



## Respiratory Etiquette Policy and Procedure

Created: March 15, 2016

Revised: October 25, 2017, March 3, 2020, May 6, 2020

Reference: Toronto Public Health Guidance Document 2017

Approved by Board of Directors: November 15, 2017

### Policy

Orde Day Care is committed to providing a safe and healthy environment for children, families and staff. Orde Day Care will take every reasonable precaution to prevent the risk of injury and infectious disease within our locations. The importance of respiratory etiquette is imperative in reducing the spread of infection. **Children should be taught respiratory etiquette through activities and modeling of staff.**

### Procedure

Staff, students and volunteers are instructed on how to encourage respiratory etiquette upon hiring/unpaid placement and will review this policy initially and annually or when changes are made.

- Inform your supervisor or cooperating staff when you become severely ill.
- Do not attend work or placement when you are severely ill with a contagious or respiratory infection.
- Implement measures that minimize contact with respiratory droplets when coughing or sneezing which include
  - Turning your head away from others (sneeze/cough into your **elbow crease**)
  - Maintaining a two-meter distance from others when sneezing/coughing whenever possible
  - Covering nose and mouth with a tissue
  - Immediately disposing of tissue into the garbage
  - Washing or disinfecting your hands (follow Toronto Public Health guidelines for Hand washing and Hand Sanitizing) after you cough, sneeze or blow your nose

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:



