

Simcoe Muskoka District Health Unit

Child Care Policy Development Tool

The Simcoe Muskoka District Health Unit (SMDHU) requires all child care centres that are located within its boundaries to have policies that cover specific topics. The information in the policies are to help staff make decisions around infection prevention and control (IPAC) and food safety. When writing the policies, write them so if there was a group of entirely new staff, they could run the centre as usual with the help of these policies.

SMDHU requires certain topics to be covered in the policies but with respect to the format of the policies that is left to your discretion. These are the minimum topics that SMDHU requires to be covered.

SMDHU supports the development of additional IPAC/Food Safety policies that specific centres may find helpful.

Getting started writing a policy
<input type="checkbox"/> Review IPAC information on SMDHU website: https://www.simcoemuskokahealth.org/ChildCare
<input type="checkbox"/> Review the samples and templates provided by MEDU
<input type="checkbox"/> The policy should provide enough information and direction for a brand new staff to function if they had to run the centre on their own
<input type="checkbox"/> Ensure the information in the policy is purposeful and easy to follow
Information that needs to be included for each topic:
<input type="checkbox"/> Infectious Disease & Reporting DOPHS
Reference Documents to include:
<input type="checkbox"/> Diseases of Public Health Significance – if staff are made aware of a child or staff being diagnosed with one of the infections listed in this document, they must report to SMDHU
<input type="checkbox"/> Common childhood illnesses: A guide for caregivers – this document lists reportable and non-reportable diseases that are common for children. It provides the operators with information to help make decisions for next steps when a child receives a diagnosis of one of the infections
<input type="checkbox"/> Directions on when and how to report to Public Health
<input type="checkbox"/> What symptoms should staff be watching for?
<input type="checkbox"/> When identified what should be done?
<input type="checkbox"/> Isolation and/or Exclusion of Ill persons
<input type="checkbox"/> How does the centre accommodate a staff or child that needs to be isolated?
<input type="checkbox"/> When is it required?
<input type="checkbox"/> How long does a child or staff need to stay away from the centre?
<input type="checkbox"/> Infection Prevention and Control Practices
<input type="checkbox"/> How can staff prevent illness in the centre
<input type="checkbox"/> What is your cleaning and disinfection process/schedule
<input type="checkbox"/> What disinfectant is used and what is the proper method for using it and preparing it (if applicable)
<input type="checkbox"/> Hand Hygiene and glove use (when and how)
<input type="checkbox"/> Respiratory Etiquette
<input type="checkbox"/> Diapering & Toileting
<input type="checkbox"/> Sleeping equipment: cribs, mattress, cots/mats
<input type="checkbox"/> Personal items at the centre
<input type="checkbox"/> Laundry

<input type="checkbox"/> Environmental cleaning then disinfection
<input type="checkbox"/> Toy cleaning then disinfection
<input type="checkbox"/> Sensory play and management
<input type="checkbox"/> Outdoor play and management
<input type="checkbox"/> Gardening
<input type="checkbox"/> Infection control on field trips (e.g., petting zoos)
<input type="checkbox"/> Animals on-site & Animal bites
<input type="checkbox"/> Reference Documents to include: Recommendations for the Management of Animals in Child Care Settings
<input type="checkbox"/> Will the centre permit visiting animals on-site
<input type="checkbox"/> If yes, what infection prevention controls need to be in place to ensure a safe environment for the animal and the children
<input type="checkbox"/> What actions must be taken if a person is bit or scratched by an animal
<input type="checkbox"/> Outbreak Surveillance, Identification and Management
<input type="checkbox"/> How does the supervisor keep track of illness in the centre
<input type="checkbox"/> What are the thresholds for OB notification to Public Health
<input type="checkbox"/> What is a line list
<input type="checkbox"/> How does an outbreak affect routine practices at the centre and expectations for staff
<input type="checkbox"/> Who needs to be notified of the outbreak
<input type="checkbox"/> Immunization Documentation
<input type="checkbox"/> What are the expectations for immunization of children
<input type="checkbox"/> What are the expectations for immunization of staff
<input type="checkbox"/> What needs to be completed if immunizations for children or staff do not meet expectations (e.g., attestation notes)
<input type="checkbox"/> How are immunization documents stored (on-site, off-site, length of time, destruction of documents)
<input type="checkbox"/> Emergency Preparedness & Contingency Plans
<ul style="list-style-type: none"> • For SMDHU purposes the focus is on any emergency that can affect food safety or infection control including but not limited to floods, sewage back up, power loss, water loss/interruption • MEDU also has requirements for Emergency Management. If inconsistencies are noted connect with designated PHI for further guidance
<input type="checkbox"/> When to notify SMDHU of an emergency (during SMDHU business hours (Monday to Friday 8.30am to 4.30pm) call 705-721-7520 x8809 – ensure to speak to a live person, do not just leave a message
<p>If the centre stays open:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How will food be provided to the children in a safe manner <input type="checkbox"/> How will hand washing occur <input type="checkbox"/> How will toileting/diapering occur <input type="checkbox"/> How will cleaning and disinfection occur <input type="checkbox"/> Where will drinking water come from
<p>Once the emergency has ended/the urgency has lessened, consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What appliances have been affected (fridge/freezers) – when does food need to be discarded <input type="checkbox"/> What can be cleaned/disinfected and what needs to be discarded <input type="checkbox"/> Is professional assistances required