

Revised on 1 December
2020

POLICY

The health and safety of all employees working Brason Academy Montessori School is important. Brason Montessori will provide all the staff working at the centre with appropriate personal protective equipment (PPE) and staff must wear medical mask and shield at all times, with some exception. Wearing PPE can help to prevent the spread of illnesses.

PROCEDURES

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.

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](#).

How to put on gloves:

1. Perform hand hygiene
2. Put on gloves, taking care not to tear or puncture glove

How to remove gloves: remove gloves using a glove-to-glove/skin-to-skin technique

1. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
2. Reach under the second glove and peel away
3. Discard immediately into waste receptacle
4. Perform hand hygiene

Hand Washing:

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.

Masks

Masks should be used by staff at all times (see exception to wearing masks), including:

- In the screening area and when accompanying children into the program from the screening area.
- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- When caring for a sick child or a child showing symptoms of illness.
- It is highly recommended that all staff wear a mask when they are unable to maintain 6 feet (2 meters) of physical distance between themselves and another person.

How to wear your mask:

1. Wash your hands with soap and water for at least 15 seconds or use alcohol based hand sanitizer before putting on your mask.
2. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
3. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
4. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer if you accidentally touch your mask.

How to throw away your mask:

1. Do not touch the front of your mask to remove it.
2. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
3. Hold only the loops or strings and place the mask in a garbage bin with a lid.
4. Wash your hands with soap and water for at least 15 seconds or use alcoholbased hand sanitizer after you have discarded your mask.

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](#)

Eye Protection

Eye protection (goggles or face shields) must be worn by the staff member at all times during the program, including at the entry screening station and by any person supervising a symptomatic child as they await pickup.

Face Shields will be cleaned and disinfected after each use. Staff is responsible to change to a new shield as soon as their shield is damaged/bent or soiled.

Exceptions from wearing masks and/or shield:

1. During outdoor playtime, staff can take the mask and shield off, if a minimum of 2 metres distance is maintained from the other staff and children.
2. During lunch break, staff can take their mask and shield off, if a minimum of 2 metres distance is maintained from the other staff if present.

3. During work time, if the staff is presenting sound lessons, and if they are 2 m away from the children, then they can remove their mask but not their shield.

Inventory of Supplies

The supervisor or designate will be responsible to maintain and restock inventory of personal protective equipment (PPE) and disinfectant supplies (cleaner, hand sanitizer, paper towel/wipes). The supervisor or designate will escalate supply needs to Health and Safety and Procurement.