

Revised: 1 September 2020

POLICY

Brason Montessori will strive to reduce the prevalence and spread of infectious disease/illness, specifically during COVID-19 pandemic. In addition to routine practices for dealing with blood/body fluids and blood/body fluid by-products, all staff must strictly adhere to sanitary precautions recommended by Public Health Region of Waterloo as well as Ministry guidance, in all aspects of the program.

PROCEDURES

Refer to [Public Health Ontario Cleaning and Disinfection for Public Settings and the ROW Safe and Healthy Children: A Public Health Resource Manual for Child Care Providers](#) for detailed information on proper cleaning protocol. Cleaning and disinfection must be performed at least once a day before opening for the day and whenever contaminated during daily operation on an ongoing basis. High touch surfaces must be cleaned and disinfected at a minimum of twice daily.

- 1.Cleaning products used must have a Drug Identification Number (DIN) and statement of capacity to kill viruses (contains a virucide). Whenever possible, cleaning and disinfection should be done when children are not present (to avoid children inhaling the disinfectant)
- 2.Janitors will use a new cleaning cloth for each room.
- 3.All staff will read and sign off on new Covid-19 Pandemic Care Plan policies and be trained and will follow the Health and Safety Protocols.
- 4.Brason Montessori will maintain a cleaning and disinfection log to track and demonstrate daily and weekly cleaning.

Hand Hygiene

Disposable Gloves:

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

- Administering first aid
- Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces
- Rinsing wet clothing or linen
- Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing
- Handling dirty laundry
- Staff must adhere to proper don/doffing of gloves, [see video link](#).

Hand Washing:

Staff must wash their hands with soap and warm water in the following situations:

- Before handling food, drinks or medication

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- Before and after eating • Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- Before and after using gloves
- Before and after touching theirs or someone else's face
- Before entering and leaving a classroom
- After touching contaminated articles such toys that have been mouthed or personal care items such as toothbrushes
- Immediately following the disposal or laundering of any contaminated personal protective equipment (PPE)

If staff cannot access soap and water, alcohol based hand sanitizer containing a minimum of 60% alcohol can be used, only if the hands are not visibly soiled.

The removal of all hand jewellery and nail polish is recommended to ensure thorough hand sanitizing and hand hygiene.

Children must be encouraged to wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting, including after a diaper change
- After putting their hands in their mouths
- At arrival time, and when coming inside from outdoor play

Close Contact

Efforts should be made to maintain physical distancing between staff to staff, and staff to children (2m minimum or 6 feet).

Avoid getting close to the faces of children whenever possible.

When physical distancing is not possible with holding toddlers or infants, use blankets or cloths (can be a lab coat) over childcare providers clothing and change the blanket between children. Lab coats, blankets or cloths will need to be laundered between each use. Disposable lab coats will not be reused. Blankets, cloths or lab coats should not be worn outside the program room, into the kitchen or into the staff room.

It is recommended that staff don a mask when in close contact with any person. [See Public Health Ontario When and How to Wear a Mask](#)

Staff are to adhere to proper don/doffing of any mandatory or optional personal protective equipment and practice hand hygiene immediately following the disposal or laundering of any contaminated PPE.

Staff on breaks and lunch need to maintain 2m physical distancing from staff working in other areas of the centre. Shared spaces, including lunch tables, microwave, taps, etc. will be disinfected between users. Each staff room will have a maximum capacity posted on the entryway and furniture will be arranged to support physical distancing.

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No more than one person should be in the kitchen at a time to ensure physical distancing is maintained. Where possible, dedicate staff for kitchen duties. Ideally, do not assign housekeeping staff to be involved with food preparation or food service.

All staff must complete a Daily Close Contact Log to keep track of who they have been in close contact with throughout their shift. These logs will be filed in a designated location at each centre by the end of each shift. This information will be needed in the event of a positive COVID-19 case to support contact tracing.

Sleeping/Resting

Children will have a cot assigned to them. Cots will be placed to support social distancing practices (2 metre separation). If 2m separation is not possible, children will be placed head-to-toe or toe-to toe.

Bedding must be put away in a bag in the child's cubby, daily, before the cots are stacked.

Bedding must be cleaned weekly or more frequently as needed.

Beds must be cleaned and sanitized between each user if they are shared among children.

Cots must be cleaned and sanitized weekly or more frequently as needed.

Staff will record all cleaning and sanitizing of cots on the daily cleaning log.

Cleaning Toys and Play Equipment

Staff must wear gloves when cleaning / disinfecting any toys, equipment or furnishings. All plastic material should be washed with soap and water and then disinfected with the disinfectant spray. All wooden material should be sprayed with the disinfectant (mist) and left for 10 minutes to air dry.

Staff must ensure that all toys and equipment are in good repair, clean and sanitary.

If books are used, they must be labelled with the child's name and allocated in a designated area. Books once labelled for a child cannot be shared. Once the child has read the book, the book should be put away in a 'contaminated books box' and put away in storage area for 7 days before it can be given to another child. Where possible, wipe hard cover books with a disinfectant wipe.

Shared spaces and structures that cannot be cleaned and disinfected between cohorts will not be used.

The Supervisor or designate must be advised of any concerns regarding toys and equipment.

Plush toys will be removed from classrooms and outdoor spaces as they cannot be readily cleaned and disinfected. Personal comfort toys can be brought to centre and used during sleep/rest time. They must be placed back in a bag in the child's cubby after sleep/rest time. All of children's personal belongings should be labelled with their name.

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It is recommended that books, puzzles, cardboard/boxboard, etc. that are absorbent and cannot be easily cleaned and disinfected are limited or removed.

Sensory materials commonly shared such as sand, water, playdough are not permitted. If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be labelled and provided for the same child disposed off at the end of the week or when contaminated.

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

- Toys and other materials that are being shared between cohorts must be thoroughly cleaned and disinfected in between use. This includes all outdoor toys, materials and structures.
- Preschool and toddler toys must be cleaned at least every week and more frequently as needed.
- Mouthed toys must immediately be cleaned and sanitized after every use.
- Large equipment and shelving must be cleaned and disinfected every week.
- Toys needing to go through the dishwasher will be washed at a time which does not conflict with the work of the kitchen staff as a way to prevent staff from crossing into work areas. Sand toys may not be washed in the dishwasher.
- Encourage increased physical space between children by spreading out activities and staggering lunch and playtimes.
- Floors must be kept clean and dry throughout the day.
- Tables, including underside, and chairs being used are to be cleaned and disinfected twice daily and more often as needed.
- Tables used to eat meals should be cleaned and disinfected before and after each meal.
- Reinforce not sharing food amongst the children.
- Ensure sippy cups, bottles, soothers are labelled to avoid accidental sharing.
- Food should be served by one person rather than letting children help themselves.
- Children's cubbies are to be kept neat and checked weekly by staff.
- If outdoor equipment is accessed it must be cleaned and disinfected before each use.
- The cleaning schedule for toys and equipment will be posted in all classrooms.

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

All common areas and high touch surfaces (e.g., door knobs, hand rails, light switches, tabletops, sinks, faucets, toilet handles, on-site playground equipment) will be cleaned and disinfected at a minimum of twice daily and when soiled.

The Supervisor or designate will maintain contact with the cleaning staff using a communication log. Any specific tasks or concerns should be documented.

Procedures: Outdoor Programming Adaptations

1. Outdoor play should be scheduled by cohort to facilitate physical distancing.
2. Where the outdoor play area is large enough to accommodate multiple cohorts, the space can be divided with physical markers to ensure 2m separation of cohorts
3. Mask use is optional for educators and school-age children when outdoors if physical distancing can be maintained. • See Infection Control: PPE procedures for more details.
4. When possible, educators will engage the children in play and learning outdoors to take advantage of fresh air and additional space for physical distancing.

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5. Playground schedules will be developed to ensure that only a single cohort is on the playground at one time.
 - Unless the playground capacity accommodates two groups with the ability for a 2m physical distancing between groups and marked with pylons or other visual cues.
6. High touch surfaces (e.g., railings, etc) must be sanitized between cohorts.
7. Where there are natural elements in the playground, such as a log climber, wooden stumps:
 - these must be used by a single cohort on a weekly rotation, OR
 - closed off or removed from use if the playground is shared by multiple cohorts.
8. Group sensory play is not permitted at this time.
 - The sandbox should remain closed.
9. Shared toys must be disinfected between groups.
 - When children in the same cohort share outdoor toys, they should perform hand hygiene before use. Such toys should be disinfected regularly.
10. Hand hygiene is required before going outside and immediately upon coming inside. Despite this, educators are strongly encouraged to:
 - Bring hand sanitizer outside for frequent hand hygiene during outdoor time
11. Physical distancing is required between cohorts if more than one is outside at the same time.
 - Within a single cohort, educators should create an environment that promotes, physical distancing though children will be allowed to parallel play.
12. Educators will support children to apply sunscreen where appropriate parental permission has been granted
 - Children, if age appropriate, should be encouraged to rub in their own sunscreen. – If the educator is assisting, proper hand hygiene must be followed and staff must clean hands before and after application.
13. On walks in the community and around the property, educators should use the following precautions:
 - Ensure proper hand hygiene for all children and educators before and after outdoor time.
 - Bring extra hand sanitizer (or wipes for those under age 2) for use while outside.
 - Use the buddy system, while still promoting physical distancing where possible.

Cleaning Post Symptomatic Child

A sign will be posted on the door of the isolation room indicating that the room is closed until a thorough cleaning can be done.

Staff not sent home, will be responsible to thoroughly clean the isolation room donning the appropriate PPE.

The classroom where a symptomatic child or staff member has been will undergo a thorough cleaning and disinfection before being opened to program participants again. The part of the room closed will be cleaned by staff (if available) or the evening cleaning staff. Staff cleaning this area must don the appropriate PPE. This section of the room will be closed until the cleaning is done. A sign will be posted to notify others that the area is closed.

Cleaning will include disinfection of all toys and surfaces including tabletops, chairs, washrooms, cots, and equipment.

All bedding will be laundered.

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Items unable to be disinfected will either be disposed off or quarantined in a sealed storage area for 7 days.

Laundry

Gloves and gown will be worn when doing laundry.

All laundry should be washed with regular soap and hot water (60°C - 90°C) and dried thoroughly.

Clothing and linen from an unwell/infected child can be washed with other laundry.

Linens and children's clothing soiled with fecal material should be sent home. Fecal matter can be disposed in the toilet before bagging the items. Rinsing of these items is not permitted as per Public Health direction.

Staff must use appropriate PPE when handling laundry from a symptomatic person (e.g. gloves, eye protection, lab coat).

Laundry hampers will be clearly labelled 'dirty' or 'clean' and be disinfected once a day or more often if needed.

Inventory of Supplies

The supervisor or the designate will track and maintain inventory of necessary personal protective equipment (PPE) and disinfectant supplies (cleaner, hand sanitizer, paper towel/wipes). The manager or designate will escalate supply needs.

Cleaning of Shared Staff Spaces

Staff will regularly clean commonly used spaces. This will include, but is not limited to, staff lunchroom, washroom, office space and shared equipment.