



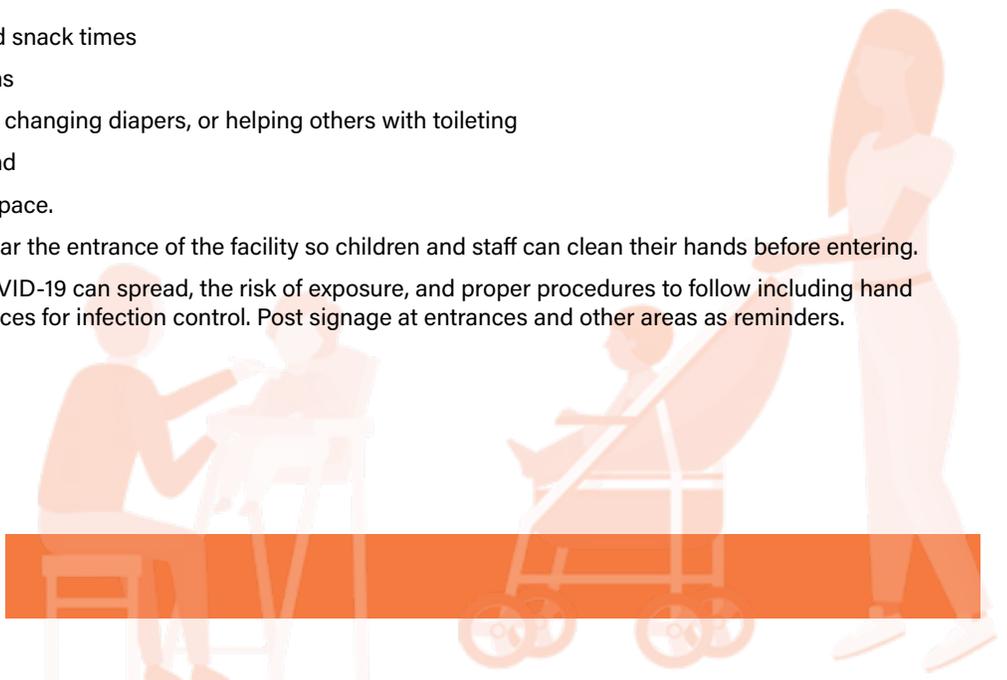
# Daycares

### Protecting Yourself and Others

- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Practice and promote good cough and sneeze etiquette.
- Wash your hands frequently. Remove jewellery while washing.
- Disinfect surfaces frequently with a bleach solution using disposable gloves.
- Promote individual activities to minimize sharing of toys.
- Remove toys and books that are difficult to sanitize, such as plush toys, sand/water tables, and playdough.
- Remove work clothes and wash them as soon as you get home.
- Develop written procedures outlining the measures taken to reduce the risk of COVID-19 exposure, and make sure all staff, parents, and caregivers are aware of them.
- Encourage staff to report any health and safety concerns immediately to their supervisor, health and safety committee, or health and safety representative.
- Develop a business continuity plan that includes dealing with increased staff absenteeism.

### Personal Hygiene

- Provide tissues and dispose of used tissues in plastic-lined receptacles.
- Regularly wash your hands for at least 20 seconds with soap and warm water
  - at the start of shifts
  - before eating or drinking
  - before preparing food
  - after cleaning up meal and snack times
  - after touching shared items
  - after using the washroom, changing diapers, or helping others with toileting
  - after handling garbage, and
  - before leaving your workspace.
- Set up hand hygiene stations near the entrance of the facility so children and staff can clean their hands before entering.
- Train all staff should on how COVID-19 can spread, the risk of exposure, and proper procedures to follow including hand hygiene and other routine practices for infection control. Post signage at entrances and other areas as reminders.





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## Daycare Hygiene

- Make sure washrooms are cleaned frequently and stocked with soap and paper towels. Disinfect diaper changing areas.
- Disinfect commonly touched surfaces, shared toys, tables, chairs, plates, cups, door handles, light switches, etc.
  - Use approved hard-surface disinfectants that have a Drug Identification Number (DIN) if available.
  - If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Make sure the solution is in contact with the surface for 1 minute.
  - If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Use disposable cleaning cloths and gloves.
- Regularly wash blankets, face cloths, towels, smocks, bibs, etc.
- Train workers on how to work with and care for personal protective equipment, and to understand its limitations.
- Develop a rigorous cleaning schedule and track how often cleaning has taken place, especially for frequently used and touched areas and surfaces.

## Screening

- Confirm at check-in that the child and their parent/caregiver do not have symptoms, have not travelled in the last 14 days, and have not been in contact with anyone suspected or confirmed to have COVID-19.
- Monitor children for changes to their health (e.g., energy, appetite, fever, cough, difficulty breathing, extreme fussiness, etc.).
- Should a child develop a cough, fever or other symptoms, isolate them from others in the facility. Provide surgical masks to the worker and child if available (but only if the child is over 2 years old, is comfortable wearing it, and can remove it themselves without assistance). Contact their parent/caregiver to take them home immediately and to seek appropriate medical attention.

## Physical Distancing

- Stagger meal and snack times if possible.
- Create as much distance as possible during sleeping/nap time.
- Spend more time playing outdoors if there is more space. Disinfect or avoid climbing structures, shared swings, slides, and other equipment.
- Try to maintain 2 metres of physical distancing wherever possible and safe to do so.
- If practical and safe, limit the number of people allowed in the same room.
- Evaluate the flow of movement inside the facility and establish one-way routes where appropriate to maintain physical distance.
- Use floor markings, partitions, and other signage to assist with physical distancing measures.
- Assign staff to dedicated work areas as much as possible, and track where they have worked to assist with contact tracing and cleaning in the event an employee contracts COVID-19.
- Stagger drop off and pick up times to reduce contact between parents/caregivers.
- Greet children outside as they arrive, while maintaining physical distance from parents/caregivers.
- Encourage parents/caregivers to designate the same person to drop off and pickup each day.
- Restrict non-essential visitors.



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- Have administrative staff work from home whenever possible.
- If physical distancing is not possible, explore other measures including non-medical masks. Note that non-medical masks have limitations, need to be properly used, and should be worn when other precautions cannot be implemented.

### General Recommendations

- Preventative measures should follow the guidance from the Public Health Agency of Canada and your public health agency.
- Consult with your health and safety committee or health and safety representative (if you have one) to address concerns and to implement preventative measures.
- Check resources from the occupational health and safety regulator in your jurisdiction for additional guidance.
- Know the basic health and safety rights and responsibilities of employers, supervisors and workers.
- When putting measures in place, always consider the hierarchy of controls, evaluate their effectiveness, and make changes when needed:
  1. Elimination/substitution (removing or replacing the hazard)
  2. Engineering controls (isolating people from the hazard)
  3. Administrative controls (changing or standardizing how people work)
  4. Personal protective equipment (last line of defense)

**Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.**



**For further information on COVID-19, refer to the Public Health Agency of Canada**

<https://www.canada.ca/coronavirus>

**Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.**