

Mulberry Waldorf School
Morning Garden Nursery Program
Infection Control Policies and Procedures

February 9, 2021

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Introduction

The purpose of this Policies and Procedures document is to support consistency and best practices in the reopening of Mulberry Waldorf School’s Morning Garden Nursery Program 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 in response to continually evolving circumstances during the COVID-19 pandemic.

This document begins with definitions to help guide the reader. Sections one through eight contain the specific policies and their procedures. The Appendices contain the forms and logs referenced in this document.

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.

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 (e.g., bleach solution, or Oxivir) is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Depending on the specifications of the disinfectant in use, items children may come into contact with 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 1000 ppm should be used with a contact time of 10 minutes. The measurements for 1000 ppm 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, hand rails, door knobs, sinks, toilets). 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).

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.

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

Purpose

The purpose of these policies is to provide clear direction for employees of Mulberry Waldorf School's Morning Garden Nursery program 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 accordance with Ontario Regulation 137/15, s. 36(1), Ministry of Education Operational Guidance During COVID-19 Outbreak, and in consideration of the increased health risk associated with the spread of COVID-19, it is required that that all individuals entering into Mulberry Waldorf School's Morning Garden Nursery Program undergo a health screening. If an individual does not pass health screening, entry will not be permitted into Mulberry Waldorf School's Morning Garden Nursery Program.

Parents dropping off children, although not entering the school, 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) shall not be allowed entry into Mulberry Waldorf School's Morning Garden Nursery Program.

Parent meetings will be held via telephone or videoconference.

Any essential visitors who must enter the school must be screened and wear a mask while in the program (e.g., maintenance personnel, Ministry Staff, Public Health Inspectors).

Procedure

Entry to the Morning Garden program will be at the Markland Street gate into the Morning Garden yard. All individuals entering will be screened prior to arrival. Entry will be permitted only if the individual passes the health screening. **Parents/caregivers are required to complete daily screenings (via online form, see Appendix A) of their children, including temperature checks, at home prior to arrival at the school.**

If any individual fails the health screening, they shall not be permitted to enter the Morning Garden program.

Staff may perform the daily health screening procedure on themselves, or be screened by a colleague.

There will be no non-essential visitors permitted to the program at this time. All other individuals (essential visitors) entering the program will be screened by designated staff. If an essential visitor enters the program, they are required to wear a mask for the duration of their visit. A record must also be kept of the essential visitor's time of arrival and departure.

As much as possible parents should drop their children off at the Markland Street gate. If exceptional circumstances (please see Appendix B) are identified which require a parent to enter into the school, the parent must pass screening prior to entry.

Child Pick Up Procedure

- Parents/guardians are not to enter past the Markland Street gate (unless exceptional circumstances are identified). Children will be brought by their teachers to the Morning Garden yard at pick up times.

Typical and Atypical Signs & Symptoms of COVID-19

- 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

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work at Mulberry Waldorf School’s Morning Garden Nursery Program.

Employee’s Name

Signature

Date

2. How to Report Illness and Exclusion of Ill Individuals

Purpose

The purpose of this policy is to provide clear direction for staff of Mulberry Waldorf School's Morning Garden Nursery Program 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 the 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. This policy also provides direction for staff on how to communicate with parents if there are confirmed cases of COVID-19 or if there is an outbreak.

Policy

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

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

Where the program closes due to COVID-19, Mulberry Waldorf School must report this to the Ministry as a serious occurrence. A serious occurrence is:

One of the following individuals has a **confirmed** case of COVID-19:

- a **child in the program**
- a **staff** member in the program.

Procedure

Children will be excluded from the Morning Garden Nursery program 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 other childcare centres.

- If an individual answers “yes” to the screening question, “Does the person have any of the following new or worsening symptoms (symptoms should not be chronic or related to other known causes or conditions)? Symptoms include fever and/or chills, cough, shortness of breath, decrease in or loss of taste or smell” or become symptomatic while in the program, the individual should stay home to isolate and contact health care provider.
 - If a child becomes symptomatic while in the program, they will be immediately separated and picked up as soon as possible as per the program’s Care of Ill Children Policy and Procedure. contact health care provider.
 - If a staff becomes symptomatic while in program, they will leave the program as soon as possible and be instructed to contact health care provider.
- If an individual answers “yes” to the screening question, “Does the person have any of the following new or worsening symptoms (symptoms should not be chronic or related to other known causes or conditions)? Symptoms include sore throat, stuffy and/or runny nose, headache that is new and persistent, nausea, vomiting and/or diarrhea, fatigue, muscle aches, and malaise,” the person should stay home for 24 hours from when the symptom started. If the symptom has improved, the person may return. If the symptom persists or worsens, the person must contact their health care provider.
- If an individual answers “yes” to two or more of the above symptoms, the person must stay home to isolate immediately and contact the health care provider for advice.

*Please refer to Health Screening Questionnaire in Appendix A.

- If the symptomatic individual has a negative COVID-19 test result, they may return to program after being symptom free for twenty-four hours (forty-eight 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. A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child will be considered a confirmed

COVID-19 outbreak, in consultation between the program and the local public health unit to ensure an outbreak number is provided.

- Staff and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.

If there is a confirmed case of COVID-19 or an outbreak in our program and/or school, parents will be notified immediately by email. We will follow the guidance of KFL&A Public Health.

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:

- If an individual answers “yes” to a symptom screening question and had attended the program in the two days prior, or becomes symptomatic while in program, all children and teachers 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 exclusions may change based on further provincial guidance or updated instruction from the Medical Officer of Health.

When considering readmittance to the program for individuals who have had symptoms of ill health, or who have been exposed to symptoms of ill health while in the program:

- Readmittance 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 fourteen days, and after fourteen 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 staff and notify that they are welcome to return to the 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 Mulberry Waldorf School's Morning Garden Nursery Program.

Employee's Name

Signature

Date

3. Care of Ill Children

Purpose

The purpose of this policy is to ensure that all employees of Mulberry Waldorf School's Morning Garden Nursery Program 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) Mulberry Waldorf School 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 Mulberry Waldorf School's Morning Garden Nursery Program are required to follow the Arrangements for "Ill Children Policy and Procedure."

Procedure

- Children will be monitored for signs of ill health throughout the day by:
 - ongoing observations and periodic planned visual checks that will not create undue stress, anxiety, or discomfort for the children in our care.
- Any child showing symptoms of ill health will be immediately separated from other children and picked up by a parent/guardian as quickly as possible. Public Health will also be immediately notified.
- Any child showing signs of illness will rest in the "Cozy Corner" (two meters from others) or "Care Room" while awaiting pickup by their parent/guardian.
- The staff person caring for the ill child should wear PPE including surgical/procedure mask, protective eyewear, gown, and disposable gloves.

- Staff must be aware of proper protocols for safely donning and doffing PPE (staff must complete training offered by Ontario Public Health);
- Tissues will 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 in which the child was separated should be conducted once the child has been picked up;
- Any materials the ill child had been using in the classroom should 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 seven days.
- Contact KFL&A Public Health to notify them of a potential case and seek input on next steps and direction regarding the information that should be shared with other parents of children in the Morning Garden Nursery program.

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work in Mulberry Waldorf School's Morning Garden Nursery Program.

Employee's Name

Signature

Date

4. Environmental Cleaning and Disinfecting

Purpose

The purpose of this policy is to provide clear direction for environmental cleaning and disinfecting practices for Mulberry Waldorf School's Morning Garden program. 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 Mulberry Waldorf School's Morning Garden Nursery Program are required to strictly adhere to environmental cleaning and disinfecting procedures, as described in this document.

All employees of Mulberry Waldorf School's Morning Garden Nursery Program 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 1000 ppm must be used with a contact time of 10 minutes. The measurements for 1000 ppm bleach solution are twenty ml (four teaspoons) household bleach + 1000 ml (four 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 ten 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.

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 C – Environmental Cleaning and Disinfecting Log
 - Appendix D – Washroom Environmental Cleaning and Disinfecting Log
 - Appendix E – Cot and Bedding Environmental Cleaning and Disinfecting Log
 - Appendix F – 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 program (e.g., each classroom, washroom);
- All logs once completed must be kept on file for a period of four weeks.

Environmental Cleaning and Disinfecting Routine Practices

Upon Entry to the Program:

- Staff are encouraged not to bring personal items into the classroom area, unless the item will be needed throughout the day (e.g., a water bottle, keys);
- 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:

- An Environmental Cleaning and Disinfecting Log (Appendix C) 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 will 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).

Classrooms:

- The Morning Garden classroom shall maintain its own Environmental Cleaning and Disinfecting Log (Appendix C). This log must be accessible to all staff working in the room (in a binder kept in an accessible location);
- Cleaning and disinfecting routines will 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 have been removed from the play environment;
- Ensure all toys and play materials in use are made of materials that can easily be cleaned and disinfected;
- All high touch areas will 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
 - door knobs
 - counter tops
 - sinks;
- All low touch areas will 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 will be vacuumed daily and maintained in a sanitary condition;

- Tables, chairs and countertops used for food service/meal routines will be cleaned and disinfected immediately prior to use and again after food service has ended;
- Trash cans located within children's reach have a lid.

Washrooms:

- For each washroom within the program a Washroom Environmental Cleaning and Disinfecting Log (Appendix D) shall be kept. This includes washrooms located within classrooms. This log will be accessible to all staff 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 will 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 have a lid;
- A Public Health hand washing poster is posted near all sinks.

Cots and Bedding:

- Each classroom shall maintain its own Cot and Bedding Environmental Cleaning and Disinfecting Log (Appendix E). 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 program shall be assigned a cot, as developmentally appropriate. All cots once assigned to a child are labeled with that child's name;
- Cots are 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;
- If cots are to be stored in the classroom, cots must be covered with a large fabric sheet used solely for this purpose, and laundered as per requirements for children's bedding;
- No items are to be placed or stored on top of cots (e.g., extra bedding, toys);
- Cots will be cleaned and disinfected after each use;
- Bedding will be removed from the cot and laundered on a weekly basis, or more often as needed;

- If a child requires a personal comfort item for sleep (e.g., stuffy, special blanket etc.) the item should be left at the program. 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:

- 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. It is recommended that each child have their own sunscreen, however if the same container of sunscreen is to be used for multiple children the sunscreen must be dispensed onto a paper towel and then applied to the child;
- 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 F). 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 will 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 will be cleaned and disinfected immediately prior to use. Surfaces 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.

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work at Mulberry Waldorf School's Morning Garden Nursery Program.

Employee's Name

Signature

Date

5. Toy and Play Material Cleaning and Disinfection Practices

Purpose

The purpose of this policy is to provide clear direction for the staff of Mulberry Waldorf School's Morning Garden Nursery Program 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 in place, policies and procedures in place with respect to sanitary practices. Due to the increased health risk associated with the spread of COVID-19, Mulberry Waldorf School's Morning Garden Nursery Program 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 G).

Procedure

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.

- All toys and play materials accessible to children must be cleaned and disinfected on a daily basis. Daily cleaning and disinfection is required whether or not children were observed to have touched the materials;
- 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 commercial dishwasher or cleaned and then sprayed with disinfectant and left on 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 G);
- Sand play will be limited to outdoors and children will wash their hands before and after;
- All fabric toys and play materials have been removed from the classroom and will not be used;
- Any toys that children are likely to put in their mouths or hold against their faces have been removed (e.g., toy dishes or cutlery, binoculars, magnifying glasses).

Policy and Procedure Review

This policy and procedure must be reviewed and signed off by all employees prior to commencing work at Mulberry Waldorf School's Morning Garden Nursery Program.

Employee's Name

Signature

Date

6. Physical Distancing and Daily Routines

Purpose

The purpose of this policy is to provide clear direction for the staff of Mulberry Waldorf School's Morning Garden Nursery Program 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 in order 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.
- All food will 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.
- 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

- Morning Garden children will be cared for by two or three staff people, who are assigned to the group. Staff rotation will be limited to required breaks and shift changes;
- A record will be kept for contact tracing purposes of the name of each staff and time in/out of the Morning Garden room.

Classroom Set Up

- Play materials and “invitations to play” will be set up to encourage children to spread out as much as possible.
 - Multiple copies of popular items will be available and dispersed throughout the room;
 - Multiple “points of interest” will be available throughout the room;
 - Furniture is arranged to eliminate “bottle necks” and create more space for children to move, while maintaining distance.

Rest/sleep routines

- Cots for sleeping will be placed with consideration to maximize physical distancing between children. Cots will be arranged in such a way as to alternate head to toe.

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 at Mulberry Waldorf School’s Morning Garden Nursery Program.

Employee’s Name

Signature

Date

7. Hand Hygiene Best Practices

Purpose

The purpose of this policy is to ensure that all employees of Mulberry Waldorf School's Morning Garden Nursery Program 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 in order 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 are posted in a visible location near all sinks;
- Public Health Hand Sanitizing posters are posted in a visible location near where hand sanitizer is kept for use

Hand Hygiene shall be carried out routinely as described below:

- 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 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.
- Hand hygiene should be practiced **before and after:**
 - Preparing, handling, serving and eating food
 - Touching a cut or open sore
 - Glove use
 - Giving medication.

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

- Wet hands;
- Apply soap;
- Lather for at least twenty 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 twenty 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 at Mulberry Waldorf School’s Morning Garden Nursery Program.

Employee’s Name

Signature

Date

8. Use of Personal Protective Equipment

Purpose

The purpose of this policy is to ensure that all employees of Mulberry Waldorf School's Morning Garden Nursery Program 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

Mulberry Waldorf School's Morning Garden Nursery Program 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, health screening, and temporarily supervising a symptomatic child.

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

Procedure

- All adults in the program are required to wear medical masks and eye protection (i.e., face shield) while inside in the program, including in hallways;
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals;
- Reasonable exceptions to the requirement to wear masks will be put in place. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.
- Mulberry Waldorf School will document requirements and exceptions related to masks.
- 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
 - Assisting a child with toileting
 - 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 is 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 at Mulberry Waldorf School’s Morning Garden Nursery Program.

Employee’s Name

Signature

Date

Appendix A: Health Screening Questionnaire

Date:		Arrival Time:	Departure Time:
Full Name:			
Phone Number:			

	Does the person have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions.	Yes	No
1	Does the person have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions.		
	Fever and/or chills (temperature of 37.8 degrees Celsius or greater)?		
	Cough, including croup?		
	Shortness of breath?		
	Decrease in or loss of taste or smell?		
2	Does the person have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions.	Yes	No
	Sore throat (painful swallowing or difficulty swallowing)?		
	Stuffy nose and/or runny nose?		
	Headache that is new and persistent, unusual, unexplained, or long-lasting?		
	Nausea, vomiting, and/or diarrhea?		
	Fatigue, muscle aches, or malaise (general feeling of being unwell, lack of energy, extreme tiredness)		
3	Has the person travelled outside of Canada within the last 14 days?		
4	Has the person been identified as a close contact of someone who is confirmed as being positive for COVID-19 by your local public health unit?		
5	Has the person been directed by a health care provider including public health official to isolate?		

Results of Screening Questions:

If you answered YES to any of the symptoms included under question 1:

- The person should stay home to isolate immediately.
- Contact your health care provider for further advice or assessment, including a COVID-19 test or other treatment.

If you answered YES to only one of the symptoms included under question 2:

The person should stay home for 24 hours from when the symptom started.

If the symptom is improving, the person may return. A negative COVID-19 test is not required to return.

If the symptom persists or worsens, contact your health care provider for further advice or assessment, including a COVID-19 test or treatment.

If you answered YES to two or more of the symptoms included under question 2:

The person should stay home to isolate immediately.

Contact your health care provider for further advice or assessment, including a COVID-19 test or treatment.

If you answered YES to questions 3, 4 or 5:

The person should stay home to isolate immediately and follow the advice of public health.

If the person develops symptoms, you should contact your local public health unit or the health care provider for further advice.

Staff Completing Questionnaire:

Name: _____ Signature: _____

Appendix B: Health Screening Procedure

Parents/Caregivers are required to conduct daily health screening of their child prior to coming to the program. If the daily screening has not been done prior to coming to the program, a program staff member will conduct the screening prior to accepting the child into the program. This process will be used to screen essential visitors to the program as well.

Health Screening Area Set Up

- Health Screening will take place in the lobby of the main entrance to the school;
- No individual shall be permitted to proceed into the school without successfully passing the health screening;
- In order to ensure that all individuals are screened, only the 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)
 - 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).
- Place signage describing the health screening process at the screening area and on the door of the school.

Health Screening Implementation

- Staff must complete the screening questionnaire for each individual wishing to enter the school 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 school;
- The staff person designated as Note Taker is not required to wear PPE provided they can maintain at least two metres distance from the child being screened, otherwise they should wear appropriate PPE.

Procedure for Health Screening

- Greet everyone with a friendly, calm manner;
- Request that each individual (parent/guardian, and child) use hand sanitizer;
- Begin the screening with the following statement:
 - "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"
- 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.
- 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 school, and wear the mask throughout their visit.
- 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;

- All completed screening questionnaires must be retained at the school until otherwise directed by Public Health;

Appendix C: Environmental Cleaning and Disinfecting Log

Staff : _____

Print First and Last Name

Initials

Week of: _____

Please indicate completion of each routine cleaning item/location by initialing below.

Twice Daily:

Item/location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door Knobs										
Sinks										
Counters										
Tables										
Chairs										
Hand rails										
Shelving										
Light switches										
Trash can										

Once Daily:

Item/location	Monday	Tuesday	Wednesday	Thursday	Friday
Floor					
Carpet vacuumed					
Walls within reach					
Classroom door					
Cupboard doors					
Windows within reach					

Please note: Any surface or item that becomes dirty or comes in contact with any bodily fluid including saliva or nasal mucous must immediately be cleaned and disinfected.

Appendix D: Washroom Environmental Cleaning and Disinfecting Log

Staff : _____

Print First and Last Name

Initials

Week of: _____

Please indicate completion of each routine cleaning item/location by initialing in the appropriate space below.

Twice Daily:

Item/location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door Knob(s)										
Sink(s)										
Counter(s)										
Mirror(s)										
Toilet										
Walls										
Cupboard doors										
Trash can										
Floor										

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Appendix E: Cot and Bedding Environmental Cleaning and Disinfecting Log

Staff : _____

Print First and Last Name

Initials

Please indicate completion of each routine cleaning item/location by initialing below.

Week of: _____

Item	Mon	Tue	Wed	Thu	Fri
Cots cleaned and disinfected after each use					
Bedding laundered weekly (indicate day)					
Personal toys laundered weekly (indicate day)					
Cots covered for storage (if accessible to children)					

Week of: _____

Item	Mon	Tue	Wed	Thu	Fri
Cots cleaned and disinfected after each use					
Bedding laundered weekly (indicate day)					
Personal toys laundered weekly (indicate day)					
Cots covered for storage (if accessible to children)					

Week of: _____

Item	Mon	Tue	Wed	Thu	Fri
Cots cleaned and disinfected after each use					
Bedding laundered weekly (indicate day)					
Personal toys laundered weekly (indicate day)					
Cots covered for storage (if accessible to children)					

Week of: _____

Item	Mon	Tue	Wed	Thu	Fri
Cots cleaned and disinfected after each use					
Bedding laundered weekly (indicate day)					
Personal toys laundered weekly (indicate day)					
Cots covered for storage (if accessible to children)					

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Appendix F: Outdoor Play Equipment Environmental Cleaning and Disinfecting Log

Cleaning and disinfecting routines must be carried out prior to children using the playground. This playground is only used by the Morning Garden Nursery program.

Staff : _____
Print First and Last Name Initials

Date: _____

Time: _____ Time: _____

List toys and play materials to be used on specified time and date:

All listed items have been cleaned and disinfected prior to use: _____ (initial)

All high touch surfaces of play structure have been cleaned and disinfected prior to use: Yes

Structure Not in Use Not Applicable _____ (initial)

Please note: In addition to the routine cleaning listed in this log, any surface or item that becomes dirty or comes in contact with any bodily fluid must immediately be cleaned and disinfected.

Appendix G: Toy and Play Materials Cleaning and Disinfecting Log

Staff : _____

Print First and Last Name

Initials

Please indicate completion of cleaning and disinfection of each toy/play material below.

Monday Date: _____

Toy/Material	Initials	Toy/Material	Initials

Tuesday Date: _____

Toy/Material	Initials	Toy/Material	Initials

Wednesday Date: _____

Toy/Material	Initials	Toy/Material	Initials

Thursday Date: _____

Toy/Material	Initials	Toy/Material	Initials

Friday Date: _____

Toy/Material	Initials	Toy/Material	Initials