



STAFF POLICIES and PROCEDURES

A. Staff First Aid Procedure

The staff at Royal City Co-operative Preschool (RCCP) are required to possess a current Standard First Aid certificate including Infant and Child CPR issued by a training agency recognized by the Workplace Safety and Insurance Board. All staff members must participate in a First Aid recertification course every three years. A copy of the current certificate for each staff member must be filed in the individual's staff file.

B. Staff Illness Policy

It is the policy at RCCP to provide and maintain a living working environment conducive to optimal promotion of health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. Effective communicable disease control measures are dependent upon the cooperation of all involved.

Staff members exhibiting any of the symptoms of communicable disease listed in the RCCP Health Policy or any of the following symptoms are required to stay home from work and observe the listed isolation periods.

- Skin Rash
- Diarrhea and /or vomiting and /or nausea
- Conjunctivitis
- Difficult or rapid breathing
- Symptoms of a "bad cold" (ie. Sore throat, constant sneezing, heavy nasal discharge, bad cough)

C. Illness time policy for RCCP staff

Each staff member's contract outlines the number of paid sick hours available to the staff member during the contract year.

D. Practices and procedure

RCCP Staff members must notify the supervisor immediately when they think they are getting sick. If they are experiencing flu-like symptoms they should go home immediately, and if they have to wait until someone can cover them, they should wear a facemask in the meantime. The supervisor will contact a supply teacher for the required shift.

E. Protocols:

All RCCP staff should stay home if they are sick until at least 24 hours after their fever* (temperature of 37.8 degrees Celsius or higher) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen).

If you become sick at work all RCCP staff who have flu symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers/Children and wear a mask, go home.

Good Hygiene

Staff Policies and Procedure, revised January 2023

The main way to stop the spread of communicable disease is to wash your hands frequently, Wash hands with warm water and scrub with hand soap for at least 10 to 15 seconds. Dry hands with a clean paper towel and dispose of the towel in a lined trash container. You should wash hands before and after eating or handling a child, using the bathroom, handling bodily fluids, such as wiping noses, and each time you change a diaper.

3. Staff Performance Evaluation Procedure

Staff shall receive a yearly performance evaluation, which includes any observations made, as well as feedback from the parent surveys, to give a well-rounded vision of the staff member's current performance and areas for continued growth.