### POST YOUR POLICIES

KABAN will post and communicate COVID-19 and infectious disease policies to employees. These policies should cover how KABAN will operate, including but not limited to:

- The sanitization of workplaces.
- How to ensure physical distancing.
- How work will be scheduled.
- How workers and contractors report illnesses (see Occupational Illness: Requirements to Report to the Ministry of Labour; Notice of Occupational Disease: Report Form; KABAN'S Managing Communicable Diseases Policy & Procedures).

*KABAN'S workplace illness policy (see section D of the Faculty Manual: Staff Absence) aligns with COVID-19 recommendations and includes: Sick employees must stay home or be sent home from work; Sick employees should use the self-assessment tool for COVID-19 and follow the subsequent directions; When employees go home sick, their work areas must be cleaned and disinfected.*

### MINISTRY OF LABOUR TRAINING AND SKILLS DEVELOPMENT (MLTSD) REQUIREMENTS

The MLTSD is focused on providing enhanced protections for workers. Effective March 19, 2020, the Employment Standards Act was amended to provide job protected leaves for employees affected by COVID-19 (see Job Protection for Workers during the Covid-19 Situation; Occupational Health and Safety Act: Part V: Right to refuse or to stop work where health and safety in danger/Ontario.ca).

### TRACK AND MONITOR YOUR WORKFORCE

Due to the latency period of COVID-19, it is important to track where workers have worked, where possible. If a worker tests positive for COVID-19, the local public health unit will ask KABAN to provide information on where the worker worked as well as the contact information of any other worker who may have been exposed.

## EVALUATE

KABAN will regularly ask and evaluate:

- Were the proper hygiene facilities (handwashing equipment) available to you?
- Were you able to practice social distancing where possible?
- Did you have the Personal Protective Equipment (PPE) you require to protect you while you do your job if needed?
- Have you been provided training on the proper use of PPE?
- Do you know what to do if you have symptoms?
- Are you aware of emergency risks in your region and how to prepare for different situations?

## COVID-19 RESOURCES OF INTEREST TO EMPLOYERS

Stay updated with daily updates:

- <https://www.ontario.ca/page/2019-novel-coronavirus> (Ontario COVID-19 webpage)
- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> (Canada COVID-19 webpage)
- <https://www.publichealthontario.ca/> (Public Health Ontario)
- <https://www.wechu.org/> (Windsor/Essex Public Health Unit)
- [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) (Ontario Ministry of Health – COVID-19 sector resources and guidance)

## ONTARIO GOVERNMENT

<https://covid-19.ontario.ca/>

This above link provides updates on Ontario's response to COVID-19. This includes:

- status of cases in Ontario;
- current affected areas;
- symptoms and treatments;
- how to protect yourself and self-isolate; and
- updated Ontario news on the virus.

## PUBLIC HEALTH ONTARIO

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratorydiseases/novel-coronavirus>

Public Health Ontario is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements, and situational updates;
- a synopsis of key articles updating on the latest findings related to the virus;
- recommendations for use of personal protective equipment;
- testing information; and,
- other public resources.

## OTHER COVID-19 RESOURCES

### PUBLIC HEALTH AGENCY OF CANADA

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

This link outlines the actions being taken by the Government of Canada to limit spread of COVID-19, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

### WORLD HEALTH ORGANIZATION (WHO)

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

WHO provides the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures; and,
- Live media updates on the spread of the virus.

There are a host of additional resources available to help address the ongoing COVID-19 outbreak that are aimed at the Social and Community Services workplaces. Resources include:

- Public Health Unit websites: <http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>
- Government of Canada, COVID-19 Taking Care of Your Mental Health: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/taking-caremental-health.html>

### Disability Considerations During the COVID-19 Outbreak:

<https://www.who.int/who-documentsdetail/disability-considerations-during-the-covid-19-outbreakv>

- Childcare Guidance  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_child\\_care\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf)

### PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION RESOURCES

- Occupational Illness: Infectious Disease Reporting Form: <https://www.pshsa.ca/resources/occupational-illness-infectious-disease-reporting-form>
- COVID-19 Resources: <https://www.pshsa.ca/covid-19>

### Policy and Procedure Review

This policy and procedure will be reviewed, dated and signed off by all employees annually, before commencing employment/unpaid placement at KABAN, and at any time where a change is made.