Personal Protective Equipment Policy and Procedure

Created: June 23,2020
Revised: July 24,2020, August 31, 2020. September 4, 2020, October 19, 2020, November 27, 2020, December 18, 2020, June 17, 2021, June 25, 2021, June 30, 2021, August 11, 2021. September 8, 2021
Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, August 20, 2021 June 25, 2021, February 12, 2021, December 4, November 23, October 8, 2020 August 31, 2020, Ministry of Education Guidance Version 4, November 2020, Version 3, August 2020, Version 6 June 2021
Approved by the Board of Directors: July 29, 2020, September 20, 2021

Policy

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health
directives evolve.

In accordance with the Occupational Health and Safety Act, all employees are entitled to carry out the duties of their jobs in a working environment that neither impairs their health nor imperils their safety. This policy is intended to further encourage a safety culture within Orde Day Care Centre, by establishing the role of PPE in a childcare setting.

Sections 25 and 27 of the Occupational Health and Safety Act makes employers and supervisors responsible for ensuring that required PPE is worn by the worker. The employer must also provide the PPE and maintain it in good condition. Under section 28 of the Act, workers have a duty to wear or use the PPE required by law as well as any required by the employer. This addresses situations where the regulations may not require PPE, but the employer has set additional health and safety standards, such as mandatory eye protection.

The Ministry of Health and Toronto Public Health has provided guidance related to the use of personal protective equipment (PPE) in childcare settings.

Purpose

To protect the employees of Orde Day Care Centre from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE).
The use of medical masks and eye protections is for the safety of staff and children in their care. It is especially important for the safety of staff who work with young children who may not be wearing face a mask.
PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls and personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our staff and that such use will lessen the likelihood of occupational injury and/or illness.

For childcare programs, the most effective steps are screening, cleaning, sanitizing, good hand hygiene and maintaining physical distancing where possible and staying home when ill Maintaining a healthy environment based on these existing good routine infection control practices is important and our best defense against the spread of viruses.

Full PPE is a supplement to these measures and should not be relied upon as a stand-alone prevention measure.
PPE creates a physical barrier between individuals to minimize exposure and prevent transmission of viruses spread by direct and prolonged contact with large respiratory droplets. Medical and non-medical PPE have varied levels of application and appropriateness, with medical PPE prioritized for health care workers and workers engaged in other high-risk occupational settings/tasks.

Orde Day Care Centre will endeavour to keep a two-week supply of PPE on premise whenever possible to ensure safe, consistent, and ongoing operations. In the event that PPE cannot be secured or reordered the Executive Director will be notified. The Executive Director will seek guidance from the licensing bodies and Toronto Public Health regarding ongoing operations and inform the Board of Directors.

PPE INCLUDES:

MASKS (SURGICAL/MEDICAL):
Masks are used, in addition to eye protection, to protect the mucous membranes of the nose and mouth when a procedure or care activity is likely to generate splashes or sprays of blood, body fluids, secretions, or excretions of potentially infectious material. Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or not discarded properly. Masks can be worn to prevent spread from an infected person to others by containing infected droplets (source control).

Surgical/Medical Masks:

Staff:

- Are required to wear a medical mask at all times when indoors (except when eating or if alone in a private space) unless exempt
- Time with a mask off should be limited and physical distancing must be maintained
- Masks should be worn w hen outdoors when physical distancing cannot be maintained
- P lease note that it is difficult to put on a mask and eye protection properly (without contamination) after removing them given the frequent and spontaneous need for close interactions with young children in our care

Exemptions for Surgical/Medical Masks

- Exemptions to wearing a mask and eye protection indoors may include medical conditions that make it difficult to wear a mask or eye protection (e.g. difficulty breathing low vision)

- A cognitive condition or disability that prevents wearing a mask or eye protection: hearing
- Impairments or when communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication, and when performing duties in which a staff member is separated from their cohort and other staff/student (e.g. working alone in an office or during meal preparation in the kitchen)
- Should a staff member be unable to wear a mask due the above they will inform the Executive Director by completing and submitting the accommodation requests form as per the Accommodation Policy and Procedure

Cloth Masks for Children

- Children should practice hand hygiene before taking off their mask and before putting it back on
- Parents are responsible for providing their child/children with a few masks or face coverings each day
- Masks should be replaced when they become damp or visibly soiled

Children:

- Masks are not recommended for children under the age of two
- Children over the age of 2 are strongly recommended to wear a mask in indoor spaces if feasible and tolerated, but must wear a mask in the common areas of the school, i.e., hallway, foyer as per Orde Public School
- Children in kindergarten are required to wear a mask while in the childcare setting including hallways as per Orde Public School
- **Children in grade one and up are required to wear a mask indoors at all times except when eating and drinking, unless medically exempt**
- **If children must take off masks when they are indoors, ideally they should be seated, not moving in hallways and keeping two metres/six feet from others.**
- **If not they should be seated with their cohort with the windows open if possible for circulation**
- **Masks should always be kept on when children are lining up to go outside or inside**

Mask Use and Care:

- Masks must be worn properly at all times, without exception
- Ensure mask securely covers the nose and mouth.
- Change mask if it becomes soiled or wet.
- Do not touch the mask while wearing it.
- Follow mask removal protocols immediately after completion of task and discard mask into appropriate lined receptacle.
- Do not allow the mask to hang or dangle around the neck or chin.
- Clean hands after removing the mask.

- Do not reuse disposable masks.
- Do not fold the mask or put it in a pocket for later use.
- Minimize risk by keeping the mask in place throughout intended use, as every contact between gloves/hands and face is a contamination risk.

Mask Storage

- clean and labelled paper bag
- labelled container but should be cleaned and disinfected after each use
- labelled envelope
- labelled fanny pack (if placed directly inside the fanny pack, it should be laundered)

HOW TO PROPERLY USE FACEMASKS:

- Wash your hands immediately before putting it on and immediately after taking it off (practise good hand hygiene while you are wearing the face covering).
- Check the mask for tears or faulty straps
- The stiff bendable edge is the top.
- Holding the mask by the upper strings, tie in a bow near the crown of your head, or if the mask has bands, loop over your ears.
- Holding the mask by the bottom strings, pull the bottom of the mask over your mouth and chin, and tie in a bow near the nape of your neck.
- Ensure the mask covers your mouth, nose and chin.
- Press and mold the upper bendable edge to the shape of your nose and cheeks.
- Wash or sanitize your hands.
- Make sure the mask fits well around your nose and mouth.
- Avoid moving the mask around or adjusting it often.
- Avoid touching the mask while using it.
- Do not share your mask with others.

REMOVE AND DISPOSE OF FACE MASKS CORRECTLY:

When removing a face covering, you should:

- Wash and sanitize your hands.
- Only touch the straps; avoid touching the front of the mask as it is contaminated.
- Untie the bottom strings and then the upper strings.
- Dispose of the mask directly into the garbage.
- Wash or sanitize your hands.

Do not leave any discarded masks/ face coverings on top of cubbies, shelves, or countertops.

EYE PROTECTION:

Eye protection is used to protect the mucous membranes of the eyes when it is anticipated a procedure or care activity is likely to generate splashes or sprays of blood, body fluids, or secretions or excretions of potentially infectious material. It is usually used together with a mask. Eye protection includes safety goggles and face shields, both are reusable and must be cleaned throughout the day. Prescription eyeglasses or sunglasses alone are not acceptable eye protection.

Staff are Required to Eye Protection (Safety Glasses/Goggles or Face Shield):

- All adults are required to wear eye protection while anywhere inside the child care premise including hallways, screening areas, staff rooms and classrooms unless working with children who are required to wear a mask (JK and up)
- The use of eye protection is not required for staff when outdoors if physical distancing can be maintained

Eye Protection Use and Care

- If eye protection is not disposable, it should be cleaned prior to reuse. It must include a barrier to splashes or coughs from the side.
- Eye protection must be worn inside the daycare facilities
- Eye protection can be discarded into waste or placed in an appropriate receptacle for cleaning.
- **Prescription eyeglasses are not acceptable as eye protection.**
- If staff require gog gles to fit over eyeglasses, they are required to inform their supervisor for purchasing

GLOVES:

Glove use is secondary to proper hand washing, and improper use of gloves can lead to transmission of pathogens. Because barriers are imperfect, it is vital that you thoroughly wash your hands before putting on gloves, and after glove removal. The difference between surgical and medical gloves is the thickness of the material used.

Surgical gloves are thinner to allow more dexterity.

Staff Must Wear Gloves:

- When it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

Types of gloves used are:

- General nitrile gloves

    - used for tasks other than handling blood and body fluids and/or mixing disinfecting chemicals.
- Medical nitrile or vinyl gloves
    - Used for tasks that include anticipated handling of blood and body fluids
    - These gloves must be used at all times in the screening area.
- Nitrile dishwashing style gloves
    - Used for general cleaning, mixing disinfectant or immersing hands in sanitizer/disinfectant.

Gloves Must be Worn When:

- Conducting in-person screening and temperature checks
- It is anticipated that hands will come into contact with:
    - Mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.
    - Cleaning and disinfecting. (refer to Environmental Cleaning & Disinfecting Policy and Procedures COVID-19

Glove Use and Care:

- Inspect gloves for any damage prior to use.
- Select gloves appropriate to the task and wear the correct size of gloves.
- Hand hygiene must be practised before applying gloves.
- Hands must be clean and dry before putting on gloves.
- Put on gloves immediately before activity for which they are indicated.
- Practice proper glove removal technique as per Toronto Public Health direction.
- Remove and discard gloves immediately after activity for which they were used.
- Wash hands thoroughly immediately after glove removal.
- Change or remove gloves after touching a contaminated site and before touching a clean site or surface.
- Disposable gloves are intended for single use. Do not wash or re-use disposable gloves.
- Using gloves does not replace the need for hand hygiene.

Putting on Gloves:

- Clean your hands.
- Put on gloves. Be careful not to tear or puncture the gloves.

Taking of Gloves:

- Remove gloves using a glove to glove/skin to skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out.
- Reach under the second glove and peel away.
- Discard gloves immediately into the garbage.
- Perform hand hygiene.

Note: Wear disposable gloves in accordance with our regular practices and guidelines. When possible, reusable gloves should be substituted for disposable gloves (e.g., cleaning duties).

DONNING (PUTTING ON) AND DOFFING (TAKING OFF) PROCEDURES:

The following procedure will need to be followed if wearing more than one item of PPE:

Donning (putting on):

I. Perform hand hygiene
II. Put on mask
III. Put on eye protection
IV. Put on Gloves

Doffing (taking off):

I. Remove gloves
II. Perform hand hygiene
III. Remove eye protection
IV. Remove mask
V. Perform hand Hygiene

Included below is information that you need to know in terms of what PPE needs to be worn, and when, in a childcare setting:

Mask and Eye protection (safety glasses, goggles or face shields)

1. Providing direct car e (feeding or assisting students with hand hygiene
2. Consoling an upset child

Mask, Eye Protection and gloves

1. First aid measures
2. Cleaning up a bodily spills with a risk of splashing
3. Changing a diaper or soiled clothing
4. Caring for a sick child or a symptomatic student

STAFF WILL:

- Ensure that all PPE is used responsibly, such as prioritizing washing hands over wearing gloves, to ensure that provincial PPE supplies are available to meet needs.
- Attend any required training sessions.
- Be responsible for properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Informing the supervisor of the need to repair, replace or replenish PPE.

SUPERVISORS WILL:

- Provide instruction on what PPE is needed.
- Ensure that employees are trained on the proper use, care and cleaning of PPE

Kitchen Staff Will:

- Order appropriate PPE and ensure that we have a two-week stockpile
- make it available to staff.

Personal Protective Wear Exemptions

Orde Day Care will document exceptions related to wearing PPE
Exceptions to wearing a mask and eye protection indoors may include medical conditions that make it difficult to wear a mask or eye protection (e.g. difficulty breathing, low vision); a cognitive condition or disability that prevents wearing a mask or eye protection; hearing

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before recommencing employment, and at any time changes are made.

I acknowledge receipt of Orde Day Care **PPE Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **PPE Policy and Procedures**. I understand that if I have questions, at any time, regarding these Policies and Procedures, I will consult with my immediate supervisor.

Please read the **PPE Policy Procedures** carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: