

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

Policy Statement

Don Valley Christian Child Care (DVCCC) is committed to providing a safe and healthy environment for children, families and employees. DVCCC will take every reasonable precaution to prevent the risk of communicable diseases within the centre.

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 in DVCCC.

Application

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

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
- Shields/goggles - protects the eyes from splashes, sprays and droplets
- Gloves - gloves and good hand hygiene protect you and others
- Scrubs - scrubs 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. When wearing a mask, the staff will be sure to clean their 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
 - Feeding a child
 - Comforting an upset child
 - Assisting with dressing or changing clothing
 - Applying sunscreen

Reminder

- 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 (where applicable)
- Once the mask is secure, consider it your face. DO NOT touch or move it.
- Disposable 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 (where applicable).
3. The stiff bendable edge is the top. (where applicable)
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.(where applicable)
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. (where applicable)
4. Dispose of the mask directly into the garbage or laundry bin to be washed
5. Wash or sanitize your hands.

Gloves

Types of gloves used are:

- General polyethylene gloves
 - Used for tasks other than handling blood and bodily fluids and/or mixing disinfecting chemicals
- Vinyl gloves
 - Used for tasks that include anticipated handling of blood and bodily fluids (for example, screening and temperature checks)
- 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 practiced before applying and immediately after removing gloves.
- Vinyl/polyethylene 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 DVCCC, this includes safety goggles or face shields. 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 eye glasses alone are not acceptable eye protection.

Staff must wear eye protection:

- When in the exclusion room
- While performing the health screening
- When working within the screening area and physical distancing cannot be maintained, and there is anticipation of coming into contact with bodily fluids
- 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)
 - Diapering
 - Feeding a child
 - Comforting an upset child

Gowns

Wearing a gown can help with protecting clothes from becoming contaminated. Each staff will be given a Scrub shirt to wear over their clothes. The reusable Scrubs will be laundered after each screening shift, when used for cleaning blood and bodily fluids and after their shift. All staff will also have a second Scrub in case the first one becomes soiled during a shift.

Staff must wear gowns when:

- Working in the screening area as the health screening staff
- When cleaning blood or a bodily fluid.

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

Donning:

1. Perform hand hygiene
2. Put on Scrub
3. Put on mask
4. Put on eye protection (where applicable)
5. Put on gloves

Doffing:

1. Remove gloves
2. Remove Scrub
3. Perform hand hygiene
4. Remove eye protection (where applicable)
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 DVCCC, and at any time where a change is made.