

Immanuel Personal Protective Equipment (PPE) Policy and Procedures – COVID-19

Policy Statement

Immanuel Child Care (ICC) is committed to providing a safe and healthy environment for children, families and employees. ICC will take reasonable precaution to prevent the risk of communicable diseases within our centre.

Purpose

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

Application

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

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

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 70%-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).

Masks must be worn when:

- Working within 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 6ft/2m cannot be maintained, for example (note this list is not exhaustive) Diapering, comforting an upset child, assisting with dressing or changing clothing

Reminders:

- Masks must be worn properly at all times, without exception. This includes: On the face properly covering the mouth and nose
 - Not lifted or dropped to the chin or around the neck
 - All straps must be securely fastened

- Once the mask is secure, consider it your face. DO NOT touch or move it.
- Masks are single use
- Change your mask if it becomes moist or dirty.

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.
4. Dispose of the mask directly into the garbage.
5. Wash or sanitize your hands.

Gloves

Types of gloves used are:

Vinyl gloves ○ Used for most tasks including tasks that include anticipated handling of blood and bodily fluids (for example, screening and temperature checks)

• Nitrile dishwashing style gloves ○ Used for general cleaning, mixing disinfectant or immersing hands in sanitizer / disinfectant

Gloves must be worn 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.

○ Cleaning and Disinfecting. *Refer to Environmental Cleaning and Disinfecting Policy and Procedures- COVID-19*

• When conducting in-person screening and temperature checks

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 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.

Also, refer to TPH Glove use poster for guidance

Eye Protection

Eye protection is used to protect the eyes. In ICC, this may include safety goggles or face shields. These are reusable and must be cleaned throughout the day. Prescription eye glasses alone are not acceptable eye protection.

Staff must wear eye protection:

- When caring for a sick child or a child showing symptoms of illness
- While performing the health screening
- All other times when physical distancing cannot be maintained, and there is anticipation of coming into contact with bodily fluids.

Policy and Procedure Review

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

Revised July, 2020