

Park Lawn Preschool Inc.	Health and Safety <b>COVID-19 Personal Protective Equipment (PPE) Policy and Procedure</b>	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 A	

## Policy

Park Lawn Preschool Inc. (PLP Inc.) is committed to providing a safe and healthy environment for children, families and employees. PLP Inc. will take every reasonable precaution to prevent the risk of communicable diseases within all our centres.

## Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Toronto Children's Services in all PLP Inc. centres.

## Application

This policy applies to all employees, students, community members, and any other persons engaged in business with PLP Inc.

## Procedures

PPE is equipment worn to protect the worker from infected droplets and contaminated surfaces.

PPE used in a child care setting can include:

- Masks - protects the inside of the nose and mouth
- Eye protection - protects the eyes from splashes, sprays and droplets
- Gloves - gloves and good hand hygiene protect you and others
- Gowns - Long-sleeved gowns protect clothing from becoming contaminated

## Masks

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 discarded properly. If you need to wear a mask, you should also be sure to clean your hands frequently with soap and water or 60%-90% food grade alcohol-based hand sanitizer. Masks can also be worn to prevent spread from an infected person to others by containing infected droplets (source control).

### *Expectations for Adults:*

All child care staff, students on educational placement and all other visitors are required to wear 3 layer medical masks or non-fit-tested respirators (i.e. N95/KN95/KF94) while inside the child care premises, including in hallways and staff rooms. The Ministry of Education will be providing child care staff with an allocation of one non-fit-tested N95 mask each day. When in the staff room, staff and students should limit the amount of time their masks are off unless for eating or drinking. Physical distance should be maintained. Adults are recommended to wear medical masks outdoors when physical distancing cannot be maintained.

Non-fit-tested respirators use:

Replacing a mask is driven by factors including but not limited to:

- When it is no longer tolerated or accepted;
- when the mask has lost some of its integrity: relaxed elastic, damaged filtering part; and

- When there were potential infectious droplets splashing onto the mask.

Masks must be worn when:

- Working within the screening area
- Escorting children from the screening area into a program room
- In the exclusion room with ill children
- When cleaning blood and bodily fluid spills if there is a risk of splashing
- When physical distancing of 6 ft / 2 m cannot be maintained, for example: (note this list is not exhaustive)
  - Diapering
  - Feeding children
  - Comforting an upset child
  - Assisting with dressing or changing clothing

*Expectations for Children:*

- All children in Kindergarten and above are required to wear a medical, non-medical, cloth masks or face covering while indoors at the child care with reasonable exceptions for medical conditions.
  - Accommodations may be made for certain health conditions or special needs.
- Children age two years and older are strongly recommended to wear a mask in indoor spaces if feasible and tolerated.
- Masks should be replaced when they become damp or visibly soiled.
- Children are expected to bring their own masks to wear at the child care.
- Masks are not recommended for children under the age of two.

**To put on the Mask:**

1. Wash or sanitize your hands.
2. Check the mask for tears or faulty straps.
3. The stiff bendable edge is the top.
4. 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.
5. 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.
6. Ensure the mask covers your mouth, nose and chin.
7. Press and mold the upper bendable edge to the shape of your nose and cheeks.
8. Wash or sanitize your hands.

**To remove the Mask:**

1. Wash or sanitize your hands.
2. Only touch the straps; avoid touching the front of the mask as it is contaminated.
3. Untie the bottom strings and then the upper strings or remove ear loops
4. Dispose of the mask directly into the garbage.
5. Wash or sanitize your hands.

**Eye Protection**

Eye protection is used to protect the eyes (i.e. face shields, goggles and safety glasses). Child care staff will be given a face shield to keep for their own use. These are reusable and must be cleaned throughout the day. Prescription eyeglasses alone are not acceptable eye protection.

Eye protection is required for individuals working in close contact with children who are not wearing face protection.

Eye protection must be worn in these instances:

- When in the exclusion room
- When working within the screening area (screening and running)
- All other times when physical distancing cannot be maintained, and there is anticipation of coming into contact with bodily fluids for example (note this list is not exhaustive)
  - o Diapering
  - o Comforting an upset child

**Exceptions to wearing a mask or eye protection:**

- Children under the age of two. These very young children must not wear a face covering because of the risk of suffocation.
- Situations where a child cannot tolerate wearing a mask.
- Individuals with a medical condition that makes it difficult to wear a mask or eye protection. This can include but is not limited to:
  - o Mental health condition that prevents wearing a mask or face covering;
  - o Difficulty breathing or low vision;
  - o Cognitive condition or disability that prevents wearing a mask or eye protection;
  - o People who are hearing impaired, or are communicating with a person who is hearing impaired, and where the ability to see the mouth is essential for communication.
- Individuals who are unable to put on or remove a mask without assistance.
- People who require accommodation in accordance with the *Ontario Human Rights Code*.
- Employees within an area designated for them and not for public access, or within or behind a physical barrier ( i.e. working alone in an office or during meal preparation in the kitchen).
- The use of masks is not required outdoors for adults or children if physical distancing of at least 2-metres can be maintained between individuals.
- Staff requesting an exemption from mask or eye protection wearing are required to complete an accommodation request and submit to their direct supervisor.

**Gloves**

Types of gloves used are:

- General nitrile gloves
  - o Used for tasks other than handling blood and bodily fluids and/or mixing disinfecting chemicals
- Medical nitrile or vinyl gloves
  - o Used for tasks that include anticipated handling of blood and bodily fluids (for example, screening and temperature checks)
- Nitrile dishwashing style gloves
  - o Used for general cleaning, mixing disinfectant or immersing hands in sanitizer / disinfectant

Gloves are not required for COVID-19 prevention as proper hand washing is sufficient. However, Gloves must be worn when:

- It is anticipated that hands will come into contact with:
  - o Mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.
  - o Cleaning and Disinfecting. Refer to COVID-19 Environmental Cleaning and Disinfecting Policy and Procedure

Reminders:

- Hand hygiene must be practised before applying and immediately after removing gloves.
- Nitrile gloves are single use only, and must be task specific (i.e., gloves must be changed and hand hygiene practiced whenever changing tasks)
- Gloves shall be removed and discarded after each use.
- Using gloves does not replace the need for hand hygiene
- Hands must be clean and dry before putting on gloves
- Ensure gloves are intact, clean and dry inside
- Consider removing jewelry which could tear/puncture the gloves

#### **Putting on Gloves**

1. Clean your hands
2. Put on gloves. Be careful not to tear or puncture the glove

#### **Taking off Gloves**

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

#### **Gowns**

Wearing a gown can help with protecting clothes from becoming contaminated. Gowns will have long sleeves and tie at the back. If gowns are disposable they will need to be discarded after each screening shift or use when cleaning blood and bodily fluids. If gowns are cloth and reusable, they must be laundered after each screening shift or when used for cleaning blood and bodily fluids.

Gowns are available to staff when:

- Working in the screening area (screener/runner)
- Cleaning blood or a bodily fluid spill
- Caring for a sick children or a child showing symptoms of illness

#### **Donning (Putting on) and Doffing (taking off) PPE**

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

Donning:

1. Perform hand hygiene
2. Put on gown
3. Put on mask
4. Put on eye protection

5. Put on gloves

Doffing:

1. Remove gloves
2. Remove gown
3. Perform hand hygiene
4. Remove eye protection
5. Remove mask
6. Perform hand hygiene

### Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a PLP Inc. centre, and at any time where a change is made.

### Link(s) to Resources:

#### Posters

- [Public Health Ontario Medical Gowns Fact Sheet](#)
- [Public Health Ontario-Face Mask](#)
- [Public Health Ontario Recommended Steps for Putting on PPE](#)
- [TPH Glove Use](#)
- [TPH Blood and Body Fluid Spills](#)
- [TPH Face Masks and Coverings Fact Sheet](#)

#### Videos

- TCS [PERSONAL PROTECTIVE EQUIPMENT VIDEO](#)
- PHO [PUTTING ON FULL PPE](#) (Gloves, mask, face shield, gown)
- PHO [TAKING OFF FULL PPE](#)
- PHO [PUTTING ON GLOVES](#)
- PHO [TAKING OFF GLOVES](#)
- PHO [PUTTING ON MASK AND EYE PROTECTION](#)
- PHO [TAKING OFF MASK AND EYE PROTECTION](#)
- PHO [PUTTING ON MASK](#)
- PHO [TAKING OFF MASK](#)

### CHANGE LOG

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219A	1	Aug 18, 2020	Added "all adults are required to wear medical masks <u>and</u> eye protection while inside the child care premises, including in hallways"	S. Allman	N/A
PLP HS219A	2	Nov 11, 2020	Exceptions for Eye protection Clarification of what type of masks and eye protection are required by different individuals.		
PLP HS219A	3	August 20, 2021	Mask wearing expectation for children: Kindergarten and older Two and older Under two years old.	B. Leung	N/A

			Eye protection may not need to be worn when not working in close contact with children who are not wearing face protection.		
PLP HS219A	4	November 4, 2021	Update Glove and Gown requirements All Adults to wear medical masks	B. Leung	N/A
PLP HS219A	5	Jan 12, 2022	Update on Masks available - non-fit tested respirator	B. Leung	N/A