

**Massey Centre**

**Early Learning Centre COVID-19 Occupational Health and Safety Policy and Procedures**

Name of Author: ELC Management Team

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**Amendment Record**

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5. **Introduction**
   1. The Massey Centre’s Early Learning Centre (ELC) Occupational Health and Safety Policy is to be implemented in conjunction with the Centre’s existing Occupational Health and Safety Policy.
6. **Policy**
   1. The Centre will ensure that all staff working in the Early Learning Centre (ELC) are aware of and adhere to the Health and Safety procedures and processes outlined in the Ontario Ministry of Education’s Operational Guidance during COVID-19 Outbreak, Toronto Public Health's COVID-19 Guidance for Child Care Settings, Toronto Public Health Infection Prevention and Control in Child Care Centres Requirements and Best Practices 2019.
   2. Supervisors will be held accountable for the health and safety of employees under their supervision. Supervisors are responsible to ensure that machinery and equipment, including PPE and cleaning products, are safe and that employees work in compliance with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety. Every employee must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the Centre.
7. **Procedures**
   1. Infection Prevention and Control (IPAC) Policies and Procedures can be found in each of the following Centre ELC COVID-19 Policies and Procedures:
      * 1. Environmental Cleaning and Disinfecting Policy and Procedures
        2. Screening Policy and Procedures
        3. Attendance Reporting Policy and Procedures
        4. Exclusion of Sick Children Policy and Procedures
        5. Hand Hygiene Policy and Procedures
        6. Management of Communicable Diseases Policy and Procedures
        7. Management of cases and outbreaks of Covid-19) Policy and Procedures
        8. Personal Protective Equipment (PPE) Policy and Procedures
        9. Physical Distancing Policy and Procedures
        10. Procedures for Suspected or Positive COVID-19 cases
        11. Toileting and Diapering Policy and Procedures
        12. Requirements for the use of toys, equipment and other materials Policy and Procedures
        13. Food Safety Practices Policy and Procedure
        14. Isolation/exclusion of ill children and child care staff Policy and Procedures
        15. Cohorting staff and children Policy and Procedures
   2. **General COVID-19 Operational Health and Safety Procedures** 
      1. The Centre will ensure workers are well informed about possible risks or hazards by providing information, instruction and supervision on how to work safely and how to follow the appropriate IPAC practices.
      2. Public health education will be promoted through posting health and safety fact sheets on a COVID-19 information board to raise awareness about preventing the spread of COVID-19.
      3. The will ensure all ELC child care staff will be provided training on the COVID-19 health and safety policies and procedures and Infection Prevention and Control (IPAC) practices including instruction on how to properly clean the space and equipment to help with the prevention and transmission of infection, how to safely conduct daily screening, how to keep daily attendance records, how to use Personal Protective Equipment (PPE), hand hygiene, Safe Food Handling Practices and what to do in the case that someone becomes sick.
      4. All in-person meetings and group events will be rescheduled. It is encouraged to have meetings, including with parents/guardians, virtually. The Centre will ensure that employees have access to PPE and will endeavor to keep at least two weeks supply on stock at all times.
      5. Anyone entering the ELC, including employees will need to have passed a screening test, including temperature check. (See Early Learning Centre COVID-19- Screening Policy and Procedures)
8. **Acknowledgement and Agreement**

I, , acknowledge that I have read and understand the Early Learning Centre COVID-19 Occupational Health and Safety Policy and Procedures of Massey Centre. I agree to adhere to this policy in whole. I understand that if I violate the rules set forth in this policy, I may face disciplinary actions, up to and including termination of employment.

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