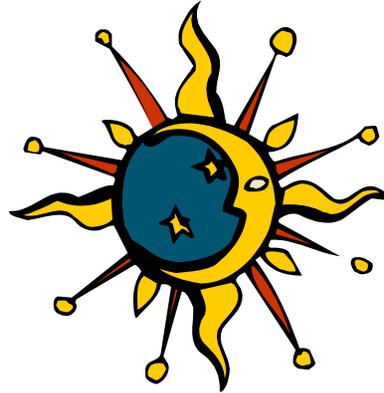


**Bayside Montessori School Inc.  
Childcare Infection Control Policies and Procedures**



**Childcare Programs  
Infection Control  
Policy and Procedures**

**Bayside Montessori School Inc.  
Childcare Infection Control Policies and Procedures**



In Accordance with Kingston and the County of Frontenac

August 12, 2020

**Bayside Montessori School Inc.  
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## **Introduction**

The purpose of the Childcare Programs Policy and Procedures Template document for Kingston and the County of Frontenac is to support consistency and best practices in the reopening of childcare settings in accordance with direction from the Ministry of Education, Ministry of Health, the Kingston, Frontenac, Lennox & Addington Public Health Unit and the City of Kingston, Childcare and Early Years Services.

This document may be amended as needed to in response to continually evolving circumstances during the COVID-19 pandemic.

This document begins with definitions to help guide the reader. Sections 1 through 8 contain the specific policies and their procedure templates that the service provider may adapt for their own programs. The Appendices contain the forms and logs referenced in the template documents.

The Service Provider may add any information they wish to these template policies or modify the details of these policies to fit their program's needs. However, it is not recommended that any information be removed from these template documents without first discussing these changes with KFL&A Public Health.

These policy templates are intended to supplement the information provided in the *Ministry of Education Operational Guidance During COVID-19 Outbreak* document. Service Providers are expected to ensure that all requirements in the Ministry of Education Guidance document are met, in addition to the direction contained within these template policies and procedures. This includes but is not limited to the development of policies and procedures regarding how shifts will be scheduled, and also rescheduling of group events and/or in-person meetings; as well as ensuring that all COVID-19 Serious Occurrence reporting duties are carried out.

If direction from the Ministry of Education, Ministry of Health, or KFL&A Public Health contradicts this document, that direction shall be considered to supersede any information provided in this document.

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## **Definitions**

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning acts to remove, rather than kill microorganisms. Warm water, detergent, and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent and debris is removed.

**Disinfecting:** refers to the process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. To be effective disinfectants must be left on a surface for a period 10 minutes. Contact times are generally prescribed by the product manufacturer. Depending on the specifications of the disinfectant in use, items children may meet may require a final rinse after the disinfectant contact time is observed. Disinfectant wipes may also be used; specified contact time for the product must be observed. Any disinfectant used must have a DIN. If using bleach for disinfecting a solution of 1000ppm should be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water.

**DIN:** A Drug Identification Number (DIN) is an 8-digit number given by Health Canada that confirms a product is approved for use in Canada. Any disinfectant used must have a DIN.

**Hand Hygiene:** refers to the process of hand washing or use of hand sanitizer. See Hand Hygiene Policy and Procedures for a detailed description of hand hygiene practices.

**High Touch Surfaces:** refers to any surfaces that have frequent contact with hands (e.g., light switches, handrails, door knobs, sinks, toilets, etc.). These surfaces must be cleaned and disinfected at least twice per day and more often as necessary (e.g. when visibly dirty or contaminated with body fluids).

**Low Touch Surfaces:** refers to any surfaces that are reachable but are likely to have minimal contact with hands (e.g. walls, window ledges). These surfaces must be cleaned and disinfected at least once per day and more often as necessary (e.g. when visibly dirty or contaminated with body fluids).

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**MSDS:** a Material Safety Data Sheet (MSDS) is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

**PPE:** personal protective equipment (PPE) is protective clothing, goggles, masks, gloves or other garments or equipment designed to protect the wearer's body from injury or infection. See use of Personal Protective Equipment Policy and Procedures for additional detail.

**Three Sink Method:** refers to a method of cleaning and disinfecting items using a three-stage process. Suggestion: the 1st sink is used for washing with detergent, the 2nd sink is used for cleaning with water and the 3rd sink is used for disinfecting. After items are removed from disinfectant solution, items must be left to air dry.

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## **1. Health Screening and Parent Drop Off/Pick Up Procedures**

### **Purpose**

The purpose of this policy is to provide clear direction for employees of Bayside Montessori School to follow when conducting health screening procedures. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

In consideration of the increased health risk associated with the spread of COVID-19, and in accordance with Ontario Regulation 137/15, s. 36(1), s. 88.6(5) and Ministry of Education Operational Guidance During COVID-19 Outbreak; it is required that that all individuals entering into Bayside Montessori School undergo a health screening. If an individual does not pass health screening entry into Bayside Montessori School will not be permitted.

Parents dropping off children, although not entering the centre, must participate in health screening on their child's behalf.

Health screening must be conducted in accordance with the procedures described in this policy.

In the interest of reducing risk of infection no visitors, volunteers, or any other non-essential individuals (e.g. placement student, or music instructor) shall be allowed entry into Bayside Montessori School.

Any essential visitors that must enter the childcare centre must be screened and wear a mask while in the centre (e.g. maintenance personnel, Ministry Staff, Public Health Inspectors, etc.).

### **Procedure**

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All individuals wishing to enter Bayside Montessori School will be screened upon arrival. Entry will only be permitted only if the individual passes the health screening.

If any individual fails the health screening, they shall not be permitted to enter the childcare centre.

Wherever possible, staff should be screened by another staff member. If this is not possible, staff may perform the health screening procedure on themselves. Consideration should be given to scheduling staff shifts and/or arrival times to allow for staff to complete screening and be ready to welcome children into ratio as they arrive.

All other individuals (children and essential visitors) entering the centre must be screened by designated staff. As much as possible parents should not go past the screening area. If exceptional circumstances are identified which require a parent to enter the centre, the parent would be considered an essential visitor as per the paragraph below.

If an essential visitor enters the centre, they are required to wear a mask for the duration of their visit. As per O. Reg. 137/15 s. 88.4 (1), a record must also be kept of the essential visitor's contact information, and time of arrival and departure. A record should also be kept detailing where in the centre the essential visitor was present (e.g. keep a record of which room they visited).

To ensure the screening process is efficient, it is recommended that where possible, two staff be designated to set up the health screening area and to carry out the screening process. It is permissible for one staff person to conduct the health screening, provided all duties described in this policy are carried out.

#### Health Screening Area Set Up

- Health Screening will take place in the playground area of Bayside Montessori School. If weather is poor, screening will take place in the crush area of the Kingston Christian School. BMS families will enter the crush area through their designated door at the BMS playground and children will proceed to the classroom in the presence of the designated teacher and after passing health screening.
  
- No individual shall be permitted to proceed into the centre without successfully passing the health screening.

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- To ensure that all individuals are screened, only the BMS playground entrance will be used to enter the building.
- A table should be set up in the screening area with all needed materials:
  - Hand sanitizer (ensure hand sanitizer is visible to those entering the building)
  - Screening questionnaires
  - Pens
  - Disinfectant wipes (use of wipes with a short contact time e.g. 1 minute is recommended)
  - Disposable gloves
  - Disposable surgical/procedure masks
  - Protective eyewear (goggles or face shield)
  - Thermometer (and disposable covers as necessary depending on thermometer type)
  - Small plastic container (to place soiled eyewear in)
  - Public Health COVID-19 information resources
  - Trash receptacle (placed near table);
- The health screening area must be set up to allow for physical distancing at a minimum of 2 metres:
  - The staff conducting health screening should maintain a minimum of 2 metres distance between themselves and the person being screened (unless conducting temperature check while wearing PPE).
  - Visual guides should be set up to assist with physical distancing (e.g., pylons) if a line-up forms while parents/guardians and their children are waiting to be screened prior to entering into the childcare centre;
- Place signage describing the health screening process at the screening area and on the door of the childcare centre.

Health Screening

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- Working in teams of two one staff person will be designated as a runner, the other staff person will be designated as screener. If one staff person is carrying out the screening, they will be responsible for all health screening duties.
- Staff must complete the screening questionnaire for each individual wishing to enter the centre and record the outcome (pass or fail). Parents are expected to answer the screening questions on their child's behalf, but do not need to have their temperature taken as they are not entering the centre;
- The staff person designated as runner is not required to wear PPE provided, they can maintain at least 2 metres distance from the child being screened, otherwise they should wear appropriate PPE;
- The staff person designated as screener must wear the following PPE while carrying out health screening duties:
  - Disposable surgical/procedure mask
  - Eye protection
  - Disposable gloves
  - Isolation gown
- If one person is responsible for all screening duties, they must wear PPE as described for the Temperature Taker.

**Procedure for Health Screening**

- Greet everyone with a friendly, calm manner.
- Request that everyone (parent/guardian, and child) use hand sanitizer.
- Begin the screening with the following statement:

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- “Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children, and families”
- The screener will ask each staff person, parent/guardian, or essential visitor all of the health screening questions (Appendix A);
- For regular attendees who have contact information on file (staff and children) the outcome of the health screening may be recorded on the *Supplement to Appendix A – Health Screening Questionnaire Information Record*.
- For any irregular attendees (essential visitors) screening must be recorded directly on the Appendix A form, and include a contact phone number of the individual, to allow for contact tracing in the event of an illness.
- The screener will also perform a visual check and record observations as outlined on the health screening questionnaire.
- The screener will perform hand hygiene.
- The screener will inform the parent/guardian that they are required to take their child’s temperature.
- The screener will report the child’s temperature to the Note Taker, who will record the child’s temperature on the health screening questionnaire.
- The screener will disinfect the thermometer with a disinfectant wipe; **Note:** Any thermometer that comes into physical contact with the individual being screened (e.g. an ear thermometer) must be disinfected after each use. If the thermometer does not come in physical contact with the individual being screened (e.g. an infrared thermometer), it does not need to be disinfected between each use. It does however need to be disinfected at the end of screening procedures.

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- The screener will perform hand hygiene after screening each individual.

**Please note:** The screener does not need to remove mask, eye protection or gown after each child. Mask, eye protection and gown should be worn for the duration of screening. However, if they become soiled or contaminated, they must be changed. Gloves are required to be changed after coming into physical contact with the person being screened (e.g. you brush a child's hair back off their forehead before taking a reading with your infrared thermometer)

- The screener will review the health screening form:
  - If all questions have been answered with a **NO** and the individual's temperature is **37.7°C or below** the individual may be admitted to the centre. When admitting a child, the Note Taker should accompany the child to their classroom and drop them off with the program staff who will be caring for the child. The runner must verbally confirm with the program staff that the child is entering into their care. (This can occur while the screener carries out hand hygiene and disinfection of the thermometer if needed.)
  - If any questions have been answered with a **YES** or the individual's temperature is **37.8°C or above** the individual **cannot be admitted** to the centre. The screener should respond by saying: *"Thank you for your patience. Unfortunately based on these answers/this temperature reading, I'm not able to let you/your child enter the childcare centre. Please make arrangements to be tested at the COVID-19 testing centre."* Print resources, with information on the local COVID-19 Testing Centre should be provided. In the event that a staff person or child cannot be admitted to the centre because they failed the screening, the site supervisor must be notified immediately.
- If an individual who has just completed and passed health screening is an essential visitor (not a child or staff person) they must be asked to don a mask prior to entering the childcare centre, and wear the mask throughout their visit.

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- In the event that a staff person or child who has attended the program in the last 14 days fails the health screening Public Health must be notified immediately.
- As per O. Reg. 137/15 s. 88.4 (4) all screening records must be retained at the childcare centre for at least one year after the date the record is made.
- PPE Doffing Procedure (at the end of screening process or as needed):
  - Remove gloves
  - Remove gown
  - Perform hand hygiene
  - Remove eye protection (goggles) and set in small container
  - Remove mask and discard
  - Perform hand hygiene
  - Don gloves
  - Clean eye protection (goggles) with disinfectant wipe, allow to air dry and then place back in clean storage area
  - Wipe container where dirty goggles were placed and the screening table
  - Discard used wipes
  - Remove gloves
  - Perform hand hygiene.

**Child Pick Up Procedure**

- As parents/guardians are not to enter past the screening area (unless exceptional circumstances are identified). The following process will be put in place for parents/guardians to notify staff that they have arrived to pick up their child
  - If the children are outside, a parent/guardian must wait outside the playground gate. The parent/guardian can wave to a teacher and that teacher will escort the child to the parent/guardian.

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- If the children are inside, a parent/guardian may ring the doorbell and wave at the classroom window.
- Once notified of the parent/guardian's arrival, a staff person who is not in ratio with the children will go to the classroom and bring the child to the door, so that the child may be picked up by their parent/guardian.
- Staff should be aware of both the typical and atypical signs and symptoms of COVID-19 as described by the Ontario Ministry of Health. Please refer to the latest version of the Ministry of Health COVID-19 Reference Document for Symptoms note children may exhibit atypical signs/symptoms of COVID-19. Screening staff must be familiar with these signs/symptoms in case they are reported by a parent during the screening process:

Ministry of Health Reference Documents can be found here:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx#symptoms](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx#symptoms)

**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work at Bayside Montessori School.

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## **2. How to Report Illness and Exclusion of Ill Individuals**

### **Purpose**

The purpose of this policy is to provide clear direction for staff of Bayside Montessori School to follow on how to communicate with Public Health regarding the exclusion and return to program of an individual who has been excluded either because they failed the Health Screening, or due to signs of illness while in attendance in program. As Per the Ministry of Education Operational Guidance During COVID-19 Outbreak, this policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

Due to the increased health risk associated with the spread of COVID-19, all staff of Bayside Montessori School must adhere to this policy when excluding an individual or considering admitting any individual into program who has been previously excluded due to failing the Health Screening, or due to observed symptoms of ill health while in attendance in program.

Any observation of ill health in any individual present in the program staff or child must be immediately reported to KFL&A Public Health. If direction from Public Health varies from the information contained within this policy, the Service Provider is expected to adhere to direction provided by Public Health.

Where a child, parent or, staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.

Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.

### **Procedure**

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Children will be excluded from a Bayside Montessori as individuals or as a cohort based on direction from the Medical Officer of Health. The Medical Officer of Health may direct that cohorts are also excluded, based on but not limited to, local epidemiology or outbreaks associated with childcare centres.

At a minimum **individual exclusion** applies in all circumstances:

- If an individual answers “yes” to a screening question or become symptomatic while in program, the individual is excluded from program.
  - If a child becomes symptomatic while in program, they must be isolated immediately and picked up as soon as possible as per the program’s Isolation of Ill Children Policy and Procedure. The parent/guardian of the child must be instructed to attend the local assessment centre for COVID-19 testing. Public Health must be notified, Serious Occurrence Reporting is also required.
  - If a staff becomes symptomatic while in program, they must leave the centre as soon as possible and be instructed to attend the local assessment centre for COVID-19 testing. Public Health must be notified, Serious Occurrence Reporting is also required.
- If the symptomatic individual has a negative COVID-19 test result, they may return to program after being symptom free for 24 hours (48 hours symptom free in the case of gastrointestinal symptoms)
- If the symptomatic individual has a positive COVID-19 test result, all children and childcare staff/providers in the same cohort, and siblings in the same or a different cohort will be excluded from programming. Public Health will provide any further direction on testing and isolation of these close contacts.

In the event of an increase in COVID-19 activity within the community the Medical Officer of Health may implement **cohort exclusion**, which would require the following:

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- If an individual answers “yes” to a symptom screening question and had attended the centre in the two days prior, or becomes symptomatic while in program, all children and child care staff/providers in the same cohort, and siblings in the same or a different cohort are excluded. Public Health will provide any further direction on testing and isolation of these close contacts.

**Please Note:** Specifics regarding individual and/or cohort exclusion may change based on further provincial guidance or updated instruction from the Medical Officer of Health.

When considering readmission to program for individuals who have failed screening and/or experienced symptoms of ill health:

- Readmission to the program will be at the direction of Public Health
- If the excluded individual does not undergo COVID-19 testing, they will be excluded from the program for a minimum of 14 days, and after 14 days may be readmitted at the direction of Public Health, provided they are symptom free.
- Once Public Health has approved the return of a previously excluded individual, the individual should be contacted by Bayside Montessori School staff and notified that they are welcome to return to program the next day.

**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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### **3. Isolation of Ill Children**

#### **Purpose**

The purpose of this policy is to ensure that all employees of Bayside Montessori School are prepared to respond to any sign of illness in a manner that will help reduce risk of the illness spreading.

#### **Policy**

In accordance with Ontario Regulations 137/15, s. 36(2) the Service Provider must separate a child showing signs of illness from all other children. In consideration of the increased health risk associated with the spread of COVID-19 and in accordance with Ministry of Education Operational Guidance During COVID-19 Outbreak, employees of Bayside Montessori are required to follow the Isolation of Ill Children Policy and Procedure”.

#### **Procedure**

- Children will be monitored for signs of ill health throughout the day by:
  - all staff will be responsible for on-going visual checks of the children. A second temperature check will take place after lunch.
- Any child showing symptoms of ill health must be immediately separated from other children and picked up by a parent/guardian as quickly as possible. Public Health must also be immediately notified.
- Any child showing signs of illness will be isolated in the space provided while awaiting pickup by their parent/guardian:
  - A space for ill children will be set up at the south end of the classroom.

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- While isolated the staff person caring for the ill child will be:
  - the staff person who comes in contact with the ill child will be responsible for remaining with said child until he/she can be picked up. A designated staff member will ensure the program remains in ratio.
- The staff person caring for the ill child must wear PPE including surgical/procedure mask, protective eyewear, gown, and disposable gloves. If over two years of age the child should also wear a surgical/procedure mask (provided the child will tolerate it). Please Note: due to risk of suffocation, masks are not to be used on children under 2 years of age, or on any child over the age of 2 who would be unable to remove the mask of their own accord.
- Staff must be aware of proper protocols for safely donning and doffing PPE.
- Tissues must be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene. Proper respiratory etiquette (using a tissue to cover a cough or sneeze) should be practiced.
- Environmental cleaning and disinfection of the space the child was separated must be conducted once the child has been picked up.
- Any materials the ill child had been using in the classroom must be removed until cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Contact KFL&A Public Health to notify them of a potential case. Public Health will provide information on next steps and direction regarding the information that should be shared with other parents of children in the childcare centre.

**Policy and Procedure Review**

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This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## **4. Environmental Cleaning and Disinfecting**

### **Purpose**

The purpose of this policy is to provide clear direction for environmental cleaning and disinfecting practices in Bayside Montessori School. This policy is designed to help reduce risk of the spread of illness, including COVID-19

### **Policy**

In accordance with Ontario Regulation 137/15, s. 33, Ministry of Education Operational Guidance During COVID-19 Outbreak and in consideration of the increased health risk associated with the spread of COVID-19, the staff of Bayside Montessori School are required to strictly adhere to environmental cleaning and disinfecting procedures, as described in this document.

All employees of Bayside Montessori School are expected to know and understand these procedures and carry out these procedures as per their job duties.

### **Procedures**

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the product in use. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

If using bleach for disinfecting, a solution of 1000ppm must be used with a contact time of 10 minutes. The measurements for 1000ppm bleach solution are 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water.

When using bleach, the surface must first be cleaned with soap and water. The bleach solution must remain wet on the surface for at least 10 minutes. The bleach solution must be replaced daily.

If using a disinfectant other than bleach manufacturer instructions for use and contact time must be observed.

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Expired cleaning and disinfection products are not to be used.

**Environmental Cleaning and Disinfecting Record Keeping**

- Cleaning and disinfecting logs which correspond with this policy must be maintained. Logs corresponding with this policy are as follows:
  - Appendix B – Environmental Cleaning and Disinfecting Log
  - Appendix C – Washroom Environmental Cleaning and Disinfecting Log
  - Appendix D – Cot and Bedding Environmental Cleaning and Disinfecting Log
  - Appendix E – Outdoor Play Equipment Environmental Cleaning and Disinfecting Log.
- All tasks listed in these logs must be carried out with appropriate frequency as described in this policy and indicated in the logs.
- It is acceptable to add additional tasks to these logs, as needed for each particular setting.
- A separate log is required for each corresponding area of the childcare centre (E.g. each classroom, washroom etc.).
- All logs once completed must be kept on file at the childcare centre for a period of 4 weeks.

**Environmental Cleaning and Disinfecting Routine Practices**

Upon Entry to Childcare Centre:

- Staff are encouraged not to bring personal items into the classroom area or unless the item will be needed throughout the day (e.g. a water bottle, keys etc.);
- All hard surface personal items brought into the classroom area by any individual (staff or child) must be cleaned and disinfected upon arrival.

Common Areas:

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- An Environmental Cleaning and Disinfecting Log (Appendix B) shall be kept for common building areas (e.g. entryways and hallways). This log must be accessible to all staff (e.g. posted on a wall, or in a binder kept in an accessible location);
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log.
- All high touch areas, such as doorknobs and light switches must be cleaned and disinfected at a minimum, twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, once daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
- The classroom shall maintain an Environmental Cleaning and Disinfecting Log (Appendix B). This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Environmental Cleaning and Disinfecting Log.
- All fabric items, such as pillows, stuffed animals, puppets, and dress up clothes should be removed from the play environment.
- Ensure all toys and play materials in use are made of materials that can easily be cleaned and disinfected.
- Ensure that any tablets or other electronic devices shared between staff are disinfected between users.
- All high touch areas must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
- High touch areas include but are not limited to:
  - shelves containing children's toys
  - frequently used toys
  - tables
  - chairs
  - light switches
  - doorknobs
  - counter tops
  - sinks.

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- All low touch areas must be cleaned and disinfected minimum once daily and as often as necessary (e.g. when visibly dirty or contaminated with body fluids).
  - Low touch areas include but are not limited to:
    - Floors
    - Walls in proximity to high touch areas
    - Door surfaces
    - Window ledges.
  - Any carpeting or upholstered furniture in the room must be vacuumed daily and maintained in a sanitary condition.
  - Tables, chairs, and countertops used for food service/meal routines must be cleaned and disinfected immediately prior to use and again after food service has ended.
  - Trash cans located within children’s reach should have a lid.
- 
- For each washroom within the childcare centre a Washroom Environmental Cleaning and Disinfecting Log (Appendix C) shall be kept. This includes washrooms located within classrooms. This log must be accessible to all staff (e.g. posted nearby the washroom, or in a binder kept in an accessible location).
  - Cleaning and disinfecting routines shall be carried out consistently in accordance with the Washroom Environmental Cleaning and Disinfecting Log.
  - All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected at a minimum twice daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
  - Trash cans located within children’s reach should have a lid.
  - A Public Health Hand Washing poster must be posted in a conspicuous location near all sinks.
  - If there is a change table located in the washroom a Public Health Diapering Routine poster must be posted in a conspicuous location near the change table.
  - If a washroom is to be used by more than one group of children, it is required that high touch areas in the washroom be cleaned and disinfected in between use by each group.

Cots and Bedding:

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- The classroom shall maintain its own Cot and Bedding Environmental Cleaning and Disinfecting Log (Appendix D). This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location);
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Cot and Bedding Environmental Cleaning and Disinfecting Log.
- In accordance with Ontario Regulation 137/15 33.1(2.C.i) All children who sleep while in attendance at the childcare centre shall be assigned a cot or crib, as developmentally appropriate. All cots/cribs once assigned to a child are to be labeled with that child's name.
- Cots must be stored in a manner that prevents the bedding and/or sleeping surface of one cot from touching the bedding and/or sleeping surface of any other cots (e.g. do not allow a blanket to hang over the side of a cot and make contact with the cot stacked below);
- If cots are to be stored in the classroom, cots must be covered with a large fabric sheet used solely for this purpose, this sheet must be laundered after each use.
- No items are to be placed or stored on top of cots (e.g. extra bedding, toys).
- Hard surfaces of cots must be cleaned and disinfected after each use (e.g. corners and legs of the cots that come into contact with other cots when stacked for storage);
- Hard surfaces of cribs must be cleaned and disinfected after each use.
- Bedding should be removed from the cot/crib and laundered on a weekly basis, or more often as needed. Bedding must be laundered if switching between children.
- All surfaces of cots/cribs should be cleaned and disinfected on a weekly basis.
- If a child requires a personal comfort item for sleep (e.g. stuffy, special blanket etc.) the item should, be left at the childcare centre. This item should be laundered regularly, along with bedding and blankets.
- Personal comfort items (e.g. stuffy, special blanket etc.) must not be brought from home daily.

**Children's Hygiene Items:**

- Toothbrushing will not be available to our students.
- For creams and lotions, each container/tube must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. Never put hands directly into lotion or cream containers, use a tissue or single-

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use glove to remove product from the container and apply product to child's skin. If more product is needed, a fresh tissue or single use glove must be used.

- Children's individual sunscreen containers must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. When applying or helping children to apply sunscreen staff must use disposable gloves. Each child has their own sunscreen.
- Staff should not clean or rinse wet or soiled children's clothing. Instead the wet or soiled item should be placed in a sealed plastic bag and sent home. Staff are required to practice hand hygiene if touching any wet or soiled item.

**Outdoor Play Equipment:**

- Prior to taking a group of children onto the playground, the staff responsible shall complete an Outdoor Play Equipment Environmental Cleaning and Disinfecting Log (Appendix E). This log must be accessible to all staff (e.g. in a folder near the playground door, or in a binder kept in an accessible location).
- Cleaning and disinfecting routines shall be carried out consistently in accordance with the Outdoor Play Equipment Environmental Cleaning and Disinfecting Log.
- It is preferred that climbers and other fixed play structures are not used.
- If climbers and other fixed play structures are to be used, all high touch surfaces must be cleaned and disinfected immediately prior to use. If multiple groups of children are to use the structure, all surfaces must be cleaned and sanitized prior to use by each individual group. Surfaces are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids);
- It is preferred that each group of children has their own outdoor play equipment and toys, and that items are not shared between multiple groups of children. All items must be cleaned and disinfected prior to use. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids);
- If outdoor play equipment and toys must be shared by multiple groups of children, all items must be cleaned and disinfected prior to use by each individual group. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids).

**Toys and Play Materials:**

- Please refer to the Toy and Play Materials Cleaning and Disinfection Policy and Procedure.

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**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## **5. Toy and Play Material Cleaning and Disinfection Practices**

### **Purpose**

The purpose of this policy is to provide clear direction for the staff of Bayside Montessori School to follow when cleaning and disinfecting children's toys and play materials. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

In accordance with Ontario Regulation 137/15, s. 33, and Ministry of Education Operational Guidance During COVID-19 Outbreak, Service Providers are required to have policies and procedures in place with respect to sanitary practices. Due to the increased health risk associated with the spread of COVID-19, Bayside Montessori School will follow routine toy and play material cleaning and disinfection in accordance with this policy, and document using the Toy and Play Materials Cleaning and Disinfecting Log (Appendix F).

### **Procedure**

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information Clorox bleac. Products selected for use in disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

- All toys and play materials accessible to children must be cleaned and disinfected daily. Daily cleaning and disinfection is required whether or not children were observed to have touched the materials;

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- Any toys which are mouthed, or otherwise come into contact with bodily fluids must be immediately removed and placed in a designated container away from children’s reach until the item can be appropriately cleaned and disinfected.
- Toy and play material cleaning and disinfecting must be carried out using either the three-sink method, or a dishwasher. Large items may be cleaned and then sprayed with disinfectant left for the appropriate contact time.
- Staff are required to wear PPE as appropriate for the cleaners and disinfectants used.
- All toy and play material cleaning and disinfection routines are to be documented using the Toy and Play Materials Cleaning and Disinfecting Log (Appendix F).
- Use of sensory materials (e.g. shredded paper, soil, sand etc.) shall be limited to individual portions of materials offered to children. These materials are not to be shared between children. These materials are to be considered single use only and shall be disposed of each day.
- If using “wet” sensory materials (e.g. individual bins of water, goop, slime etc.) care must be taken in disposing of these materials immediately after use by a single child, and that the surrounding surfaces are immediately cleaned and disinfected in order to remove any of the material that may have splashed in the surrounding area.
- All fabric toys and play materials are to be removed from the classroom and shall not be used.
- Any toys that children are likely to put in their mouths or hold against their faces should be removed (e.g. toy dishes or cutlery, binoculars, magnifying glasses);

**Policy and Procedure Review**

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This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## **6. Physical Distancing and Daily Routines**

### **Purpose**

The purpose of this policy is to provide clear direction for the staff of Bayside Montessori School to follow when planning and implementing daily routines, to support physical distancing. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

Given the increased risk of infection due to COVID-19 routine practices must be modified to support physical distancing. It is recognized that maintaining physical distancing with young children is exceptionally challenging. Every effort will be made to maintain a warm and caring atmosphere. Physical distancing measures will be implemented in a positive manner so as not create undue stress, anxiety or disruption for children.

### **Procedure**

#### Mealtimes

- Ensure that both staff and children perform diligent hand hygiene before and after eating
- Refrain from allowing children to self-serve food (often called “family style meals”). All food should be served by staff only, and all serving dishes kept covered and out of children’s reach when food is not actively being served.
- Practice extra vigilance when ensuring that children do not share food or eating utensils.

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- Arrange mealtime seating to maximize physical distance between children, while still ensuring that all children can appropriately be supervised. (e.g. children seated at several different tables within clear sight of staff, rather than seated all together at one table);
- Refrain from allowing children to help prepare food or set the table.
- Refrain from allowing children to help clear each other's plates and other dishes. A child may clear their own dishes, or staff may do so.

Daily Schedules

- As much as possible, each group of children should be cared for by one staff person, who is assigned to the group. Staff rotation should be limited to required breaks and shift changes (e.g. coverage for a lunch break, or afternoon shift changeover).
- Scheduling of shifts will take place in accordance with Bayside Montessori School's shift changing policy.
- Rescheduling of group events and/or in person meetings will take place in accordance with Bayside Montessori's meeting policy.
- At no point may the number of individuals present in a classroom exceed the maximum cohort size of 24 (excluding regular staff and Special Needs Resource staff);
- Staff should work at only one location.
- A record must be kept for contact tracing purposes of the name of each staff and time in/out of each room. This record must also reflect any essential visitors who enter the room.
- Each cohort of children must be strictly separated:

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- Only one group of children should be in a playground area at any given time. If the playground is sufficiently large more than one group of children may be outdoors at the same time, providing a visual barrier (e.g. pylons or caution tape) to maintain a minimum of two metres separation between each group
- Use of indoor common spaces such as gyms or resource rooms should be considered as a secondary choice after outdoor play. The area must be thoroughly cleaned and disinfected between use by each group.
- If multiple groups are to use the same gym or indoor area at the same time, a floor to ceiling divider must be in place to separate the groups.
- Consideration should be given to each group's transition schedules to eliminate contact between groups. (E.g. two groups meeting in the hallway as one group is going outside, and the other is coming in.).

#### Classroom Set Up

- Play materials and “invitations to play” should be set up to encourage children to spread out as much as possible.
  - Consider offering multiple copies of popular items, and disperse them throughout the room
  - Set up multiple “points of interest” throughout the room
  - Consider moving furniture to eliminate “bottle necks” and create more space for children to move, while maintaining distance.

#### Rest/sleep routines

- When setting up cots for sleep, cots should be placed with consideration to maximize physical distancing between children. Also, consider encouraging children to lie on their cots in such a way as to alternate head to toe.

#### Caring for Younger Children

- When holding/carrying a child for routine care (e.g. feeding or rocking to sleep), a blanket or cloth should be placed between the educator and the child, to cover the educator's clothing. These blankets/cloths should be changed between children and laundered at least daily.

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Staff Breaks

- Wherever possible, stagger breaks between staff to avoid multiple staff congregating in one room.
- If more than one staff are in a break room together physical distancing must be practiced.
- Staff should clean and disinfect surfaces as they leave (e.g. tables, chairs).
- Staff are expected to perform hand hygiene before/upon entering a break room and before/after eating.

**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## **7. Hand Hygiene Best Practices**

### **Purpose**

The purpose of this policy is to ensure that all employees of Bayside Montessori School are aware of and adhere to hand hygiene best practices. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

All staff must be aware of, understand, and adhere to hand hygiene best practices. This is of extreme importance as proper hand hygiene is crucial in reducing the spread of illness, including the potential of COVID-19.

The supervisor shall routinely monitor staff and provide feedback as needed to ensure that the hand hygiene practices described within this policy are strictly adhered to.

Hand Hygiene is defined as hand washing, or hand sanitizing carried out as per the procedures described in this policy.

### **Procedure**

- Public Health Hand washing posters must be posted in a visible location near all sinks;
- Public Health Hand Sanitizing posters must be posted in a visible location near where hand sanitizer is kept for use;
- Public Health Diapering Routine posters must be posted in a visible location near all diaper change tables.

Hand Hygiene shall be carried out routinely as described below:

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- All staff must practice hand hygiene upon entry to the classroom, prior to engaging in play or any other activities;
- Hand hygiene must be practiced when hands are visibly dirty;
- Hand hygiene must be practiced **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
  - Gardening;
- Hands hygiene should be practiced **before and after**:
  - Preparing, handling, serving, and eating food
  - Handling animals
  - Touching a cut or open sore
  - Changing diapers
  - Glove use
  - Dispensing/handling expressed breast milk
  - Giving medication.

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Hand washing shall be carried out in accordance with the following steps:

- Wet hands;
- Apply soap;
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails;
- Rinse well under running water;
- Dry hands well with paper towel;
- Turn taps off with paper towel.

Hand Sanitizer shall be used in accordance with the following steps:

- Apply hand sanitizer (minimum 60% alcohol-based);
- Rub hands together for at least 20 seconds;
- Work sanitizer between fingers, back of hands, fingertips, and under nails;
- Rub hands until dry;
- NOTE: If hands are visibly dirty, hand sanitizer will not clean sufficiently. If hands are visibly dirty, they must be washed with soap and water.

**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## **8. Use of Personal Protective Equipment**

### **Purpose**

The purpose of this policy is to ensure that all employees of Bayside Montessori School are aware of appropriate use of Personal Protective Equipment (PPE), to ensure employee safety and to help reduce risk of the spread of illness, including COVID-19.

### **Policy**

Bayside Montessori School shall provide their employees with all PPE required to safely carry out their required job duties. This includes but is not limited to, routine cleaning, mixing of disinfectant solutions, changing diapers, health screening, and temporarily supervising a symptomatic child.

All employees shall receive training on proper and safe use of PPE.

### **Procedure**

- Nitrile, vinyl or similar material disposable gloves shall be available in sizes appropriate for staff who will be using them;
- Eye protection shall be available for staff use;
- Disposable surgical/procedure masks shall be available for staff use;
- Gowns shall be available for staff use.
  
- Glove use is required when carrying out any of the following:
  - Performing first aid
  - Changing a child's diaper or assisting a child with toileting

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- Routine cleaning and disinfecting activities
  - Cleaning bodily fluids
  - Cleaning and disinfecting PPE
  - Handling toys, bedding or other items which may have come into contact with bodily fluids;
- Eye protection and gloves are required when mixing disinfectants (use PPE as required in accordance with MSDS);
  - Mask, eye protection, gown and glove use are required when taking an individual's temperature during health screening, or caring for a child who shows symptoms of illness, or when cleaning blood or body fluid spills if there is risk of splashing;
  - Personal Protective Equipment is expected to be worn in accordance with this policy.

**Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Bayside Montessori School.

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## Appendix A. Health Screening Questionnaire

*“Good morning, as you are aware COVID-19 continues to evolve, as a result **Bayside Montessori School** is conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children and families.”*

Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

1. Does the person have any of the following symptoms:

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| a. Fever?                                       | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| b. Shortness of breath or difficulty breathing? | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| c. Cough, sore throat or difficulty swallowing? | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| d. Multisystem inflammatory vasculitis (rash)?  | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| e. Changes in sense of taste or smell?          | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| f. Runny nose or nasal congestion?              | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| g. Chills, headaches, or unexplained fatigue?   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| h. Pink eye (conjunctivitis)?                   | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| i. Nausea/vomiting, diarrhea or abdominal pain? | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |
| j. Other: _____                                 | <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> <b>No</b> |

2. **Visual Check:** Based on observation does the person display any of the above listed symptoms (if observable)?

**Yes**

**No**

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3. Has the person travelled outside of Canada within the last 14 days?

**Yes**                       **No**

4. Has the person tested positive for COVID-19 or had close contact with a confirmed case of COVID-19 without wearing appropriate PPE?       **Yes**                       **No**

5. Has the person taken Tylenol, Tempra, Advil or any similar medication within the last 4 hours for the purposes of reducing a fever?                       **Yes**                       **No**

Has the individual taken Tylenol, Tempra, or Advil for another reason? If so, please state reason for administering medication: \_\_\_\_\_

Please Note: If the reason is unrelated to fever (e.g. administered to a child for teething pain or taken by staff for arthritis pain) the individual may be admitted to program. If the medication was given to lower a fever the individual must not be admitted to program.

**Temperature Check:**

Infrared Scan

Individual's Temperature: \_\_\_\_\_ °C

6. Is the individual's temperature 37.8°C or above?                       **Yes**                       **No**

**Admission to Program:**

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- All responses in this questionnaire are **NO**. As a result, the individual has **passed** this health check and will be permitted to enter the childcare centre.
  
- One or more of the responses in this questionnaire are **YES\***. As a result, the individual has **failed** this health check and will not be permitted to enter the childcare centre. *“Thank you for your patience. Unfortunately based on these answers/this temperature reading, I’m not able to let you/your child enter the childcare centre. Please make arrangements to be tested at the COVID-19 testing centre. Provide the individual with appropriate resources.*

**\* If answer to “travel outside of KFL&A” is Yes, admission is at the discretion of the Service Provider**

**Staff Completing Questionnaire:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_