



## **Mask Use Policy and Procedures**

### **Policy Statement**

Child Care Algoma is committed to providing a safe and healthy environment for children, families and employees. Child Care Algoma 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 Algoma Public Health (APH) and Canada's chief public health officer, regarding the wearing of non-medical masks in all Child Care Algoma programs.

### **Application**

This policy applies to all employees, students, community members, and any others persons engaged in business with Child Care Algoma.

### **Definitions**

All employees must wear a mask as an added layer of protection whenever physical distancing is not possible, when mixing with another cohort, when screening children and parents and when in the isolation space with an ill child and if staff becomes symptomatic on site.

### **Procedures**

Based on the guidance received from our local MOH and Canada's chief public health officer all staff are to wear non-medical mask at all times that: physical distancing is not possible with, parents/guardians or co-workers,

- When mixing with another cohorts outside of their assigned cohort
- When screening children/parents/guardians/other staff
- If they become symptomatic on site
- If they are supply staff providing coverage of less than 1 week
- If they are providing vacation coverage of less than 1 week.

Child Care Algoma will ensure that masks are available at all times. All employees will adhere to the following appropriate mask etiquette and use:

- Due to supply limitations, a single mask may be worn for an extended period as long as it is not visibly soiled, damp or damaged.

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- The mask is to be donned when entering the facility (if required) and removed when eating or when leaving the facility at the end of the day.
  - Perform hand hygiene (using soap and water or hand sanitizer) immediately before putting the mask on, before adjusting it, and before taking it off.
  - If a mask is to be re-used, keep it from being contaminated by storing in a clean paper bag or cleanable container with a lid when not in use (e.g. eating lunch)
  - If using paper bags, it needs to be discarded after each use. Reusable containers are to be cleaned and disinfected at the end of the day. Bags and or containers need to be labelled with individual's name to prevent accident misuse.

#### How to wear mask:

- Make sure your mask completely and comfortably covers the nose and mouth without gaping and allows for easy breathing.
- Do not adjust your mask to expose your nose
- Your nose and mouth must be covered at all times.
- Make sure your mask is secured to your head with ties or ear loops without the need to adjust frequently.
- If your mask has a metal strip over the nose, pinch it to ensure a closer fit to your nose.
- Do not let your mask hang around your neck when not in use.
- Do not store mask in your pocket
- Dispose mask in a lined garbage can or directly into washing machine if it is a re-usable mask
- Do not transport disposable masks home, dispose before leaving.

#### When to take mask off:

- Make sure to wash your hands first
- Remove before eating or leaving the building at the end of the day
- When physical distancing can be maintained it is safe to take mask off

#### Re-place mask when:

- It becomes damp or dirty
- It becomes damaged

#### Medical mask

Staff is required to wear medical mask and eye protection when:

- Within 2 m (6ft) of a symptomatic child
- Cleaning blood or bodily fluid spill

(Children are encouraged to wear a mask when they become symptomatic on site, over the age of 2, does not have difficulty breathing or required assistance, received parental consent, and fits)

#### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a Child Care Algoma emergency child care centre, and at any time where a change is made.