

# FUN SCHOOL – Policy and Procedure

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## **Policy: Enhanced Sanitary Procedures**

### **Intent:**

Ensuring that there are enhanced sanitary procedures for the health and safety of children, parents/guardians and staff

### **Policy:**

This policy outlines procedures regarding health and safety protocols for COVID-19 at FUN School

FUN School must be thoroughly cleaned prior to reopening operations.

### **Procedures to be covered**

1. Hand hygiene and respiratory etiquette
2. PPE
3. Cleaning and disinfecting
4. Toys and equipment
5. Equipment used for nap/sleep time
6. Cohorting staff and children
7. Meal times
8. Interactions with children
9. Physical distancing measures
10. Isolation/exclusion of ill children and child care staff
11. Additional infection control practices
12. Staff considerations

#### **1. Hand Washing**

- Perform and promote frequent, proper hand hygiene and respiratory etiquette
- Staff must supervise hand washing and assist children and ensure proper hand washing is practiced often and when necessary, e.g.; before and after eating, after using the bathroom, after covering a cough or sneeze, after outdoor play etc.
- Hand washing using soap and water is recommended over alcohol-based hand sanitizer for children
- Hand sanitizer should only be used on children over the age of two and under staff supervision
- If a child uses hand sanitizer the staff supervising must ensure the product has completely evaporated from the child's hands.
- Staff must clean their hands thoroughly with soap/water or use hand sanitizer which is at least 60% alcohol concentration, provided hands are not visibly soiled
- Hand sanitizer is kept in areas where children cannot access it independently
- Staff should avoid touching their face, nose and mouth with unwashed hands

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- Staff must monitor supplies to ensure they have adequate amount of liquid soap, paper towel, tissues and a waste receptacle that is lined with a plastic bag.

**Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:**

- When they arrive at FUN School and before they go home
- Before and after breaks
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

**Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:**

- When they arrive at the FUN School and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

## 2. PPE

- **Masks:**
- N95 respirator – not required in childcare
- Surgical/Procedure masks – often blue in colour – single use – required in childcare
- Non-medical masks – cloth – homemade masks – re-usable
- Masks and gloves are not required to be worn by staff or children all the time except in certain situations
- Staff:
  - when conducting active screening at the screening station;
  - cleaning and disinfecting blood or bodily fluids;
  - when it is anticipated that hands will come into contact mucous membranes, broken skin, tissues, contaminated equipment or environmental surfaces, diapering
  - caring for a sick child
  - a staff who become ill until they leave the FUN School
  - when consoling a child
- Hand hygiene must be performed before putting on and after taking off a mask or gloves

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- Staff can wear PPE if they choose, but it is not necessary except as mentioned above.
- Children
  - when a child(ren) who becomes ill, if tolerated, until their parent/guardian arrives, (except for children under the age of 2 years)

### 3. Cleaning and disinfecting

- Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are the most likely to become contaminated, (doorknobs, light switches, gates, toilet handles, sink faucets etc.) or when visibly soiled.
- A cleaning and disinfecting log will be completed to track and demonstrate cleaning
- Quato 44 with the proper dilution is the disinfectant used at FUN School and is on Health Canada's approved list of disinfectant for use against coronavirus COVID-19

### 4. Toys and Equipment

- Toys and equipment used at FUN School during this time are made of materials that can be cleaned and disinfected. NO plush toys will be used.
- Mouthed toys will be removed and cleaned/disinfected immediately after the child is finished using it
- When toys and equipment are shared, they should be cleaned and disinfected prior to sharing between cohorts
- If sensory materials are offered, they should be provided for single use and available to the child for the day, and on an individual basis
- Use of individualized bins or packs for art materials and supplies for each child will be implemented labeled with the child's name and picture to prevent sharing
- Use of outdoor programming is encourage for physical distancing. All equipment must be cleaned and disinfected between cohorts
- Disinfectant wipes may be used in between use of cohorts in the event the toys are too big for washing in the 3-compartment method
- The following procedure will be followed for Toy cleaning and disinfecting:
  - Wash with soap and water, no mesh bags
  - Rinse
  - Disinfect with Quato 44 for 10 minutes
  - Rinse
  - Air dry

### 5. Equipment used for nap/sleep time

- Children will have an individual cot assigned to them; sharing will not be allowed
- The distance between cots will be increased if possible
- If this is not possible then children will be placed head to toe or toe to toe

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- Cots will be cleaned and disinfected after each use
- Sheets and blankets will be cleaned after each use
- Families can bring their own blankets, but they will be laundered prior to use at FUN School

## 6. Cohorting staff and children

- The maximum cohort size for each room is no more than 15 children plus staff
- Staff and children will have a designated cohort
- Cohorts will be designated to a specific room
- Cohorts cannot mix throughout the day
- Drop off and pick up will be staggered to prevent parents/guardians from gathering or grouping together
- Outdoor play will be staggered between cohorts so cleaning and sanitizing can be completed as required

## 7. Meal/snack times

- There will no family style self –serve or sharing of food at meal/snack times
- Utensils will be used to serve food
- There will be no shared utensils or items, serving spoons, condiments
- Meals/snack will be served in individual portions to children by staff
- Staff should reinforce with children not to share food, drinks, feeding utensils, bottles sippy cups, etc.
- No food is to be provided by the family, except where required for dietary or allergy reasons
- Children should neither prepare nor provide food that will be shared with others
- Proper hand hygiene must be practiced when staff are preparing food and for all individuals before and after eating
- Children should practice social distancing while eating if possible

## 8. Interactions with toddlers/preschoolers

- When holding toddlers staff should place blankets or cloths over clothing and change the blankets or cloths between children
- If a preschooler needs to be held/comforted follow the same as above
- Avoid getting close to faces of all children where possible
- Social distance at all times if possible

## 9. Physical Distancing Measures

- Children and staff will be put in cohorts/groups of 10 or less at any given time to manage physical distancing and limit the number of people in close contact if at all possible
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts

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- Physical distancing is not to compromise the supervision of children or their safety at any time
- Maintain physical distancing of at least 2 meters, (6 feet) or more between staff, parents or children if at all possible
- Arrival, departure and transition times should be staggered
- Children should be spread out into different areas, especially at meal, nap and dressing times
- Staff should regularly remind children to keep “hands to yourself”
- Personal items should be clearly labelled with the child’s name to prevent accidental sharing
- More individual activities should be incorporated
- Activities that involve sharing objects/toys should be avoided
- Activities involving singing, shouting or speaking loudly indoors should be avoided

### **10. Isolation/exclusion of ill children or staff**

- If a child becomes ill with symptoms while in care they must immediately be separated from their cohort in a designated room and supervised until they are picked up
- The parent/guardian or emergency contact will be notified to pick up their child immediately
- Staff will open the windows to increase air circulation to the area if it safe to do so
- If the child is over 2 years of age a mask should be worn if tolerated, and they are able to use it properly
- The staff member tending to the child should wear PPE and maintain physical distancing as best as possible
- The area should be cleaned and disinfected immediately after the child with symptoms has been picked up
- Staff and children who were exposed to the child who became ill with symptoms, (i.e. suspected COVID-19 case) must continue to be grouped together and monitored for signs and symptoms of illness
- Parents/guardians will be notified that their child was exposed to the ill child and they should monitor their child for symptoms
- Childcare staff and children/siblings that have been exposed to a confirmed case of COVID-19 are to be excluded from the childcare setting for 14 days
- These individuals must self-isolate at home and monitor for symptoms for the next 14 days
- Parent/guardians/staff must contact the Region of Peel Health for further instructions

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## 11. Additional Infection Control Practices

- Low touch surfaces must be cleaned and disinfected daily, window ledges, doors, sides of furnishing etc.
- Garbage should be kept in waterproof containers lined with plastic bags and disposed of daily. Any blood soiled items must be discarded in sealed bags.
- Washrooms should be cleaned and disinfected frequently throughout the day
- Carpets are to be vacuumed daily
- Bottles and pacifiers must be individually labelled and stored separately
- When applying lotions/creams for diapering gloves must be worn and changed for each child being diapered
- Children should provide their own sunscreen and are not to be shared. Staff can assist children with application wearing gloves
- Personal belongings: backpack, clothing, blankets should be minimized, but if brought should be labeled and kept in the child's cubby.

## 12. Staff considerations

- Supervisors/designate should limit their movement between rooms, doing so only when absolutely necessary
- Staff should consider bringing a change of clothes to school
- Staff should separate work clothes for laundering as they could potentially be a source of contamination
- Place possibly contaminated laundry, including non-medical cloth masks and facial coverings, into a container with a plastic liner and do not shake.
- Wash with regular laundry soap and hot water (60-90°C) and dry well.
- Clothing, linens and non-medical cloth masks and facial coverings can be washed with other laundry
- The lunch/break room will be arranged to follow physical distancing
- Lunches/breaks will be staggered to reduce staff gathering

## Attachments

- Handwashing procedures