

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

### **Policy Statement**

Jackman Community Daycare (JCD) is committed to providing a safe and healthy environment for children, families and employees. JCD will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### **Purpose**

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

### **Application**

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

### **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. You should 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).

All Daycare staff must wear non-Surgical Masks while working inside the building and outside when physical distancing cannot be maintained.

All children in the daycare will follow the TDSB mask policy for their age group during daycare hours. Preschoolers will be strongly encouraged to follow the TDSB mask policy for FDK and staff will help children adjust to consistent mask wearing indoors, with possible exceptions for health and developmental reasons. We understand that face coverings may not be tolerated by everyone based on underlying health or behaviour issues.

### **Reminders:**

- Masks must be worn properly at all times. This includes:
  - o On the face properly covering the mouth and nose
  - o Not lifted or dropped to the chin or around the neck
- Once the mask is secure, consider it your face. DO NOT touch or move it.
- Cloth masks must be washed at least daily and whenever they become moist or dirty
- Do not use a surgical mask if a non-surgical or cloth mask will suffice
- 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; cloth masks should be stored in a plastic case or Ziploc bag.
5. Wash or sanitize your hands.

### **Eye Protection**

Eye protection is used to protect the eyes. At JCD this includes safety glasses, goggles or face shields. Child care staff will receive either a pair of goggles or a face shield to keep for their own use. These are reusable and must be cleaned throughout the day. Prescription eye glasses alone are not acceptable eye protection.

Staff must wear eye protection and a mask while inside the building (and if outside when physical distancing is not possible, such as when applying first aid). Exceptions to wearing a mask and eye protection include while sitting down with staff in your cohort AND there is a physical distance of 6 feet, and while sitting and eating in one of the daycare's staff rooms at a distance of more than 6 feet from another staff not in your cohort.

### **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 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 Environmental Cleaning and Disinfecting Policy and Procedures- COVID-19*

- When conducting in-person screening and temperature checks

Reminders:

- Hand hygiene must be practiced 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

**Gowns, Lab Coats and Blankets**

Wearing a gown or lab coat can help with protecting clothes from becoming damaged or 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.

Gowns and lab coats are optional for everyday use; however, they should be worn when cleaning blood or a bodily fluid spill.

If gowns or lab coats are cloth and reusable, they must be laundered after each screening shift or when used for cleaning blood and bodily fluids, or laundered weekly if worn by the same staff for general disinfecting.

Staff may place a blanket or garment over their shoulder when holding or carrying a child. Blankets and garments should be laundered after each use.

**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 and students prior to returning to work at JCD and any time where a change is made.

The review will be documented on the Infection Prevention and Control Policies and Procedures Review & Sign Off form, a hard copy will be retained for a minimum of 3 years.

Reference(s): Toronto Public Health Guidance Document 2020

Approved by: Health & Safety Team and JCD Management

Date Approved: July 29, 2020

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Date Revised: September 1, 2020