



# CHILDSPACE DAY CARE CORPORATION INFECTION PREVENTION AND CONTROL/OUTBREAK POLICY

Created: April 3, 2014      Revised: January 2021

Childspace Day Care Corporation (“Childspace”) has adopted and implemented policies regarding sanitary practices from Toronto Public Health. Childspace is dedicated to reducing 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 (AQI). 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 Diseases**

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 into 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 to 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 the parent/caregiver to pick up their child as soon as possible (within an hour) because the staff members have to maintain proper supervision ratio/requirements. Childspace’s objective is 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 daycare.

## **Signs and symptoms of a Communicable Disease**

Childspace refers to the Toronto Public Health Communicable Disease list and follows its directions for exclusion of children with the signs or symptoms listed for additional diseases that may be present in children. In certain situations where the Supervisor/Designate feels that a child may be showing signs of a listed communicable disease, the Supervisor may exclude the child and request that the parent only return with the child once they have visited a physician and bring back a note to confirm the disease or the child’s health otherwise. All confirmed cases of communicable diseases will be notified to the parents through a posting on each classroom’s door and the number of confirmed cases. Staff and Management will not disclose to parents which child has the illness or the affected room. Childspace staff maintain the confidentiality of the child and family. If it is deemed that your child can return to the program and requires medication, the incubation and treatment requirements from Toronto Public Health must be met before their return. If there is medication prescribed, it must have the appropriate labelling or be accompanied with a doctor’s note and adhere to the Childspace Day Care Drug Administration Policy and its requirements.



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Usual Signs for When a Child is Unable to Participate in the Program:

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

## **Definitions of Temperature**

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 to 38°C. A fever is one degree above/below.

## **Procedure for Assessing Communicable Diseases**

***Temperature (Fever):***

The staff document each time a temperature is taken. Once a fever has been documented, the staff should take the temperature between fifteen and thirty minutes. If acetaminophen for this child has been authorized to be given for a higher temperature, Childspace 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. The parents will need to pick up their child right away. Therefore, Childspace asks that the parents come within an hour of being called. If a child has a high temperature (40.0°C and higher), staff will call 911.

***Diarrhea:***

Three (3) or more watery, loose bowel movements/within an hour or, another loose bowel movement accompanied by other symptoms such as vomiting, loss of energy, loss of urination, fever of 38.0 degrees Celsius. 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



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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 “Communicable Disease Reporting” info sheet, Childspace follows 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.

Children and staff who show the following signs and symptoms of communicable disease will be excluded from being at the Centre: severe irritability, lethargy, runny nose, cough, difficulty breathing, vomiting, diarrhea, change in skin colour, rash, and/or fever.

Diarrhea caused by gastrointestinal infections (campylobacter, Escherichia (E. coli), giardia, salmonella, rotavirus and shigella) is reportable to Toronto Public Health. In cases such as these, 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. Childspace understands that this can cause inconvenience/financial hardship to miss work/school, but Childspace wants the children at each of its Centres to be as healthy as possible. If the child’s parent/guardian has taken time off to care for their sick child, the parent/guardian would want Childspace’s policy to be consistently followed by everyone so that your child is not re-infected by another child.

### ***Vomiting:***

Vomiting is identified and the child is excluded by Childspace as two or more episodes where the child forcefully or projectile vomits within a 24-hour period. It is observed that young babies may “spit up” minutes after feeding and the amount of spit up is usually a small amount. Infants, toddlers, and preschoolers will not be excluded for spitting up after a meal but will be closely monitored to ensure it does not continue. If it does continue, it may be an indicator of ill health at which point the parent will be notified to pick up their child. Any child excluded from Childspace due to vomiting or in conjunction with fever, diarrhea, or lethargy will not be permitted re-entry until a 24-hour symptom-free period of time has passed.

### ***Lethargy:***

Children who are mildly ill may join the program only if they are able to participate in all daily activities. This includes the full duration of outdoor and gross motor play. Due to daily care requirements stipulated in the Child Care Early Years Act (CCEYA) and for the interest of the group, special arrangements where children do not go outside etc. cannot be made to accommodate the child.



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### **Ill Staff**

If the Supervisor finds that a staff appears to be ill, she/he will decide 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. 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 up to date. This information includes their updated immunization record, home address, telephone number(s), name and telephone of their family doctor, their emergency contact name and 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 the Childspace Risk Assessment in the Health and Safety Meetings, Childspace will assess the risk of the staff when they perform activities and provide care for children.

Within their daily duties, staff risk exposure to the following contagions and contaminants: 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.

Staffs will be within their cohorts at a minimum of 7 days. staff will not be transitioning between cohorts. Staff will have staggered shifts to eliminate any contact with others.

### **Follow Up on Absent and 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 with the name of the 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. Any outings, special events, etc. will also be recorded in the Master List.

### **Immunization**

Any child attending Childspace must have their mandatory immunizations up to date or have an exemption letter on file prior to being accepted to the Childspace. For the children's protection, any child that 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 during any



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occasion of *Contagious Outbreak as per Toronto Public Health regulations*. Fees are due during the above absences, except in the case of a closure due to Covid-19.

## **Respiratory Etiquette**

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

- Staying home when acutely ill with a respiratory infection
- Taking the following 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

## **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 become 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 hands are 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 face cloth for each child. Before going outside, staff need to have a sufficient number of individual wet, soaped face cloths 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 and after sensory material.
4. Before and after glove use.
5. Before and after toileting.
6. Before and after changing diapers or when changing soiled clothing, in accordance with the posted Toronto Department of Health guidelines
7. Before using, preparing, handling, or serving food.
8. Before giving medication or applying ointment/sunscreen.



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9. After treatment/care involving blood, bodily fluids, secretions and excretions of children or staff, even if gloves were worn.
10. Before and after handling pets, cages, etc.
11. After removing boots/shoes, clothing, tying shoes, touching face or hair.
12. After handling any chemicals.
13. When hands are dirty for any other reason than is mentioned above.
14. 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 (1:16 Virox/Water ratio; wait 5 minutes before drying the surface). These gloves are discarded after one use.

Appropriate rubber gloves are to be used when handling chemicals, 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.

### ***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 the following messy accidents if they are disinfected after usage:

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

### **Sanitary Practices in the Washroom/Classrooms**

- Each day upon arrival, a staff member checks to make sure that 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 posters must be posted at every designated hand-washing sink.
- Used paper towels must be discarded in their designated garbage can.
- Room staff members ensure that the appropriate Diapering and Toileting Routine is followed.





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- 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.
- Toronto Public Health posters regarding Diapering and Toileting must be posted as regulated.
- Before diaper routine begins, have all items ready: diaper, change of clothes, ointment (all labelled with each child's name). Staff members are to ensure spare diapers/clothes are readily accessible if a child/infant needs any of these items.
- Soiled diapers, pants, and clothing are never rinsed out. They are placed in a plastic bag and put in the child's cubby. Solid fecal matter can be dumped in the toilet before placing the soiled diapers in the 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 a foot pedal.
- 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.
- 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.
- Toddler and Preschool toys are washed weekly, and Infant toys are washed daily. A chart is maintained specifying which toys, shelves, e.g., have been cleaned, with the date and signed by staff. This is kept in a Housekeeper binder. During the Covid-19 pandemic, all program room toys are washed daily.
- Any toy which has been in a child's mouth is placed in a "mouthed toy" bin which is kept near the sink until it can be washed and disinfected.
- Tables are washed with soap and water before food is served. Children must not be near staff when tables and door jambs, etc., are sanitized. The staff members should wear the appropriate rubber gloves and use bottle sprayers that are set on a heavy stream nozzle or apply the sanitizer directly to the paper towel in order to avoid inhaling the spray. The surfaces must then air dry according to the product's instruction label.
- 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. 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 the fridge (used within 24 hours), storage and administration are 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. 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



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prevent unintended consumption. Let the Supervisor/Designate know if an unintended child consumes EBM. The Supervisor/Designate will contact Toronto Public Health.

### **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 (BASC) programs during regular school days, are washed monthly. The exception for Kindergarten B.A.S.C. is during School Breaks and Summer Holidays at which point the toys must be washed weekly. School age toys are washed monthly.
- Due to the Covid -19 pandemic all program toys are washed daily.
- Outdoor toys will be sanitized before they are used by each Cohort.

### **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 the fridge and shelves inside and outside of the fridge at least once a week.
6. Clean the 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**

An outbreak is declared when the following occurs:

- There are two or more cases of enteric illness linked in terms of time, exposure to source, and location; and
- Two or more cases with similar symptoms in a classroom within a 48-hour period.

Following in the procedure to be followed immediately when an outbreak is suspected:





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- Isolate all ill children until they can be taken home
- Notify parents or emergency contacts to pick-up all ill children as soon as possible.
- Send all ill staff home. If a staff member needs assistance getting home, call a person on their emergency contact list.
- 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 their room number or type (infant room or toddler room). Outbreak Notification and Line list forms are available on the TPH website.
- Start additional control measures:
  - Provide adequate supplies for Hand Hygiene, cleaning, and disinfecting
  - Ensure appropriate disinfectant to kill circulating organism
  - Suspend water and sensory play activities
  - Reinforce with staff, children, and visitors the importance of proper hand hygiene.

Contact staff and the parents of children that are away from the daycare (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 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

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

### **Outbreak Action Plan - COVID-19 Guidance**

Childspace Day Care will be adhering to all Toronto Public Health and Safety requirements for Covid -19. The following measures will be in place:



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- Childspace will only be using toys that are made of material that can be cleaned and disinfected (i.e., avoid plush toys)
- Increasing the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces
- All water and sensory tables will be closed
- Only using disinfectants that have a Drug Identification Number (DIN).
- Low-level hospital grade disinfectants may be used
- Checking expiry dates of products used and always following the manufacturer's instructions
- Performing proper hand hygiene (including assisting children with hand hygiene)
- Incorporating additional hand hygiene opportunities into the daily schedule
- Cots and cribs should be disinfected after each use
- Bed linens must be laundered between children

Physical spacing will be encouraged between children by:

- Spreading children out into different areas
- Staggering, or alternating lunchtime and outdoor playtime
- Incorporating more individual activities or activities that encourage more space between children
- Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe.

Childspace will not use community playgrounds. However, outdoor play for school-agers will entail small groups to encourage physical distancing.

All pick-up and drop-off of children will happen outside the childcare setting unless there is a need for the parent/guardian to enter the Centre.

All tours and in person meeting are suspended due to Covid- 19.

When holding infants and toddlers, the staff will use blankets or cloths over their clothing and change the blankets or cloths between children. Staff will avoid getting close to the faces of all children.

### **Screening**

All individuals, including children, parents/guardians and staff will be screened upon arrival. Any person, including the child of a parent/guardian who has any of the symptoms outlined on the Ministry of Health 'COVID-19 Reference Document, will be denied entry to the Centre. Children who are ill in any way will not be permitted at the childcare Centre.

All children should be monitored for atypical symptoms and signs of COVID-19. Screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass



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barrier), and wearing personal protective equipment (PPE) (i.e. surgical/procedure mask, gown, gloves, eye protection (goggles or face shield)).

Childspace has a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. Therefore, all suspected cases will be reported to TPH.

Suspected or confirmed COVID-19 cases will also be reported to the Ministry of Education through CCSL as a serious occurrence within 24 hours. Posting will be posted on doors for notifying parents and staffs for a minimum of 10 days.

This policy will be reviewed with all staff annually and the staff will sign to demonstrate they have read and understood the policy.