

Childspace Day Care Corporation has adopted and implemented policies regarding sanitary practices from the Toronto Public Health Department. Childspace Day Care is dedicated to reduce the spread of infection. Therefore, it is vital that all staff comply with the following policies and procedures. The City of Toronto Children's Services advises us on the best practices in their Early Learning & Assessment for Quality Improvement (ELAQI). Childspace's aim is to employ best practices whenever possible and encourage compliance. This policy is reviewed and updated annually. All staff read and sign the policy at the time of employment and annually thereafter.

COMMUNICABLE DISEASE

When a child is dropped off in the morning, the room staff will observe the child to ensure the child is well. If the child appears to be ill, lethargic, with or without a fever being present, the room staff will inform the parent/caregiver that the child cannot be admitted in the centre. They may advise the parent to take the child to the doctor or may inform the parent that they may receive a call shortly to pick up their child, if their child is unable to fully participate in the day care program both indoors and outdoors. During this short wait for the parent to arrive at the centre, the ill child will be brought (a preschool/toddler child with his/her cot) to the office. If the Supervisor/designate is unable to attend the sick child in the office, the child must be kept on a cot or at a table at least two meters from other children. Childspace requires you to pick up your child as soon as possible (within an hour) because the staff members have to maintain proper supervision ratio/requirements. Everyone is concerned that we need to protect the health of all the children and staff by not posing a serious health risk by spreading the illness. The child must be able to participate fully in the day care program both inside and outside before he/she can return to day care.

USUAL SIGNS WHEN A CHILD IS UNABLE TO PARTICIPATE IN THE PROGRAM:

- A fever (over 38.0°C or 100.4°F) or
- Vomiting or
- Diarrhea or
- Any communicable disease as defined by Toronto Public Health.
- A child who is lethargic & not interested in any play.

Definitions:

Fever:

The room staff will take a child's temperature whenever they suspect the child appears unwell.

Axillary temperature

A normal temperature is between 34.7°C to 37.8°C. An axillary temperature is taken under arm in the centre of the armpit with the arm tucked firmly against the body. The thermometer is left in place for about 1 minute or until it beeps.

Ear thermometer: using this method the normal temperature is between 35.8°C - 38°C. A fever is one degree above/below.

PROCEDURE

The staff document each time a temperature is taken. Once a fever has been documented, the staff should take the temperature between 15 min and half hour. If acetaminophen for this child has been authorized to be given for a higher temperature, we will follow the permission form on his/her file. This child will be closely monitored for his/her temperature. The staff will continue to monitor whether or not the child can participate in the program. If the child cannot participate in the program, the parents will be called to say that their child is unable to participate in the program and has a temperature. They need to pick up their child right away. This is why we ask that they come within an hour of being called. If a child has a high temperature 40°C, staff will call 911.

Diarrhea: three or more watery, loose bowel movements/within an hour another loose bowel movement accompanied by other symptoms such as vomiting, loss of energy, loss of urination, fever 38.0 c. If a child is sent home with diarrhea and/or with other symptoms (lethargic, vomiting), the child can return after 24 hours if he/she is symptom free. If there are two or more cases of diarrhea within 24 hours occurring at the centre, the cases must be reported by the staff to the Supervisor/Designate who will call the Toronto Public Health. The telephone number is posted in every room on the Emergency Telephone List. After two or more cases on the

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“Communicable Disease Reporting” info sheet, we follow the Toronto Public Health’s instructions which may include: if a child has diarrhea that the child must be absent from the day care for longer than 48 hours or there are recurrent episodes of diarrhea, a doctor’s note would be required.

The Supervisor/Designate may at her/his discretion ask for a doctor’s note.

Exclusion of ill children and staff shall include: signs and symptoms of communicable disease (e.g., severe irritability, lethargy, runny nose, cough, difficulty breathing, vomiting, diarrhea, change in skin colour, rash, and/or fever.

Diarrhea caused by gastrointestinal infections is reportable to Toronto Public Health: campylobacter, Escherichia (E. coli), giardia, salmonella, rotavirus and shigella. Usually in these cases, the child will have severe symptoms. Severe diarrhea is defined as frequent episodes of watery diarrhea that may contain mucus or blood. Cramps/nausea may also be present. The child could be at risk of dehydration and needs to be seen by a doctor. The child must be excluded for the duration of the diarrhea/and/or until culture is negative. A doctor’s note would be required. We understand that this can cause inconvenience/financial hardship to miss work/school but we all want the children at our centre to be as healthy as possible. If you have taken time off to care for your sick child, you would want our policy to be consistently followed by everyone so that your child is not re-infected by another child.

Ill Staff:

If the Supervisor finds that a staff appears to be ill, she/he will make a decision if the staff should remain at the centre. This decision will be based on the staff’s ability to fulfill regular duties in a manner that is safe for her/him and/or the children. If the Supervisor feels that the staff may have a contagious disease, the Supervisor will ask the staff to leave the centre and return with a doctor’s note. If the doctor confirms a contagious disease, the Supervisor will contact Toronto Public Health if the disease is reportable.

This staff absence will be treated as sick time according to the sick benefits or lieu time if the staff has either unused.

It is the responsibility of each staff member to ensure that the personal and medical information on their personnel file is updated with any changes. This information includes their updated immunization record, home address, telephone number(s), name

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and telephone of family doctor, their emergency contact number(s) and a list of any present allergies (inform Supervisor of new allergies or pertinent medical conditions (i.e., disabilities/mobility, accommodation issues). As part of our Risk Assessment in our Health and Safety Meetings, we will assess the risk of the staff when they perform activities and provide care for children: Contamination of skin/clothing by microorganisms in the environment, exposure to blood, bodily fluids, secretions, excretions, body tissues; exposure to non-intact skin; exposure to mucous membranes, exposure to contaminated equipment or surfaces and review our Staff Master List of Illness to assess the amount of times staff member are ill.

FOLLOW UP ON ABSENT & SICK CHILDREN AND STAFF

All staff members are to report their illnesses and any of the children's illnesses especially noted for any of the above symptoms to the Supervisor. A Master List person, date of illness, illness and symptoms of illness will be kept in the Health & Safety Binder and monitored by the Supervisor. Individual reports will be placed in each person's file. Absences of staff/children will be monitored by the Supervisor as to the reason for them. Also recorded are any outings, special events, etc.

IMMUNIZATION

Any child attending Childspace Day Care must have their mandatory immunizations up to date or have an exemption letter on file prior to being accepted to the Childspace Day Care. For your child's protection, any child due to his/her age is not old enough to have received their immunization or any child who is not immunized with required immunization will be excluded from attending Childspace Day Care Centre during any occasion of *Contagious Outbreak as per Toronto Public Health regulations*. Fees are due during the above absences.

RESPIRATORY ETIQUETTE:

Supervisor shall instruct Staff who shall reinforce with the children, other staff, and visitors the personal practices that help prevent the spread of microorganism that cause respiratory infections. These personal practices include:

A) Staying home when acutely ill with a respiratory infection

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b) Taking measures to minimize exposure:

- “sneeze into the sleeve”, “cover your cough” and covering mouth with tissue
- Having the proper separation between cribs/ cots-placing each child alternately head to toe, and maintaining the two meter separation of an ill child to the others and
- Practice hand hygiene.

HAND HYGIENE

Hand hygiene refers to any action of hand cleaning for the removal of visible soil and/or removal of contaminating microorganisms from the hands while maintaining intact skin. Maintaining the skin free from cracks, cuts and abrasions is very important so that bacteria will not be trapped on the hands. Dermatitis is a shedding of the skin and therefore shedding of bacteria. Staff members are to use Hand Sanitizer containing 70%-90% alcohol when hands are not visibly soiled as it is less irritating than soap and water. However, if the hand is soiled soap and running water must be used.

Parental permission is required before children can use Hand Sanitizer. Without consent staff members need to use a wet, soaped facecloth for each child. Before going outside have sufficient number of individual, wet, soaped facecloths in bags for each child who requires it.

When to Wash Hands

- 1) Upon arrival and/or entry into any room;
- 2) Before initial contact with children or handling items in the room;
- 3) Before sensory material;
- 4) Before and after glove use;
- 5) After toileting;
- 6) After changing diapers according to posted Toronto Department of Health guidelines or when changing soiled clothing;
- 7) Before using, preparing, handling or serving food or giving medication or applying ointment/sunscreen;

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- 8) After treatment/care involving blood, bodily fluids, secretions and excretions of children or staff, even if gloves were worn;
- 9) Before and after handling pets, cages, etc.;
- 10) After removing boots/shoes, clothing, tying shoes, touches face or hair.
- 11) After handling any chemicals.
- 12) When hands are dirty for any other reason than is mentioned above.
- 13) Whenever in doubt

GLOVE USE – Vinyl & Latex

Gloves shall be worn when it is anticipated that hands will be in contact with mucus membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment and environmental surfaces. Areas contaminated by bodily fluids are washed with soap and water and disinfected with Virox (mixed Virox 2oz to 32oz. water- wait 5 minutes before drying surface). These gloves are discarded after one use.

Appropriate Rubber Gloves needed to be used when handling chemicals i.e., diapering changing pads and surfaces; table surfaces and environmental surfaces. These gloves need to be washed with soap and water and then sanitized before reuse.

Sanitary Practices in the Washroom/Classrooms

- 1) Each day upon arrival a staff members check to make sure that the all washrooms and the infant/toddler change table areas are clean, have hot & cold running water, paper towels are available and soap is in the containers. Refill soap containers as needed. Ensure soap containers are clean prior to filling. Sinks must be washed and disinfected daily (or as necessary) by room staff. Hand Hygiene Poster must be posted at every designated hand-washing sink. Used paper towels must be discarded in their designed garbage can. Room staff members ensure that the appropriate Diapering and Toileting Routine is followed. Visual washroom aids for the children are available for staff to utilize. Staff who take children into the school washroom for the washroom routine are expected to carry soap containers, paper towels, a Hand Hygiene Poster (in case the posted one was removed) and ensure that there is hot/cold-running water in the washrooms.
- 2) Toronto Public Health posters regarding Diapering and Toileting must be posted as regulated.
- 3) Before diaper routine begins have all items ready: diaper, change of clothes, ointment all labelled with each child's name. Staff members ensure spare diapers/ clothes are readily accessible if a child/infant needs any of these items.

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- 4) Soiled diapers, pants and clothing are never rinsed out. They are placed in a plastic bag and put in child's cubby. Solid fecal matter can be dumped in the toilet before placing the soiled diapers in appropriate place. Soiled disposable diapers are put in a separate plastic bag and placed in the separate disposable diaper pail. Place soiled cloth diapers in a separate plastic bag and place them in their own cloth diaper pail with foot pedal.
- 5) Wash hands as per Toronto Public Health guidelines which are posted in each washroom. Staff to monitor the children and other Staff. The Supervisor to monitor the staff and children.
- 6) The sanitizer must be placed out of the reach of children but be available for staff members to use. Place the Hand Sanitizer Poster beside the sanitizer.
- 7) Toddler and Preschool toys are washed weekly and Infant toys are washed daily. A chart is maintained specifying which toys, shelves, e.g., are cleaned with the date and signed by staff and kept in a Housekeeper binder.
- 8) Any toy which has been in a child's mouth is placed in a "mouthed toy" bin kept near the sink until it can be washed and disinfected.
- 9) Tables are washed with soap and water before food is served. Children must not be near staff when tables and doorjambs, etc., are sanitized. The staff members wear the appropriate rubber gloves and use bottle sprayers that are set on heavy-stream nozzle or the sanitizer is applied directly to the paper towel to avoid inhaling the spray. The surfaces air dry according to the product's instruction label.
- 10) Large water tables and large bins are washed in the morning and in the afternoon. Small bins are washed and disinfected after each child's use. Cleaning procedures are posted.
- 11) All sensory activities (water, sand, play dough etc.,) are suspended during an outbreak of contagious disease.

EXPRESSED BREAST MILK (EBM)

Wash hands before and after handling EBM. Single-use gloves must be worn. Safe handling, thawing in fridge (used within 24 hours), storage and administration are

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required in order to minimize the risk of infection to children and staff. As expressed breast milk is not sterile, microorganisms can proliferate if it is not handled properly (Cossey et al., 2011). Refrigerate EBM at 4 degrees Celsius or colder prior to usage. Each child's bottles, cups and containers of EBM must be labelled with the date, name of child and the name of the mother. Children drinking EBM are to be closely supervised to prevent unintended consumption. Let the Supervisor/Designate know if an unintended child consumes EBM. The Supervisor/Designate will contact Toronto Public Health.

When to Wear Gloves

Public Health guidelines state that gloves should be worn for messy accidents that involve urine, feces, vomit or blood. Disposable gloves are mandatory for blood.

Rubber gloves can be worn for cleaning other messy accidents as long as they are disinfected after usage:

Environmental cleaning and disinfecting
 Cleaning using disinfectant
 On surfaces
 On other high touch and low touch areas.

Laundry

Preschool, Toddler and Infant bedding/cots/beds are washed weekly or as it becomes soiled.

TOYS

Infant toys are washed daily. Toddlers and preschool toys are washed weekly. Toys for Kindergarten children, Before and After School Care programs during regular school days are washed monthly. The exception for Kindergarten B.A.S.C. is during School Breaks and Summer Holidays the toys must be washed weekly. School age toys are washed monthly.

PEST CONTROL- Supervisor/Designate follow up with school custodians for proper elimination of any pests.

Sanitary Practices in the Food Preparation Area

- 1) Upon arrival wash all surfaces with soap and water then with the solution of Virox.

- 2) Clean any spillage after it happens.
- 3) Disinfect sinks after each use.
- 4) Clean microwave after each use.
- 5) Clean fridge and shelves inside and outside of fridge at least once a week.
- 6) Clean freezer once a month.
- 7) Wash hands as per Toronto Public Health guidelines posted in the kitchen.
- 8) Wash hands before and after each activity.

OUTBREAK ACTION PLAN

There is an outbreak:

- a) Whenever there are two or more cases of enteric illness linked in terms of time, exposure to source and most often location; and
- b) Two or more cases with similar symptoms in a classroom in a 48-hour period.

Procedure you are to follow immediately when you suspect an outbreak:

- (i) Isolate all ill children until they can be taken home and send ill staff home.

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- (ii) Notify parents or emergency contacts to pick-up all ill children as soon as possible. If staff member needs assistance getting home call a person on their emergency contact list.
- (iii) Start a line list for a child and for the staff: record names, date of birth, gender, all symptoms, the date and time children and staff became ill and there room number or type (infant room or toddler room). Outbreak Notification and Line list forms are available of TPH website.
- (iv) Start additional control measures:
 - Adequate supplies for Hand Hygiene, cleaning and disinfecting,
 - Appropriate disinfectant to kill circulating organism,
 - Suspend water and sensory play activities, and
 - Reinforce with staff, children and visitors the importance of keeping hand clean.

Contact staff and the parents of children that are away from the day care (before the outbreak was declared) to inform them of the outbreak and to identify if they are cases. For example do they have the same symptoms of those currently ill? If so, add them to the line list.

Contact Toronto Public Health (TPH) to report the outbreak by calling the Communicable Diseases Surveillance Unit (CDSU) at 416- 392-7411.

Have this information ready when you call:

- Childspace Day Care Corp. address and school name
- Supervisor's/Designate's Name:
- List of symptoms,

- Onset date, symptoms and duration of the first case of illness
- Most recent case of illness, date, symptoms, and duration of illness
- Population at risk per room
- Number of ill per room
- Any lab results or medical diagnosis of children/staff ill

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If the TPH request a stool specimen samples, the staff member needs to get permission from the parent to collect the sample and to mail to the Public Health Laboratory.