



## Exclusion of Sick Children Policy and Procedures

### **Policy Statement**

Dublin Heights Community Child Care is committed to providing a safe and healthy environment for children, families, and employees. DHCCC will take every reasonable precaution to prevent the risk of communicable diseases within the Centre.

### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and Children's Services regarding the exclusion of sick children at Dublin Heights Community Child Care Inc.

### **Procedures**

As required by the Child Care and Early Years Act, DHCCC must separate children of ill health and contact parents/guardians to take the child home immediately.

When child/ren are ill and/or exhibit COVID-19 related symptoms, childcare employees will ensure the following:

- Ill child/ren will be separated from all other children to the designated exclusion room, and will be supervised and monitored by a staff until they are picked up from care by a parent/guardian
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease, please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

### **When to exclude**

Childcare employees should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to

participate in regular programming because of illness.

Exclusion Examples:

- If the child has one or more of the following symptoms fever, cough, muscle aches and tiredness or shortness of breath
- Symptoms defined as greater than normal would be if a child has diarrhea consistent with teething, and an additional symptom presents itself, such as lethargy

## How to exclude

- Supervise the child in a designated room, if possible. Ensure a hand washing sink and/or hand sanitizer is available.
- Notify parents/caregivers of the sick child for immediate pick up.
- Only one staff should be in the designated exclusion room and attempt physical distancing. If physical distancing cannot be avoided, staff wear a surgical face mask, face shield and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the ill child has left.
- Staff and children who were in the same room with the ill child will be grouped together for 14 days.
- Staff should self-monitor for symptoms for the next 14 days.
- Staff will inform parents/guardians of children who were in the same room of possible exposure, and should monitor their child for symptoms.
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre

## Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache etc.)
- Record the date and time that the symptoms occur
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

## **Returning from exclusion due to illness**

Staff/children who are being managed by TPH (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility.

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset; they must not have a fever and their symptoms must be improving. Past the 14 days mark they must be 48 hours symptom free at a minimum. A doctor's note is required upon return.

## **Serious Occurrence**

If there is a suspected case of COVID-19, which includes but not limit to 1 of the symptoms, Dublin Heights Community Child Care will need to report to the Ministry as a Serious Occurrence.

## **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment at Dublin Heights Community Child Care and at any time where a change is made.



# Hand Hygiene Policy and Procedures

## Policy Statement

Dublin Heights Community Child Care is committed to providing a safe and healthy environment for children, families and employees. DHCCC will take every reasonable precaution to prevent the risk of communicable diseases within all our centre.

## Purpose

To ensure that all our staff are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Children's Services regarding cleaning and hand hygiene.

## Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70- 90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

## Procedures

Hands carry and spread germs. By touching your eyes, nose, mouth, sneezing or coughing into your hands it may provide an opportunity for germs to get into your body or spread to others.

Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensuring both children and staff are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

## **Hand Hygiene Monitoring**

To ensure that staff are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis as well as conduct monthly unannounced checks. These checks will be documented.

## **Hand Sanitizing Information**

When your hands are not visible dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use hand sanitizer on children. The signed consent will be placed in the child's file.

## **Glove Use**

Gloves will be worn when it is anticipated that hands may/will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. All gloves are single use only.

## **Gloves and Hand Hygiene**

Hand hygiene should be practiced before applying and after removing gloves.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such for diaper changes

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all staff before commencing employment at Dublin Heights Community Child Care and at any time where a change is made.



## Health Screening Procedure

This policy was created to help reduce the risk of respiratory infections (including COVID-19).

This procedure applies to all staff, students, and any essential workers (including ASD worker and food/material delivery) and must be completed before entering Dublin Heights Community Child Care.

### **Screening Procedure:**

- Only one parent is allowed at the station with their child/ren.
- The parent **MUST** wear a mask when accompanying the child to the screening location.
- The parent will answer questions on the screening checklist and a temperature will be taken of the child.
- Once the screening checklist is completed and the child's temperature is at the normal range (below 38 degree C), the child can enter.
- A staff will greet the child/ren at the door and take them indoors to change shoes (Toddler and Preschool) and take him/her to their designated classroom.

### **Procedure Review:**

This policy and procedure will be reviewed and signed by all staff and parents prior to commencing employment and/or services at Dublin Heights Community Child Care, and at any time where a change may be made.



## Use of PPE

This policy was created to help reduce the risk of respiratory infections (including COVID-19).

This procedure applies to all staff, students, and any essential workers (including ASD worker and food/material delivery) entering Dublin Heights Community Child Care.

### **Procedure:**

- Parent **MUST** wear a mask or face covering during drop off and pick up of the children.
- Staff will be required to wear a surgical mask and face shield indoors with the children.
- Parents **MUST** provide children from Kindergarten and up with a non-surgical mask or cloth mask to be used during the time in program including the hallways.
- Children in the Preschool program are required to wear a mask in common areas.
- Children in the Toddler program are not required to use a mask.

### **Procedure Review:**

This policy and procedure will be reviewed and signed by all staff and parents prior to commencing employment and/or services at Dublin Heights Community Child Care, and at any time where a change may be made.