



YMCA Child Care Policies

Health, Safety and Wellness Policy

Principles

In keeping with the YMCA's mission to enhance the development of people in spirit, mind and body, the YMCA of Northern Alberta has a responsibility to create and maintain a healthy environment for its participants, families and volunteers.

Page | 1

The most basic element of a safe and healthy environment is prevention. In children's program settings, prevention must be a team approach involving Educators, participants, and families. The YMCA is committed to taking all the necessary precautions related to health and safety issues as well as encouraging participants and families to do the same. All licensed YMCA child care centres will be in compliance with applicable zoning and health and safety legislation, including the [Early Learning and Child Care Act](#) and the [Early Learning and Child Care Regulation](#) and will meet or exceed any guidelines to minimize risk.

YMCA Responsibilities

- Communicate with parent/guardians regarding issues, concerns and questions pertaining to their child
 - Instances of injury, illness or serious incidents of behavior misconduct will be documented in an Incident Report, which will be reviewed with a parent/guardian upon collection of their child. The Incident Report will be kept in the child's file. Parents/Guardians will be notified as soon as possible by phone of the following incidents: an injury or incident that may require immediate medical attention, a head injury and/or a Critical Incident that is reported to Licensing.
- Monitor themselves, fellow employees and children throughout day for symptoms or if they are unwell.
- Follow guidelines if an employee or child is unwell.
- Wash hands upon entering the centre and throughout the day and practice proper respiratory etiquette.
- Ensure that all information on the child's file is relevant and current
- Possess the required first aid skills
- Ensure Emergency Medication is taken with child on all outings
- Educate and provide information to children and families about the benefits of nutrition, fitness, hand washing, and hygiene
- Communicate with Public Health and Licensing when required
- Complete Incident Reports for all children who are become ill or injured
- Be sure a child receives medical attention, as necessary, in the event of an injury or serious illness
- Maintaining a clean and safe environment

Parent/Guardian's Responsibilities

- Communicate to YMCA about their children's individual needs and health status and ensure children are well and able to participate
- Notify the YMCA if their child attending is unwell, even if their child has a planned absence. It is the parent/guardian's responsibility to make alternate arrangements for child care if their child is ill
- Ensure emergency information is up to date by informing educators of a change in address and/or phone number or any change in emergency contact person
- Provide Emergency Medication to be kept at the program, and ensure it is replaced when expired



YMCA Child Care Policies

- The YMCA may require a doctor's note to be presented upon the child's return to the program after having a contagious disease.

Table of Contents

Health and Safety.....	3	Page 2
Potential Health Risk and Returning to YMCA Child Care.....	3	
Health Check Screening	3	
Developing symptoms at a YMCA Child Care facility.....	3	
Incident Reporting	4	
Rapid Response Plan / Supervised Care for Sick Children (Isolation Protocol)	4	
Pre-existing Conditions	5	
New Medications or Medical Procedures.....	5	
Immunizations	5	
COVID-19 Vaccine	5	
Health Care	5	
Medication.....	5	
Medical Emergencies.....	6	
Outbreaks.....	6	
Hygiene	7	
Reducing Health Risks.....	7	
Pests of Concern	8	
Wellness.....	9	
Nutrition and Manner of Feeding.....	9	
Allergies.....	9	
Rest Period.....	10	
Diapering and Toileting.....	10	
Outdoor Play and Weather Conditions.....	10	
Clothing.....	11	
Cleaning and Disinfecting.....	11	
Definitions.....	11	
Procedure for cleaning and disinfecting	12	
Approved Cleaners and Disinfectants.....	12	
Cleaning Cloths	12	
Frequency of cleaning and disinfecting	12	
High touch surfaces and areas that receive enhanced cleaning and disinfecting each day.....	13	



YMCA Child Care Policies

Cleaning and Disinfecting Body Fluids 13

Toys 13

Washrooms 13

Diapering areas 13

Tables and Chairs 13

Shelves and Counters 14

Lockers and Cubbies 14

Strollers 14

Bedding 14

Soft items and Materials 14

Natural and Wooden Items 14

Items from home 14

Personal Protective Equipment (PPE) 14

 Use of Masks 15

 Bring Your Own Mask Guidelines 16

 Proper Usage of Masks 16

Health and Safety

Potential Health Risk and Returning to YMCA Child Care

Parents/guardians, children, employees, visitors and volunteers must not enter the child care space if they are unwell.

If a child is absent from the program due to any illness or health reason, this should be reported to the centre.

Families must follow the [Stay at Home Guide](#) for when a child can return to YMCA Child Care. Children or employees may return to YMCA Child Care when they no longer pose a health risk to others and can fully participate in the program.

Health Check Screening

Children are monitored for symptoms throughout the day. Children will be assessed after school if they are feeling well.

Signs will be posted at the entrance reminding persons not to enter if they are unwell.

If a child is unwell, please follow the process outlined in the [Stay at Home Guide](#) to determine when they can enter a YMCA facility.

Developing symptoms at a YMCA Child Care facility

If a child develops any symptoms or illness while at YMCA Child Care, a YMCA employee will contact the parent/guardians or emergency contact immediately for immediate pick-up of the child. If



YMCA Child Care Policies

parent/guardian or emergency contact cannot be reached or refuses to pick-up their child immediately, the YMCA will contact Child and Family Services and the Child Care General Manager.

While awaiting pick-up isolation protocol will be followed (see [Rapid Response Plan](#)) to make sure the child and the rest of the children in the program are safe.

The YMCA will complete an incident report if a person develops symptoms on site.

Incident Reporting

The YMCA will complete Incident Reports for all children that become ill or injured. An incident report contains the name of the child, the name of the Educator, date and time, time parent/guardian was contacted; name of the person who contacted the parent/guardian, time the child was removed from the program (if applicable) and the date the child returned from the program (as applicable) and any follow up.

Rapid Response Plan / Supervised Care for Sick Children (Isolation Protocol)

Children at a child care centre who appear to be unwell upon arrival or become unwell while there, should go home immediately and have a parent/guardian follow the [Stay at Home Guide](#).

Educators have means to take a child’s temperature if they feel a child is if a child is unwell. The YMCA will follow manufacturer instructions regarding normal temperature readings with the thermometers onsite.

<p>If the child is ABLE to leave immediately</p> <ul style="list-style-type: none"> • All surfaces and areas with which the person may have come into contact should be cleaned and disinfected immediately. Supervisors should refer to the Cleaning and Disinfecting Guidelines for more information about the enhanced cleaning and disinfection practices for specific facilities.
<p>If the child is NOT ABLE to leave immediately, in addition to above:</p> <ul style="list-style-type: none"> • If a child is ill, they will be isolated in a separate room or spaced at least 2 metres away from other children while being supervised by a YMCA Educator, while waiting for pick-up. If child is safely able to mask, masking is recommended. • Educators will be sure to mitigate any risk to the child and others while awaiting the child’s pick up. • Children 7 years and older, that do not have a disability that requires direct care, may be monitored by an Educator without providing direct supervision. • If the child is young and requires close contact and care, YMCA Educators will continue to care for the child until the parent/guardian picks-up the child. Educators will wear required PPE (disposable mask) during all interactions with the child and will avoid contact with the child’s respiratory droplets. • The symptomatic person must go to the designated area in their centre. • Educators will wash their hands before donning and after removing PPE, and before and after touching any items used by the child • Children will be provided appropriate items and toys to be kept comfortable. • All items, bedding, toys etc. used by the child while isolated, and in the past 48 hours, will be cleaned and disinfected as soon as the child has been picked-up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles, natural items, felt or wooden items) will be removed from the classroom and stored in a sealed container for a minimum of 24 hours.



YMCA Child Care Policies

Pre-existing Conditions

If symptoms are due to a pre-existing condition, individuals can return to care with written documentation from a medical professional, where possible, about a pre-existing condition. This would include information on the exact symptoms, what brings on the symptoms, and if any changes to the environment would change these symptoms.

Page | 5

Families, children and employees are required to monitor and document symptoms that may be related to a pre-existing condition. If symptoms change or worsen, or if the individual develops new symptoms, they will have to follow the [Stay at Home Guide](#) prior to returning to YMCA Child Care.

New Medications or Medical Procedures

An individual may exhibit side effects to new medications or medical procedures. The YMCA will follow guidance as indicated by medical professionals regarding attendance at YMCA Child Care facilities. An individual that exhibits symptoms outside of the clinically expected side effects or timeframes, must follow the [Stay at Home Guide](#)

Immunizations

See [Routine and Seasonal Immunization During COVID-19 FAQ](#)

After getting immunized some individuals can have side effects such as fever, headache, cough, runny nose, or sore throat. Side effects start within 24 hours after getting the vaccine. For vaccines that protect against Measles, Mumps, Rubella, and Varicella, side effects can start 5 to 12 days after the immunization. Side effects tend to be mild and could last 24 to 48 hours.

If the anticipated or expected side effects are exhibited by the immunized person in the clinically expected timeframe and then resolve within 48 hours of onset, an individual can return to YMCA Child Care

COVID-19 Vaccine

To protect the health and safety of the YMCA community the YMCA of Northern Alberta strongly recommends that employees and volunteers and practicum students be fully vaccinated.

Health Care

The YMCA will provide or allow for the provision of health care to a child only when written consent of the parent/guardian has been obtained or the health care provided is in the nature of first aid.

If first aid is administered to a child, the family will be informed and be required to sign an Incident/Illness report form that was completed by the Educator administering first aid.

Medication

The YMCA will administer or allow the administration of the medication when the written consent of the child's parent/guardian has been obtained, the medication is in the original labeled container, and the medication is administered according to the labelled directions. Medication will be administered according to a child's age, where applicable. The YMCA will not administer or allow the administration of medication that differs from the prescribed labeled directions, unless accompanied by a signed doctor's note. Parent/guardians are required to complete a Medication Form and additional medical forms (which includes the location of the medication, if applicable), as required for Anaphylaxis, Asthma, Diabetes and Febrile Seizures, prior to medication being kept on site and/or being administered. These forms are signed by the parent/guardian and outline the mutually agreed upon plan with the parent/guardian and program to ensure the well being of the child and the other children in the program.



YMCA Child Care Policies

Where medication is administered to a child, the YMCA will ensure that the following information is recorded on the Medication Form:

- the name of the child
- the name of the medication
- the time and date of administration
- the amount administered
- the initials of the Educator who administered the medication
- the initials of a second Educator to verify details above

Page | 6

Medication can only be administered by YMCA Educators when a child is signed into the YMCA program. YMCA Educators who administer medication will have valid First Aid certification. Children will be monitored to ensure no unexpected reactions. Parents/guardians will be notified immediately if there is an unexpected circumstance during delivery or shortly after the administration of medication (for example, a child coughs out or vomits medication). The YMCA will not administer medication again in these instances.

All non-emergency medication is stored in a locked container that is inaccessible to children.

Medication that may be needed in an emergency is stored in a place that is inaccessible to children but available at all times (including outings).

Medical Emergencies

A medical emergency is defined as a serious illness, injury or potential hazard that is beyond the ability of the Educators on site to be able to deal with effectively and therefore requires third party intervention. In group care settings, most of these emergencies, although serious, are not life threatening. In some situations, the occurrence could be life-threatening and in these cases, the steps are outlined in the **YMCA Emergency Procedures**.

Educators must employ extreme care, common sense and knowledge about the child's history in determining whether a situation is an emergency or one that can be treated on site or at home. When in doubt, a Manager should be consulted.

The YMCA will ensure that a child receives emergency medical attention, as necessary, in the event of in the event of an injury or serious illness requiring additional attention beyond First Aid.

Outbreaks

Child care programs are responsible for identifying and reporting unusual occurrence of similar symptoms. Child care programs will track the number of ill children as well as the symptoms reported by parents/guardians.

The YMCA will adhere to recommendations from Alberta Health Services and report all Outbreaks as per the Guide for Outbreak Prevention and Control in Child Care Facilities in [Outbreak Management | Alberta Health Services](#).

A sign may be posted regarding the number of cases in the program and parent/guardians will be notified.



YMCA Child Care Policies

The YMCA will take necessary steps to clean and disinfect and prevent further spread of the Outbreak. This may include reduced/eliminated play in high contact areas (ie: sensory areas), postponement of events bringing in family members/visitors, postponement of off site excursions, minimizing mixing of program groups and equipment between groups, use of face masks by Educators, ceasing family style snacks and meals, and removal of items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles, natural items, wooden items) and the removal of soft items.

Page | 7

The YMCA will be using a bleach solution, made daily, with a concentration of 1000 ppm, at all times during an outbreak, as a disinfectant for food contact surfaces and toys and will allow it to air dry for 1 minute.

Hygiene

YMCA Child Care programs must adhere to handwashing guidelines outlined in the [AHS Health and Safety Child Care Guidelines](#). Hand sanitizer containing at least 60% alcohol will be placed in all entrances to the program area in for use by employees, parent/guardians doing pick-ups/drop-offs, and other essential visitors. Dispensers will be placed in other convenient locations but kept out of the unsupervised reach of children as there is a risk of accidental ingestion. Children must be closely supervised when using alcohol-based hand sanitizer. If families have questions about their child using alcohol-based hand sanitizer they may contact the YMCA to discuss potential alternatives.

Children will be frequently reminded to follow proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into their elbow, put used tissues in a waste receptacle and wash hands immediately after using tissues). Educators may assist children with hand hygiene and respiratory etiquette.

Signs will be posted with visual cues around the program area to remind employees and children to perform proper hand hygiene and respiratory etiquette.

All participants must wash their hands:

- Upon entering the centre and each classroom and throughout the day.
- After using the washroom.
- Before handling food items and lunch bags.
- Prior to eating.
- Before and after outdoor play, including when using a community or school playground, and between activities if the surfacing is wood chips and the children touch surface with their hands.
- Before and after play with sensory and natural items
- Before and after interacting with classroom pets
- Prior to and after each application of sunscreen and insect repellent.
- Before donning and after removing PPE.

Reducing Health Risks

YMCA will engage in the following practices to reduce risk:

- Children and employees must not attend if unwell and will be monitored for symptoms throughout the day.
- Hold activities outdoors as much as possible.



YMCA Child Care Policies

- Encouraging proper hand hygiene and respiratory etiquette
- Enhanced cleaning and disinfecting procedures
- Plan for spaced activities.
- Small group activities will limit the number of children in an area.
- There will be staggering of individual participation in activities or use of equipment to avoid clustering in any specific area.
- Multiple activities will be available throughout the classroom to avoid clustering.

Pests of Concern

Head Lice

Head lice can spread quickly in groups of young children if not caught and treated immediately. Regular checks of the children should be done to prevent the spread of lice. Head lice travels on a person's belongings and are not a sign of poor hygiene nor do they transmit disease.

Children will be excluded from the program until they are treated with an appropriate chemical treatment. Proof of treatment may be required before re-admission to program is allowed. Children can return to the program once there are no lice or nits (eggs) on the child's head. Spot check by Educators may be required for admittance into the program. Daily checks of all the children should continue for 7-10 days to ensure that the lice have not spread to other children.

If a case of lice is reported in the program, the following steps will be taken:

- Children's belongings will be kept separate, in their own locker.
- All dress-up and cloth material (pillows, blankets, etc) activities will be discontinued. Washable items will be laundered in hot water and a hot dryer and stored until the lice has been rectified for at least two weeks
- A sign will be posted regarding the number of cases in the program and parent/guardians will be notified

If further information is required, please contact the Health Nurse that has been assigned to your Program.

More information from Alberta Health Services:

<https://myhealth.alberta.ca/health/pages/conditions.aspx?hwid=hw51114>

Bed Bugs

The YMCA will not exclude children or families if they or their home are having issues with bed bugs. Bed Bugs travel on a person's belongings and are not a sign of poor hygiene nor do they transmit disease.

If a family or Educator reports they have bed bugs at home, the following steps will be taken:

- Children's belongings will be kept separate, in their own locker.
- Any washable items that may have come into contact with bed bugs will be placed in a dryer on the hottest setting for at least 30 minutes

If further information is required, please contact the Health Nurse that has been assigned to your Program.

More information from Alberta Health Services:

<https://myhealth.alberta.ca/health/pages/conditions.aspx?Hwid=za1160>



Wellness

Nutrition and Manner of Feeding

All our programs provide a morning and an afternoon snack. All snacks are in accordance with a food guidance recognized by Health Canada or Alberta Health. Snack is provided as a choice. All YMCA Child Care programs require lunch to be provided by the parent/guardian, as necessary. Children registered in Edmonton in some Infant, Toddler, Preschool and Kindercare programs may access lunch delivery service at an additional cost. Educators will encourage healthy eating but a child is not required to have snack or finish their lunches.

When families do provide food and drink, we encourage them to follow the recommendations of the *Canada Food Guide*. Infant nutrition provided by parents/guardians must be clearly labelled with the infant's name. As we are committed to healthy eating, we will encourage moderation regarding unhealthy foods at the program. Water is always available for children. Families are asked to provide a water bottle for their child.

Healthy and smart food choices are taught and promoted in our programs through our cooking and baking programming components. Children are educated about healthy snack options and about monitoring eating of sugary snacks.

By serving meals and snacks family style we begin to teach children about healthy choices, portion control, and mealtime etiquette. The manner in which children are fed is appropriate to their age and level of development, children are seated while eating and drinking, and no beverages are provided to children during their rest periods.

YMCA menus are digitally available and posted for families and Educators.

All children and employees will wash their hands prior to preparing, serving and eating snack.

Allergies

We work to provide diverse and nutritionally balanced snacks and lunches.

While menu items will not be revised for children with allergies and food sensitivities, substitutions may be made or the program will work with the family for the family to provide alternate items.

Educators are aware of children with any medical conditions, allergies and dietary restrictions. An Allergy and Medication Information Sheet is available for the Educators and are provided to Food Service Providers when there are updates. Children with life threatening allergies will be monitored during snack time.

Educators should ensure that the children wash their hands and clean off the table where they were eating.

Many of our programs are designated as Nut Aware facilities and because of the nature of our programs and our involvement in the community it is not possible to be an entirely nut free facility. Your Director



YMCA Child Care Policies

will notify you if your facility is not Nut Aware or has any allergy concerns. We ask that parent/guardians do not send products containing nuts to any of our Child Care Programs.

During program time all food that will be provided to the group of children, when parent/guardians are not present, must be in its original packaging that clearly states all ingredients. This includes if parent/guardians bring treats from home. During family events, home made items are welcomed, however, will not be provided to any children in the absence of their parent/guardian. Parent/guardians will be notified of any severe allergies that children and/or Educators have and families will be asked to not provide products with these items in foods from home (including in children's lunches).

Page | 10

Rest Period

All infant and toddler and some preschool programs have a rest period each day. It is not necessary for a child to sleep, but he/she will be encouraged to. Educators will follow Rest/Nap procedures.

Children under 12 months are provided a crib. Children over 12 months are provided a mat and the distance between sleeping mats will be at least 2 meters, where possible, and will always practice head-to-toe placement. All sleeping items are stored separately and sanitized weekly.

Some preschool, all kinder and all out of school care programs, do not have a scheduled rest period, but quiet activities are offered to provide rest throughout the day. Children who require a rest will be able to access a quiet area with soft items and comfortable furniture to take a break from play.

Diapering and Toileting

Diapering and toileting will occur in a timely manner for children.

Where diapering occurs, there will be a change table or changing mat. Educators follow diapering procedures when changing children. Educators in infant, toddler and some preschool programs may assist children when toileting.

In some Preschool, all Kindercare and Out of School Care programs, Educators do not assist with diapering or toileting unless a child has Inclusive Child Care supports.

Educators in all programs may assist children with washing their hands.

Outdoor Play and Weather Conditions

Infant, Toddler, Preschool and Kinder children will have a minimum of 2 hours of outdoor play each day. Out of School care children will have a minimum of 45 minutes of outdoor play on school days and 2 hours of outdoor play on non-school days.

Educators will evaluate the following risks and may limit or eliminate outdoor play during these conditions:

- An outside temperature of -23°C and or temperature with a wind-chill to make the temperature -23°C (i.e. -18°C with wind chill is -23°C)
 - If the outside temperature is -30°C and/or -30°C temperature with a wind-chill, the YMCA will not transport children to and from the Child Care program and school if children are inappropriately dressed. Parent/guardians will be required to pick up and transport the children to school as needed. Children cannot remain at the Child Care program on school days during school hours. This temperature is a guideline and may change as per Management's discretion.



YMCA Child Care Policies

- If the outside temperature is -40°C and/or -40°C temperature with a wind-chill, the YMCA will transport children to and from the Child Care program and school using public transportation, where applicable. This temperature is a guideline and may change as per Management's discretion.
- Tornado Watch/Warning- spotting of green sky and funnel clouds
- An outside temperature of 30°C or higher.
- Heavy rain, freezing rain, ice covered grounds or playgrounds, hail or snowfall
- High winds gusting over 50 km per hour
- High UV rating of 11+(Extreme) children will not be outside during peak hours (11-4 PM)
- High UV rating 8-10 will limit outside play between 11-4pm and/or ensure children have access to shade and water on a consistent basis
- Air quality reaches High Risk Q7, children will be indoors until the Air Quality improves.
- Air quality reaches Moderate Risk Q4-6 infants will stay indoors as this age group is at higher risk. Time outdoors and strenuous outdoor activities may be reduced for all ages.

Page | 11

Children are required to have adequate outdoor clothing for all weather conditions, provided by the parent/guardians.

Parent/guardians will be asked to supply safety equipment for any activities that occur using equipment from home (i.e. Helmets for bicycle riding/rollerblading/skating).

Clothing

Children and Educators should be dressed in casual, comfortable clothing that allows them to explore and play without fear of getting dirty. Clothing should be appropriate for the weather.

In infant, toddler, preschool and kindercare programs, we require an extra set of clothing to be kept onsite and request that all children's possessions are labelled. In Out of School Care, we may request an extra set of clothing to be kept onsite and request that all children's possessions are labelled.

Children are required to have indoor shoes, that are not flips flops or backless, to leave at the program.

Cleaning and Disinfecting

The YMCA will engage in frequent, thorough cleaning and disinfecting each day and will meet or exceed guidelines provided by [Alberta Health Services](#).

Cleaning and disinfecting will take place, as much as possible, when children are not present.

With the exception of diaper change tables which will be cleaned after each use, all frequently touched objects and surfaces will be cleaned and disinfected as per [AHS' Guidelines for Environmental Cleaning of Public Facilities](#).

Definitions

See [Health and Safety Guidelines for Child Care Facilities \(Appendix F\)](#) – Cleaning and Sanitizing Food Contact Surfaces, Equipment, Toys and Other Surfaces

- **Cleaning** is defined as removing all visible dirt from the surface of an object.
- **Disinfecting** is reducing the germs on a surface and is done after cleaning.



YMCA Child Care Policies

Procedure for cleaning and disinfecting

- “Wipe Twice” (with bleach as a disinfectant) - For high touch surfaces that are not grossly contaminated, the “wipe twice” procedure will be used to clean and then disinfect. Wipe the surface thoroughly to remove dirt and other contamination, then disinfect by wiping the surface a second time with another clean cloth that has been soaked with one of the disinfectants below. If a high touch surface is very dirty, it will be first washed with soap, then the soap rinsed away with a clean cloth, then the surface wiped with another clean cloth that has been soaked with one of the disinfectants.
- Commercial dishwasher: use washing and sanitizer mode; or
- Wash with detergent and water
- Rinse with clean warm water
- Wipe, spray or immerse for 2 minutes in an approved disinfectant Bleach solution, with a concentration of 100ppm in the three-sink method only
- Air dry

Page | 12

Approved Cleaners and Disinfectants

The YMCA will be using disinfectants with evidence for efficacy against COVID-19.

The YMCA will be following Alberta Health Services’ COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities.

The YMCA will be using a bleach solution, made daily, with a concentration of 100 ppm as a disinfectant for food contact surfaces and toys.

Diversey OxivirTb Disinfectant Wipes will be used on diapering surfaces.

Diversey OxivirTb Disinfectant Spray will be used on sleep surfaces.

Diversey OxivirTb Disinfectant Wipes and/or Alcohol wipes will be used on electronic items.

Disinfectant will not be sprayed around children. All disinfectant used will air dry for 1 minute. If children are in the room the disinfecting cloth will be sprayed to disinfect surfaces. Children will not play or touch wet surfaces.

Cleaning Cloths

Separate cleaning cloths will be used for food surfaces and messy activities.

Cleaning cloths will be discarded/washed after use. The same cloth will not be used for the full day. Programs are only permitted to use washable cleaning cloths if the center has access to laundry facilities. Cleaning cloths will be laundered daily. Used disposable cloths will be discarded as needed and at the end of the day.

Frequency of cleaning and disinfecting

The YMCA has cleaning schedules to meet or exceed recommendations from Alberta Health Services. Cleaning schedules are identified on the cleaning checklists (classroom, office, laundry room, break room, kitchen) opening, closing, and outdoor checklists.

See [Health and Safety Guidelines for Child Care Facilities - Appendix G](#) – Cleaning and Disinfecting Schedule for Child Care Facilities.



YMCA Child Care Policies

Any items or equipment will be cleaned and disinfected, in addition to the schedules, if visibly dirty or after contact with respiratory fluids. Supervision will determine if an item must be removed or disinfected.

If a person is symptomatic, any items they engaged with will be cleaned and disinfected immediately.

Page | 13

High touch surfaces and areas that receive enhanced cleaning and disinfecting each day

(after a group leaves a room, minimum every 4 hours, when visibly dirty or after contact with respiratory fluids)

- Tabletops
- Light switches
- Door knobs, cabinet handles, fridge handle
- Door bells
- Sink taps
- Paper dispensers
- Toilet handles
- Electronic equipment such as phones, two-way radios, computers, keyboards
- Desktops
- Counters
- Break rooms, kitchens, washrooms
- Baby gates
- Other surfaces that are frequently touched

Cleaning and Disinfecting Body Fluids

Cleaning and disinfecting body fluids will be done as per [Health and Safety Guidelines for Child Care Facilities – Appendix I](#).

Toys

- All toys and play areas will be cleaned and disinfected daily or weekly as indicated on the cleaning checklist.
- Mouthed toys will be immediately put into a designated bucket to be cleaned and disinfected.
- If books and puzzles need to be disinfected, they will be removed from the classroom and stored in a sealed container for a minimum of 24 hours.
- Supervision will determine if an item must be removed or disinfected.

Washrooms

- YMCA employees will disinfect washrooms a minimum of every 4 hours, if visibly dirty, or after contact with body fluids, urine, stool, mucus from sneezing, etc.

Diapering areas

- Cleaning and disinfection of diapering areas will continue to be done as per usual [Alberta Health Services Protocols](#).

Tables and Chairs

- Tables will be cleaned and disinfected before and after using the table for snack, lunch and play experiences and at the end of the day.
- Chairs will be cleaned and disinfected weekly or if visibly dirty.



YMCA Child Care Policies

Shelves and Counters

- Shelves and counters will be cleaned and disinfected as needed and daily.

Lockers and Cubbies

- Lockers and cubbies will be spaced out as much as possible between children.
- Lockers and cubbies will assigned for each child and be cleaned and disinfected weekly.

Strollers

- Strollers will be cleaned and disinfected weekly.

Bedding

- Bed linens (sheets, blankets, personal comfort toy) will be laundered once per week and whenever wet or soiled.
- Bed linens will be stored separately in individual bags for each child.
- Sleep mats or cribs will be cleaned and disinfected after nap daily.

Soft items and Materials

- Any soft items required for infant use only will be laundered daily.
- Soft toys and items, including puppets, play silks, play clothes, cushions and pillows, will be laundered weekly and when soiled.
- The YMCA will vacuum carpets and rugs daily. Carpets will be cleaned at least monthly in infant areas and at least every three months in other classrooms and when there is increased illness and when soiled.

Natural and Wooden Items

- Natural items used for sensory play will be replaced weekly.
- Wooden items will be wiped down weekly.

Items from home

- Any items sent from home daily, that are brought into the common area, must be cleaned and disinfected at drop-off and pick-up

Personal Protective Equipment (PPE)

All positions will have an up-to-date Job Hazard Assessment completed before reopening. All required PPE will be supplied by the YMCA of Northern Alberta.

Employees should ensure adequate PPE for the duty they are performing (i.e. First Aid versus cleaning) and the equipment is cleaned and sanitized between users.

When wearing gloves, employees should avoid touching their faces and other exposed body parts.

Type of PPE	Description	When to Use
Disposable Vinyl or Nitrile gloves	Gloves protect against the transfer of infectious agents to one’s hands during direct contact with participants/members	<ul style="list-style-type: none"> • First aid • Diapering • Rapid Response Plan (Isolation protocol)



YMCA Child Care Policies

	<p>with suspected/confirmed transmissible infections or their immediate environments.</p> <ul style="list-style-type: none"> • The use of gloves does not replace the need for regular hygiene. • hygiene should be performed before and after glove use. 	
Disposable 'food prep' gloves	<p>Gloves protect against the transfer of infectious agents to one's hands during direct contact with participants/members with suspected/confirmed transmissible infections or their immediate environments.</p> <ul style="list-style-type: none"> • The use of gloves does not replace the need for regular hygiene. • hygiene should be performed before and after glove use. 	<ul style="list-style-type: none"> • Application of sunscreen and/or insect repellent etc. (optional) • Food service (optional) • Laundry (optional)
Rubber gloves	<p>Gloves protect skin from harmful chemicals</p> <ul style="list-style-type: none"> • The use of gloves does not replace the need for regular hygiene. • hygiene should be performed before and after glove use. 	<ul style="list-style-type: none"> • Cleaning with chemicals that require them
Apron	<p>Aprons protect clothing and self from harmful chemicals</p>	<ul style="list-style-type: none"> • Cleaning with chemicals that require them
Eye protection (i.e. face shield/safety glasses)	<p>Eye protection protects the eyes (and mouth/nose if using a face shield with a face mask) of the wearer from contact with splashes, sprays and splatter of bodily fluids from other people.</p> <p>Wearing a face shield without a face mask does not provide an adequate barrier around your nose and mouth and should not be used as a substitute for a face mask.</p> <p>PPE, such as eye protection, may be reused, only if the manufacturer allows it and has provided clear cleaning and disinfecting instructions.</p>	<ul style="list-style-type: none"> • Cleaning with chemicals that require them
Face Masks	<p>Face Masks provide the wearer a barrier protection against large particle droplets, splashes or bodily fluid, such as saliva. *The Job Hazard Assessments and Jobsite Assessments have identified when a mask is required for work.</p>	<ul style="list-style-type: none"> • Rapid Response Plan (Isolation protocol) • See Use of Masks

Use of Masks

The YMCA will follow Government of Alberta guidelines and Municipal bylaws regarding mask usage.



YMCA Child Care Policies

Children and Educators are not required to wear a mask but are supported to wear one if preferred.

Young children are unlikely to be able to wear a mask properly and not touch it so mask wearing is not recommended.

Anyone who tests positive for COVID-19 is required to wear a mask for the next 5 days while indoors, when returning to YMCA Child Care.

Page | 16

Bring Your Own Mask Guidelines

Reusable cloth masks must be YMCA appropriate – no patterns, pictures, words or symbols that could be considered controversial or offensive.

Masks should fit properly, covering the nose and mouth and allowing the user to communicate clearly.

Proper Usage of Masks

When using disposable or reusable masks all persons should:

- Make sure the mask fits their face properly and ensure it covers their nose and mouth and allows for clear breathing.
- Wash or sanitize their hands thoroughly before putting the mask on, and before and after taking the mask off.
- Avoid touching their face when putting on or taking off their mask.
- Avoid touching their mask while wearing it,
- Change their mask as soon as possible if damp or dirty.
- Put on a new mask when arriving at work (e.g. after taking public transit).
- Not share their mask with others.
- Remove their mask completely when not in use. It should not be left around your neck or on your head.

In addition, for reusable masks:

- Note: reusable masks can be used throughout the day, if properly stored to avoid the need to replace the mask throughout the day. All reusable masks should be brought home to wash after each day.
- Keep mask clean and wash daily at home by putting it directly into the washing machine, using a hot cycle, and then dry completely or washing it thoroughly by hand, using soap and hot water and allow it to dry completely.
- Store mask in a separate bag (e.g. labelled ziploc or breathable, washable bag) when not in use and keep it with personal belongings. Do not place it on shared surfaces or where it can be picked up by others.
- Once a mask has been removed, it should be thrown in a lined trash bin (disposable masks) or placed in a sealed container to be laundered (reusable masks).

During all interactions with a member or participant who is unwell during Rapid Response to Symptomatic Person, or if required by their Job Hazard Assessment, a YMCA employee must wear a disposable mask.

If masks are worn, Alberta Health mask guidance must be followed and can be found here:

<https://www.alberta.ca/prevent-thespread.aspx>

Information on how to use a mask can be found here: <http://www.alberta.ca/masks>