



Childcare Programs

Infection Control Policy and Procedures

For Kingston and the County of Frontenac

Adapted For

Frontenac County Childcare Centre

Revised November, 2020

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Introduction

The purpose of the Childcare Programs Policy and Procedures Template document for Kingston and the County of Frontenac is to support consistency and best practices in the reopening of childcare settings in accordance with direction from the Ministry of Education, Ministry of Health, the Kingston, Frontenac, Lennox & Addington Public Health Unit and the City of Kingston, Childcare and Early Years Services.

This document may be amended as needed to in response to continually evolving circumstances during the COVID-19 pandemic.

This document begins with definitions to help guide the reader. Sections 1 through 8 contain the specific policies and their procedure templates that the service provider may adapt for their own programs. Also attached are the forms and logs referenced in this document.

The Service Provider may add any information they wish to these template policies or modify the details of these policies to fit their program's needs. However, it is not recommended that any information be removed from these template documents without first discussing these changes with KFL&A Public Health.

These policy templates are intended to supplement the information provided in the *Ministry of Education Operational Guidance During COVID-19 Outbreak* document. Service Providers are expected to ensure that all requirements in the Ministry of Education Guidance document are met, in addition to the direction contained within these template policies and procedures. This includes but is not limited to the development of policies and procedures regarding how shifts will be scheduled, and also rescheduling of group events and/or in-person meetings; as well as ensuring that all COVID-19 Serious Occurrence reporting duties are carried out.

If direction from the Ministry of Education, Ministry of Health, or KFL&A Public Health contradicts this document, that direction shall be considered to supersede any information provided in this document.

Policy and Procedure Review

These policies and procedures must be reviewed and signed off by all FCCC Employees prior to commencing work and/or when revisions are made.

Definitions

Cleaning: Refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning acts to remove, rather than kill microorganisms. Warm water, detergent, and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent and debris is removed.

Disinfecting: Refers to the process completed after cleaning in which a chemical solution (e.g. bleach solution, or Oxivir) is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Depending on the specifications of the disinfectant in use, items children may come into contact with may require a final rinse after the disinfectant contact time is observed. Disinfectant wipes may also be used; specified contact time for the product must be observed. Any disinfectant used must have a DIN. If using bleach for disinfecting a solution of 1000ppm should be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water.

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

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

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

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

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

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

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

Donning: Putting on

Doffing: Taking off

1. Health Screening and Parent Drop Off/Pick Up Procedures

Purpose

The purpose of this policy is to provide clear direction for FCCC Employees to follow when conducting health screening procedures. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

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

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

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

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

Procedure

All individuals wishing to enter the childcare centre will be screened upon arrival. Entry will only be permitted if the individual passes the health screening.

If any individual fails, the health screening they shall not be permitted to enter the childcare centre.

Visual guides should be set up to assist with physical distancing (e.g., pylons) in the event that a line-up form while parents/guardians and their children are waiting to be screened prior to entering into the childcare centre.

Individuals will maintain safe social distancing while waiting to enter. (ie standing on the marked 2 meters apart lines)

Signage describing the health screening process and distancing and PPE requirements will be posted at the screening area and or at the entrance of the childcare centre.

Staff and essential visitors (e.g., staff, cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).

- Must self-screen upon arrival referencing the Employee and Essential Visitor Screening Questionnaire and completing the FCCC Health Screening Questionnaire Information Record.
- Proper PPE must be worn. Please see FCCC Face Covering Procedure.
- All individuals must sanitize prior to entering.

Children

Upon arrival, parents will connect with the Educator as directed by site supervisor (ie. press the “Buzzer” button or call the centre.) Staff will greet everyone with a friendly, calm manner and request that each individual (parent/guardian, and child) use hand sanitizer.

During screening procedure, as much as possible, parents should not go past the screening area. If exceptional circumstances are identified which require a parent to enter the centre the parent will be considered an essential visitor and screened as required above.

FCCC will provide direction to the site supervisor as to which option to use.

Options are as follows...

Option 1- Screening by staff

- Staff should be aware of both the typical and atypical signs and symptoms of COVID-19 as described by the Ontario Ministry of Health. Please refer to the latest version of the Ministry of Health COVID-19 Reference Document for Symptoms notes: children may exhibit atypical signs/symptoms of COVID-19. Screening staff must be familiar with these signs/symptoms in case they are reported by a parent during the screening process.
- Health Screening will take place at the main entrance to the childcare centre.
- No individual shall be permitted to proceed into the centre without successfully passing the health screening.
- In order to ensure that all individuals are screened, only the main entrance to the childcare centre will be used to enter the building.
- A table should be set up in the screening area with all needed materials:
 - Hand sanitizer - Ensure hand sanitizer is visible to those entering the building and should be out of the reach of children (preschool programs)
 - Screening questionnaires
 - Pens

- Disinfectant wipes (use of wipes with a short contact time e.g. 1 minute is recommended)
- Disposable gloves
- Disposable surgical/procedure masks
- Protective eyewear (goggles or face shield)
- Thermometer (and disposable covers as necessary depending on thermometer type) *if required
- Small plastic container (to place soiled eyewear in)
- Public Health COVID-19 information resources
- Trash receptacle (placed near table)
- The health screening area must be set up to allow for physical distancing at a minimum of 2 metres between staff and the persons being screened. (unless conducting temperature check while wearing PPE).
- Screener must wear the following PPE while carrying out health screening duties:
 - Disposable surgical/procedure mask
 - Eye protection
 - Disposable gloves
 - Isolation gown

Procedure for Health Screening:

- Screener staff must ask questions using the Student and Children Screening questionnaire for each child wishing to enter the centre and record the outcome (pass or fail). Parents are expected to answer the screening questions on their child's behalf, but do not need to have their temperature taken as they are not entering the centre.
- A visual check may be required if guided by Public Health. Record observations as outlined on the Health Screening Questionnaire.
- The screener will perform hand hygiene after screening each child.
- If all questions have been answered **NO** the individual may be admitted to the centre and screener will accompany child to classroom as per centre procedures.
- If the child does not pass screening (answering YES to screening question) follow directions on the screening questionnaire and direct the parent accordingly. The site supervisor must be notified immediately.
- As per O. Reg. 137/15 s. 88.4 (4) all screening records must be retained at the childcare centre for at least one year after the date the record is made.
- Screener will perform proper hand hygiene before screening the next child.
- **Please note:** The screener does not need to remove mask, eye protection or gown after each child. Mask, eye protection and gown should be worn for the duration of screening. However, if they become soiled or contaminated, they must be changed. Gloves are required to be changed after coming into physical

contact with the person being screened (e.g. you brush a child's hair back off their forehead before taking a reading with your infrared thermometer.)

- PPE Doffing Procedure (at the end of screening process or as needed):
 - Remove gloves
 - Remove gown
 - Perform hand hygiene
 - Remove eye protection (goggles) and set in small container
 - Remove mask and discard
 - Perform hand hygiene
 - Don gloves
 - Clean eye protection (goggles) with disinfectant wipe, allow to air dry and then place back in clean storage area
 - Wipe container where dirty goggles were placed and the screening table
 - Discard used wipes
 - Remove gloves
 - Perform hand hygiene.
- If Temperature Taking is required by Public Health:
 - The screener will perform hand hygiene.
 - The screener will inform the parent/guardian that they are required to take their child's temperature.
 - Child's hair back off their forehead before taking a reading with your infrared thermometer.
 - The screener will record the child's temperature on the FCCC Screening Questionnaire Information Record.
 - The screener will disinfect the thermometer with a disinfectant wipe
 - Child does not pass screening if temperature is over 37.8 Degrees Celsius.

Option 2- Parent/ Guardian Screening with Documentation

- Parents/Guardians have 2 options for screening for this format.
 - Complete the Student and Children Screening Questionnaire and hand to staff upon arrival
 - Go to <https://covid-19.ontario.ca/> select "screen before school" and complete the screening questions. If they answered no to all the screening questions a green check mark will be shown on their screen. They will take a screen shot of this and show the staff upon arrival to the program and the child will be permitted to attend.
 - If the child does not pass screening (answering YES to screening question) the parent will follow directions on the screening questionnaire and will notify the centre.

Please note: For school age children attending the after school program only, they will need to have a hard copy of the form, filled out by parent or guardian, in their backpack ready to hand to their after school educator upon arrival. If the child does not have the form child will be isolated and parent will be contacted to pick up the child immediately.

Option 3- Parent/ Guardian Screening without Documentation

- Parents must screen their child/ren every day prior to arrival at the childcare centre.
- They have 2 options:
 - Have their own copy of the Student and Children Screening Questionnaire or view copy posted at the program.
 - Complete the Student and Children Screening Questionnaire online by going to <https://covid-19.ontario.ca/>
- If the answer is NO to all screening questions, child is permitted to attend the program.
- If the child does not pass screening (answering YES to screening question) the parent will follow directions on the screening questionnaire and will notify the centre.

Child Pick Up Procedure:

- As parents/guardians are not to enter past the screening area (unless exceptional circumstances are identified). They are to contact the staff to notified that they have arrived as per arrival process.
- Once notified of the parent/guardian's arrival, a staff person who is not in ratio with the children will go to the classroom and bring the child to the door, so that the child may be picked up by their parent/guardian. Other safe option may be arranged according to staffing.

Ministry of Health Reference Documents can be found here:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx#symptoms

2. How to Report Illness and Exclusion of Ill Individuals

Purpose

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

Policy

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

Any confirmed cases and illnesses and symptoms will be reported as per KFL&A Public Health Outbreak Policy.

Any confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence and will be revised if new confirmed cases are reported.

Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.

All staff will be notified at the centre of any suspected or confirmed cases.

OPSEU will be notified of any confirmed cases.

Procedure

Children will be excluded from a childcare centre as individuals or as a cohort based on direction from Public Health. Public Health may direct that cohorts are also excluded, based on but not limited to, local epidemiology or outbreaks associated with childcare centres.

Exclusion:

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

- If an individual answers “yes” to any screening question the individual is excluded from program.
- If a child becomes symptomatic while in program, they must be isolated immediately and picked up as soon as possible as per the Isolation of Ill Children on page 12. The parent/guardian of the child will be guided as per the screening questionnaire.
- If a staff becomes symptomatic while in program, they must leave the centre as soon as possible and will be guided as per the screening questionnaire.

- If the symptomatic individual has a positive COVID-19 test result, Public Health will provide any further direction on testing and isolation of these close contacts.

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

Readmission:

- Readmission to the program will be at the direction of Public Health in the event of a positive COVID 19 test result.
- When considering readmission to program for individuals who have failed screening and/or experienced symptoms of ill health, follow directions on the screening questionnaires.

Outbreak Management

- An outbreak may be declared by the local public health unit when, within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases within the centre.
- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the childcare setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing a particular childcare room or cohort or an entire childcare setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.
- If the public health unit determines that partial or full closure of the childcare setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

3. Isolation of Ill Children

Purpose

The purpose of this policy is to ensure that FCCC Employees are prepared to respond to any sign of illness in a manner that will help reduce risk of the illness spreading.

Policy

In accordance with Ontario Regulations 137/15, s. 36(2) the Service Provider must separate a child showing signs of illness from all other children. In consideration of the increased health risk associated with the spread of COVID-19 and in accordance with

Ministry of Education Operational Guidance During COVID-19 Outbreak, FCCC Employees are required to follow the Isolation of Ill Children Policy and Procedure”.

Procedure

- Children will be monitored for signs of ill health throughout the day by:
 - regular observations, interactions with the children, being responsive to the children’s needs/cues...
- Any child showing signs of illness will be separated from the other children and isolated in a separate room when, possible, while awaiting pickup by their parent/guardian:
- The staff person caring for the ill child must wear PPE including surgical/procedure mask, protective eyewear, gown, and disposable gloves. If over two years of age the child should also wear a surgical/procedure mask (provided the child will tolerate it).

Please Note: due to risk of suffocation, masks are not to be used on children under 2 years of age, or on any child over the age of 2 who would be unable to remove the mask of their own accord.

- Staff must be aware of proper protocols for safely donning and doffing PPE.
- Proper respiratory etiquette (using a tissue to cover a cough or sneeze) should be practiced. Tissues must be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning and disinfection of the space the child was separated must be conducted once the child has been picked up.
- Any materials the ill child had been using in the classroom must be removed until cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.

4. Environmental Cleaning and Disinfecting

Purpose

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

Policy

In accordance with Ontario Regulation 137/15, s. 33, Ministry of Education Operational Guidance During COVID-19 Outbreak and in consideration of the increased health risk

associated with the spread of COVID-19, the staff are required to strictly adhere to environmental cleaning and disinfecting procedures, as described in this document.

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

Procedures

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

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

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

If using a disinfectant other than bleach manufacturer instructions for use and contact time must be followed. (Oxivir tb)

Expired cleaning and disinfection products are not to be used.

When performing cleaning duties ensure that children are kept at a safe distance and cleaning and disinfecting products are always kept out of children's reach.

If spaces and or equipment are shared between cohorts It is recommended that they should be cleaned in between each use.

Environmental Cleaning and Disinfecting Record Keeping

- Cleaning and disinfecting logs which correspond with this policy must be maintained. Logs corresponding with this policy are as follows:
 - FCCC Environmental Cleaning and Disinfecting Log
 - FCCC Washroom Environmental Cleaning and Disinfecting Log
 - FCCC Cot and Bedding Environmental Cleaning and Disinfecting Log
 - FCCC Outdoor Play Equipment Environmental Cleaning and Disinfecting Log
- All tasks listed in these logs must be carried out with appropriate frequency as described in this policy and indicated in the logs.

- It is acceptable to add additional tasks to these logs, as needed for each particular setting.
- A separate log is required for each corresponding area of the childcare centre (E.g. each classroom, washroom etc.).
- All logs once completed must be kept on file at the childcare centre for a period of 4 weeks.

Environmental Cleaning and Disinfecting Routine Practices

Upon Entry to Childcare Centre:

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

Common Areas:

- An FCCC Environmental Cleaning and Disinfecting Log shall be kept for common building areas (e.g. entryways and hallways). This log must be accessible to all staff (e.g. posted on a wall, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the FCCC Environmental Cleaning and Disinfecting Log.
- All high touch areas, such as doorknobs and light switches must be cleaned and disinfected at a minimum, twice daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, once daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).

Classrooms:

- Each classroom shall maintain their own FCCC Environmental Cleaning and Disinfecting Log. This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the FCCC Environmental Cleaning and Disinfecting Log.
- All fabric items, such as pillows, stuffed animals, puppets, and dress up clothes should be removed from the play environment.
- Ensure all toys and play materials in use are made of materials that can easily be cleaned and disinfected.
- Ensure that any tablets or other electronic devices shared between staff are disinfected between users.

- All high touch areas must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids). High touch areas include but are not limited to:
 - shelves containing children’s toys
 - frequently used toys
 - tables
 - chairs
 - light switches
 - doorknobs
 - counter tops
 - sinks
- All low touch areas must be cleaned and disinfected minimum once daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids); Low touch areas include but are not limited to:
 - floors
 - walls in proximity to high touch areas
 - door surfaces
 - window ledges
- Any carpeting or upholstered furniture in the room must be vacuumed daily and maintained in a sanitary condition.
- Tables, chairs and countertops used for food service/meal routines must be cleaned and disinfected immediately prior to use and again after food service has ended.
- Trash cans located within children’s reach should have a lid.

Washrooms:

- For each washroom within the childcare centre a FCCC Washroom Environmental Cleaning and Disinfecting Log shall be kept. This includes washrooms located within classrooms. This log must be accessible to all staff (e.g. posted nearby the washroom, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the FCCC Washroom Environmental Cleaning and Disinfecting Log.
- All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
- Trash cans located within children’s reach should have a lid.
- A Public Health Hand washing poster must be posted in a conspicuous location near all sinks.
- If there is a change table located in the washroom a Public Health Diapering Routine poster must be posted in a conspicuous location near the change table.

- If a washroom is to be used by more than one group of children, it is required that high touch areas in the washroom be cleaned and disinfected in between use by each group.

Cots and Bedding:

- Each classroom shall maintain their own FCCC Cot and Bedding Environmental Cleaning and Disinfecting Log. This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the FCCC Cot and Bedding Environmental Cleaning and Disinfecting Log.
- In accordance with Ontario Regulation 137/15 33.1(2.C.i) All children who sleep while in attendance at the childcare centre shall be assigned a cot or crib, as developmentally appropriate. All cots/cribs once assigned to a child are to be labeled with that child's name.
- Cots must be stored in a manner that prevents the bedding and/or sleeping surface of one cot from touching the bedding and/or sleeping surface of any other cots. (e.g. Do not allow a blanket to hang over the side of a cot and make contact with the cot stacked below.)
- If cots are to be stored in the classroom, cots must be covered with a large fabric sheet used solely for this purpose. This sheet must be laundered after each use.
- No items are to be placed or stored on top of cots. (e.g. extra bedding, toys)
- All hard surfaces of cots/cribs must be cleaned and disinfected after each use.
- Bedding should be removed from the cot/crib and laundered on a weekly basis, or more often as needed. Bedding must be laundered if switching between children.
- All surfaces of cots/cribs should be cleaned and disinfected on a weekly basis.
- If a child requires a personal comfort item for sleep (e.g. stuffy, special blanket etc.) the item should, be left at the childcare centre. This item should be laundered regularly, along with bedding and blankets.
- Personal comfort items (e.g. stuffy, special blanket etc.) must not be brought from home daily.

Children's Hygiene Items:

- Pacifier must be individually labeled with the child's name, stored separately (not touching each other), and covered and not to be shared among children. Pacifiers must be washed in detergent upon arrival to the centre, and regularly after use.
- For diapering creams and lotions, each container/tube must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. Never put hands directly into lotion or cream containers, use a tissue or single-

use glove to remove product from the container and apply product to child's skin. If more product is needed, a fresh tissue or single use glove must be used.

- Only sealed packages of diapers should be accepted for use at the childcare centre. Upon arrival the package must be disinfected and labeled with the child's name.
- Clean cloth diapers may also be accepted for use at the childcare centre, these must be stored in a bin or basket labeled with the child's name. Soiled cloth diapers must be stored in a container with a lid, in a location that is inaccessible to children and sent home daily.
- Children's individual sunscreen containers must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. When applying or helping children to apply sunscreen staff must use disposable gloves. It is recommended that each child have their own sunscreen, however if the same container of sunscreen is to be used for multiple children the sunscreen must be dispensed onto a paper towel and then applied to the child.
- Staff should not clean or rinse wet or soiled children's clothing. Instead the wet or soiled item should be placed in a sealed plastic bag and sent home. Staff are required to practice hand hygiene if touching any wet or soiled item.

Outdoor Play Equipment:

- Prior to taking a group of children onto the playground, the staff responsible shall complete an FCCC Outdoor Play Equipment Environmental Cleaning and Disinfecting Log. This log must be accessible to all staff (e.g. in a folder near the playground door, or in a binder kept in an accessible location).
- It is not required that play structures are disinfected in between each group use however, proper hand hygiene prior to and after use will be practiced.
- Play structures should only be used by one group at a time.
- It is preferred that each group of children has their own outdoor play equipment and toys, and that items are not shared between multiple groups of children. All items must be cleaned and disinfected prior to use. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids).
- If outdoor play equipment and toys must be shared by multiple groups of children, all items must be cleaned and disinfected prior to use by each individual group.

5. Toy and Play Material Cleaning and Disinfection Practices

Purpose

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

Policy

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

Procedure

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

- All toys and play materials accessible to children must be cleaned and disinfected on a daily basis. Daily cleaning and disinfection is required whether or not children were observed to have touched the materials.
- Toys are cleaned daily or in between cohort use. (AM and PM School Age Programs)
- Any toys which are mouthed, or otherwise come into contact with bodily fluids must be immediately removed and placed in a designated container away from children's reach until the item can be appropriately cleaned and disinfected.
- Toy and play material cleaning and disinfecting must be carried out using either the three-sink method, or a dishwasher. Large items may be cleaned and then sprayed with disinfectant left for the appropriate contact time.
- Use of sensory materials (e.g. shredded paper, soil, sand etc.) shall be limited to individual portions of materials offered to children. These materials are not to be shared between children. These materials are to be considered single use only and shall be disposed of each day.

- If using “wet” sensory materials (e.g. individual bins of water, goop, slime etc.) care must be taken in disposing of these materials immediately after use by a single child, and that the surrounding surfaces are immediately cleaned and disinfected in order to remove any of the material that may have splashed in the surrounding area.
- All fabric toys and play materials are to be removed from the classroom and shall not be used.
- Any toys that children are likely to put in their mouths or hold against their faces should be removed. (e.g. toy dishes or cutlery, binoculars, magnifying glasses)

6. Physical Distancing and Daily Routines

Purpose

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

Policy

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

Procedure

Mealtimes:

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

- Refrain from allowing children to help prepare food or set the table.
- Refrain from allowing children to help clear each other's plates and other dishes. A child may clear their own dishes, or staff may do so.

Daily Schedules:

- As much as possible, each group of children should be cared for by one staff person, who is assigned to the group. Staff rotation should be limited to required breaks and shift changes (e.g. coverage for a lunch break, or afternoon shift changeover).
- All group events will be rescheduled as per Public Health recommendations. In person meetings will take place only if absolutely necessary, if unable to be done by alternative methods such as by phone, email or other electronic options.
- At no point may the number of individuals present in a classroom exceed the maximum cohort size (excluding Special Needs Resource staff).
- Staff should work at only one location as much as possible.
- Supply staff should be assigned to specific programs as much as possible.
- Post-secondary students will be placed at only one location.
- A record must be kept for contact tracing purposes of the name of each staff and time in/out of each room. This record must also reflect any essential visitors who enter the room.
- Each cohort of children must be strictly separated:
 - Only one group of children should be in a playground area at any given time. If the playground is sufficiently large more than one group of children may be outdoors at the same time, providing a visual barrier (e.g. pylons or caution tape) to maintain a minimum of two metres separation between each group.
 - Use of indoor common spaces such as gyms or resource rooms should be considered as a secondary choice after outdoor play. The area must be thoroughly cleaned and disinfected between use by each group.
 - If multiple groups are to use the same gym or indoor area at the same time, a floor to ceiling divider must be in place to separate the groups.
 - Consideration should be given to each group's transition schedules to eliminate contact between groups. (E.g. two groups meeting in the hallway as one group is going outside and the other is coming in).

Classroom Set Up:

- Play materials and "invitations to play" should be set up to encourage children to spread out as much as possible:
 - Consider offering multiple copies of popular items and disperse them throughout the room.

- Set up multiple “points of interest” throughout the room.
- Consider moving furniture to eliminate “bottle necks” and create more space for children to move, while maintaining distance.

Rest/sleep routines:

- When setting up cots for sleep, cots should be placed with consideration to maximize physical distancing between children. Also, consider encouraging children to lay on their cots in such a way as to alternate head to toe.

Outdoor:

- The use of masks is not required outdoors for adults or children if physical distancing of a least 2 metres can be maintained between individuals.
- Going on walks are not recommended at this time (strollers and walking lines) Strollers will only be used to transport non walking infants to and from playground, unless in an emergency.

Caring for Younger Children:

- When directed by Public Health it may be required to use a blanket or cloth should be placed between the educator and the child, in order to cover the educator’s clothing when holding/carrying a child for routine care (e.g. feeding or rocking to sleep. These blankets/cloths should be changed between children and laundered at least daily.

Staff Breaks:

- Wherever possible, stagger breaks between staff to avoid multiple staff congregating in one room.
- If more than one staff are in a break room together physical distancing must be practiced.
- Staff should clean and disinfect surfaces as they leave (e.g. tables, chairs).
- Staff are expected to perform hand hygiene before/upon entering a break room and before/after eating.

7. Hand Hygiene Best Practices

Purpose

The purpose of this policy is to ensure that FCCC Employees are aware of and adhere to hand hygiene best practices. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

Policy

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

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

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

Procedure

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

Hand Hygiene shall be carried out routinely as described below:

- All staff must practice hand hygiene upon entry to the classroom, prior to engaging in play or any other activities.
- Hand hygiene must be practiced when hands are visibly dirty.
- Hand hygiene must be practiced **after**:
 - Sneezing, coughing, or blowing your nose
 - Using the washroom
 - Handling garbage
 - Handling raw foods
 - 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 hygiene should be practiced **before and after:**
 - Preparing, handling, serving, and eating food
 - Handling animals
 - Touching a cut or open sore
 - Changing diapers
 - Donning and Doffing PPE (See Use Of PPE below)
 - Dispensing/handling expressed breast milk
 - giving medication

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

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

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

- Apply hand sanitizer. (minimum 60% alcohol-based)
- Rub hands together for at least 20 seconds.
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry.
- NOTE: If hands are visibly dirty, hand sanitizer will not clean sufficiently. If hands are visibly dirty, they must be washed with soap and water.
- It is appropriate for school age children to carry their personal hand sanitizer or have access to centre's hand sanitizer.
- In preschool programs, hand sanitizer should be out of children's reach and supervised when using.

8. Use of Personal Protective Equipment

Purpose

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

Policy

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

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

Please view PPE training module at:

<https://learning.elucidat.com/course/5e84c86194b6d-5ee8d16a70be2>

Personal Protective Equipment is expected to be worn in accordance with this policy.

Procedure

- Nitrile, vinyl, or similar material disposable gloves shall be available in sizes appropriate for staff who will be using them.
- Eye protection shall be available for staff use.
- Disposable surgical/procedure masks shall be available for staff use.
- Gowns shall be available for staff use.
- Glove use is required when carrying out any of the following:
 - Performing first aid
 - Changing a child's diaper or assisting a child with toileting
 - Routine cleaning and disinfecting activities
 - Cleaning bodily fluids
 - Cleaning and disinfecting PPE
 - Handling toys, bedding or other items which may have come into contact with bodily fluids
- Eye protection and gloves are required when mixing disinfectants (use PPE as required in accordance with MSDS).
- Mask, eye protection, gown and glove use is required when taking an individual's temperature during health screening, or caring for a child who shows symptoms of illness, or when cleaning blood or body fluid spills if there is risk of splashing.
- Refer to FCCC Face Covering Procedure for further guidance. (For children, cooks, visitors and outside procedures.)

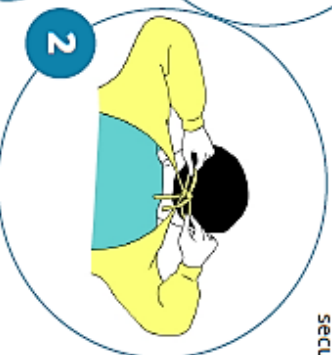
Recommended Steps: Putting On Personal Protective Equipment (PPE)

1. Perform Hand Hygiene



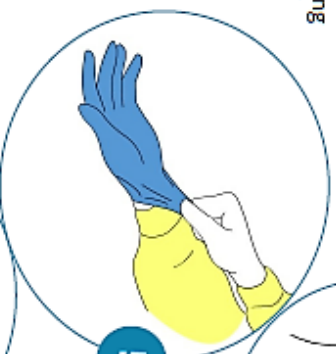
2. Put on Gown

- Tie neck and waist ties securely



5. Put on Gloves

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff



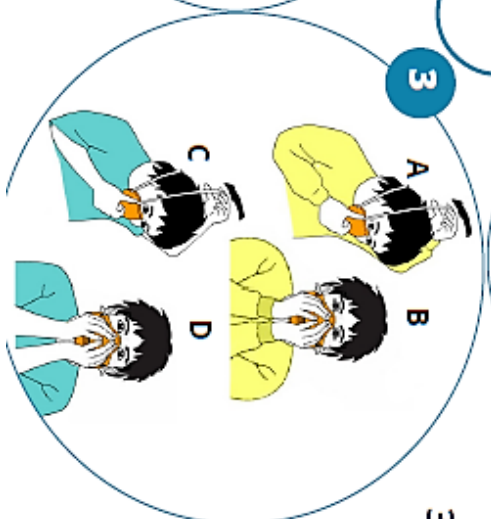
4. Put on Protective Eyewear

- Put on eye protection and adjust to fit
- Face shield should fit over brow



3. Put on Mask/N95 Respirator

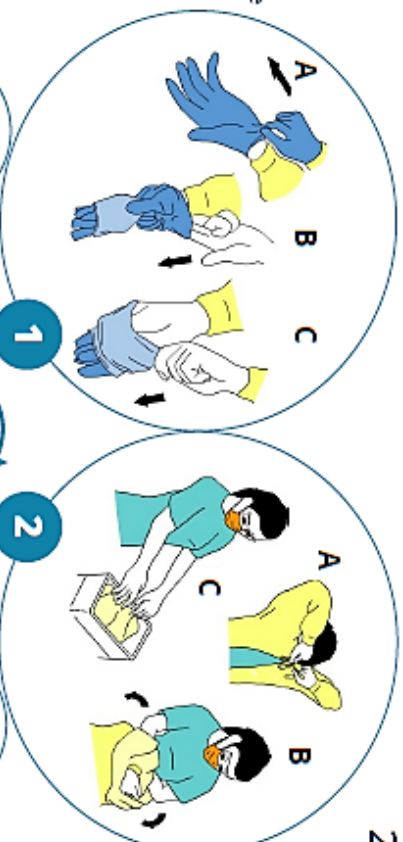
- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check



Recommended Steps: Taking Off Personal Protective Equipment (PPE)

1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.

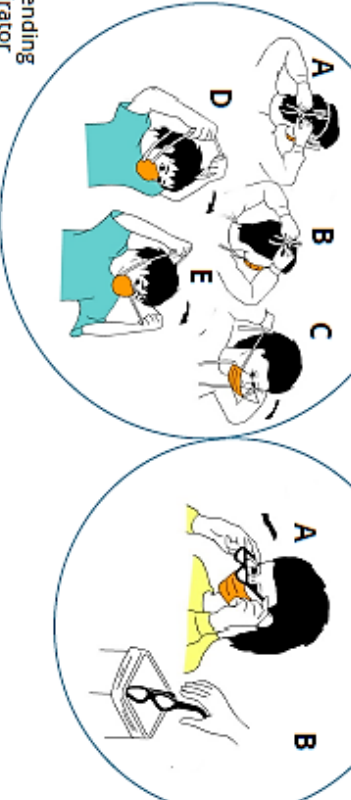
6. Perform Hand Hygiene



3. Perform Hand Hygiene

5. Remove Mask/ N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



FCCC Face Covering Procedures Nov 2020

Indoor Procedures:

Essential Visitors –

All essential visitors are required to wear a face covering or non-medical mask while inside the building (if they are not working with or near the children)

Children-

All children in grade 4 and above are required to wear a cloth or non-medical face covering. The exception is if the child cannot tolerate the mask and or if there is reasonable medical condition. (This is determined case by case at the discretion of the site supervisor) No child can be forced to wear a face covering. Those able to wear one but that refuse to wear one, will require the support of the family to assist FCCC with helping the child to comply. (Following the FCCC Supportive Guidance Practices)

Children JK to Grade 3 are, encouraged to but not required to, wear a cloth or non-medical face mask. No child can be forced to wear a face covering. **Subject to change as per guideline revisions.

Children in our full day preschool sites are not required to wear a face covering. If the parent and or child chooses to, they may do so. NO child under the age of two will be permitted to wear a face mask while in our programs.

Families are to provide face coverings for their children, however if they forget theirs, all programs have extras on hand for them.

Staff –

All staff working with the children must wear a medical mask and eye protection, while inside the centre. These are provided by the ministry and are available at the programs for all staff.

Management/Administrative Staff working in offices behind closed doors, are not required to wear face coverings if they can safely physically distance at least 2 meters apart. Once they leave the office, unless it is to interact with the children, they are required to wear a cloth or non-medical mask. If they will be interacting with the children, they must wear a medical mask and protective eye wear.

Program Staff in break rooms, behind closed doors, are not required to wear face coverings if they can safely physically distance at least 2 meters apart.

Cooks working in kitchens must wear a medical mask.

Outside Procedures:

The use of mask is not required outdoors for children or staff if safe distancing of 2 meters can be maintained between individuals.

Note: FCCC will support staff to take short masks breaks when they feel it is required. This can be done in a safe manner by briefly removing their mask when they are able to maintain at least 2 metres from the children and staff while still working.

FCCC Health Screening Questionnaire Information Record

Date: _____

Location: _____

First and Last Name (person being screened)	Child	Staff	Pass	Fail	Time In	Time Out	If this is an essential visitor, that we do not have contact information for, please state contact #, agency and area visiting	Notes	Staff Completing form/Screeener initials

This form is to be completed using the appropriate Health Screening Questionnaires.

FCCC Environmental Cleaning and Disinfecting Log

Classroom/Area: _____

Month/Year/Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Twice Daily:

Item/location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Doorknobs										
Sinks										
Counters										
Tables										
Chairs										
Handrails										
Shelving/Cubbies										
Light switches										
Trash can										

Once Daily:

Item/location	Monday	Tuesday	Wednesday	Thursday	Friday
Floor					
Carpet vacuumed					
Walls within reach					
Classroom door					
Cupboard doors					
Windows within reach					

Please note: Any surface or item that becomes dirty or comes in contact with any bodily fluid including saliva or nasal mucous must immediately be cleaned and disinfected.

FCCC Washroom Environmental Cleaning & Disinfecting Log

Washroom Location: _____

Month/Year/Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Twice Daily:

Item/location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Doorknobs										
Sinks										
Counters										
Mirrors										
Toilet										
Walls										
Cupboard doors										
Diaper change table*										
Trash can										
Floor										

*Diaper change table cleaning is in addition to the cleaning which takes place as part of the diaper change routine.

If multiple groups of children are using a washroom, high touch surfaces (e.g. tap handles, toilet handles, doorknobs etc.) should be disinfected between groups.

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

FCCC Cot and Bedding Environmental Cleaning and Disinfecting Log

Room: _____

Month/Year/Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Item	Mon	Tue	Wed	Thu	Fri
Hard surfaces of cots/cribs cleaned and disinfected after each use					
Bedding laundered weekly and all cot surfaces disinfected (indicate day)					
Personal toys laundered weekly (indicate day)					
(If accessible to children) Cots covered for storage, covering changed after each use.					

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

FCCC Outdoor Play Equipment Environmental Cleaning and Disinfecting Log

Specify Playground : _____

Group: _____

- It is not required that play structures are disinfected in between each group use however, proper hand hygiene prior to and after use will be practiced.
- Toys are cleaned daily or in between cohort use. (AM and PM School Age Programs)

Month: Year: Week:	Outdoor Toys	Initial Cleaned and disinfected AM	Initial Cleaned and disinfected PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

FCCC Toy and Play Materials Cleaning and Disinfecting Log

Room: _____

Month/ Year Week of: _____

Please indicate completion of cleaning and disinfection of each toy/play material by listing the item and initialing in the appropriate space below.

- Toys are cleaned **once** daily and in between cohort use. (AM and PM School Age Programs)

Toys/Play Materials ////////////////////////////////////	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Please note: In addition to the routine cleaning listed in this log, any toy or other item that mouthed, becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

City of Kingston Childcare Programs
Infectious Control Policy and Procedures

For Kingston and the County of Frontenac

Adapted for Frontenac County Childcare Centre

November, 2020

Review Sign Sheet

I, (Print name in full) _____ have read and understand the following FCCC policy and procedures. I agree to abide by the policies, procedures and guidelines listed while I am employed with, or participate in, any activity of Frontenac County Childcare Centre. I understand that failure to abide by these, or any other written or verbal policies and procedures may result in my immediate dismissal.

I also understand that FCCC has the right to change anything in this policy and procedures at any time and that I will be bound by the revised or new policy and procedures immediately upon their distribution. After reading the revised document I will be required to sign a revised Review Sign Sheet.

Employee Signature

Date