

Appendix A: Definitions

Alcohol-based hand sanitizer: A liquid, gel, or foam with 60–90 percent alcohol applied to the hands to kill germs.

Aseptic technique: A medical technique used to prevent the transfer of germs from one person to another.

Asymptomatic: When an individual has a disease but does not experience symptoms.

Board of directors: The representatives of a duly incorporated corporation or co-operative.

Child care centre/centre: Premises other than a child care home where child care—either alone or in combination with parental care—is provided or offered at any time.

Child care facilities: Licensed nursery schools; infant, preschool, and school-age child care centres; or a child care home.

Cleaning: Refer to definition in [Appendix E](#).

Cough etiquette: See *Respiratory hygiene*.

Disinfectant: A product used on objects to reduce the amount of germs to an acceptable level. Disinfectants are used on surfaces and objects and require a Drug Identification Number (DIN) for sale in Canada.

Disinfection: Refer to definition in [Appendix E](#).

Drug Identification Number (DIN): Disinfectants must bear a DIN issued by Health Canada. The DIN lets the user know that the product has undergone and passed a review of its formulation, labelling, and instructions for use. More information on DIN can be found at <https://health-products.canada.ca/dpd-bdpp/> (Health Canada).

Engineering controls: Physical or mechanical measures put in place to reduce the risk of infection to individuals (e.g., heating, ventilation, and air-conditioning systems, room design, and placement of designated handwashing sinks).

Excretions: Waste material eliminated from the body, including feces, urine, vomit, and sweat.

Facial protection: Includes masks, eye protection, face shields, or masks with a visor attachment.

Family child care home: A home licensed by Manitoba Early Learning and Child Care where child care is provided to not more than eight children, of whom not more than five are preschool-age children and not more than three are infants (maximum number includes provider's own children under age 12).

Full menu: Meals provided by food service employees/students in cafeterias and canteens and in child care facilities where a health permit is required from the public health inspector to operate. The menu requires extensive food handling and food handler training/knowledge. Extensive food handling includes preparing and cooking raw meats and other potentially hazardous foods. Knowledge of safe methods of thawing, cooking to proper temperatures, reheating, hot and cold holding, food storage, and service of potentially hazardous foods is required. Breakfast and lunch programs may fall under this category, depending on the menu and the extent of food handling that is occurring. Child care facilities and schools that provide full menu meals are required to follow all requirements in government regulations, including the <https://web2.gov.mb.ca/laws/regs/current/339-88r.php>. Contact your local public health inspector if you are unsure if a health permit is required (see <https://forms.gov.mb.ca/cmphi/>).

Hand hygiene: Actions taken to maintain healthy hands and fingernails by either handwashing or the use of alcohol-based hand sanitizer.

Handwashing: The removal of visible dirt and germs from the hands by washing with soap and water.

Hierarchy of controls: The three levels/tiers of infection prevention and control, and occupational health controls that are used to prevent illness and injury in the workplace: engineering controls, administrative controls, and PPE.

Infection: When germs multiply within the body, causing a reaction in the individual's body (e.g., becoming sick).

Infectious agent: A germ that causes disease (infection) in a source (e.g., individual, animal, insect).

Limited food menu: Meals or snacks provided by staff/volunteers/students in child care facilities, in school spaces used for foods and nutrition classrooms, culinary arts facilities, kitchenettes, breakfast spaces, and other such spaces with limited food menus that do not require a health permit to operate. Foods and nutrition lessons and similar learning activities are where students learn to prepare meals for themselves, under the supervision of their teacher. This also includes when staff, volunteers, or students provide snacks for food menus that require little to no food handling, such as serving crackers, cheese, pickles, and muffins; reheating frozen pre-made items; and cutting fruits and vegetables.

Mask: A barrier used to prevent germs from spreading from the mouth and nose.

Mode of transmission: Ways in which germs are spread (e.g., direct contact, indirect contact, droplets, airborne, vehicle, vector).

Nursery school: A child care centre in which child care is offered four or fewer continuous hours in a morning session, or in an afternoon session, per day, or for more than four continuous hours per day and less than three days per week to more than three infants, or four preschool-age children, of whom not more than three are infants.

Organizational risk assessment (ORA): This is an activity that an organization (e.g., child care facility, school, school division, school board, board of directors, or owners/operators) performs on an ongoing basis. This assessment evaluates the organization's preparedness to reduce exposure to and the spread of infectious germs within the child care or school setting.

This risk assessment identifies

- a hazard
- the likelihood and consequence of exposure to the hazard
- the likely means of exposure to the hazard
- the likelihood of exposure in all areas in a child care facility or school

The risk assessment then

- evaluates available engineering, administrative, and PPE controls needed to minimize the risk of the hazard
- develops processes, policies, and procedures to reduce this hazard

Parents: Both parents, legal guardians, or the significant adult in the life of the child/student. The role of the parent may also apply to a student who has reached the age of majority.

Personal protective equipment (PPE): This is one element in the hierarchy of controls. PPE can be used by individuals (e.g., staff, volunteers, visitors) to provide a barrier to prevent possible exposure to germs. PPE consists of gloves, masks, eye protection, face shields, and gowns.

Point of Care Risk Assessment (PCRA): An activity where children, students, staff, and visitors assess the likelihood of exposure to a germ and then choose the appropriate actions (e.g., hand hygiene, PPE) needed to reduce the risk of exposure.

Precautions (including source control measures): Measures taken to reduce the risk of transmission of germs.

Respiratory hygiene/cough etiquette: Combination of measures taken to reduce the spread of respiratory germs (e.g., COVID-19, cold, influenza).

Risk: The likelihood of an event occurring and the consequences of that event.

Routine Practices: Routine Practices is a set of infection prevention and control measures used to prevent the spread of germs and infections.

Sanitization: Refer to definition in [Appendix E](#).

Secretions: A substance that is produced by a cell or gland, such as saliva, mucus, tears, bile, or a hormone.

Service Animal: An animal that has been trained to provide assistance to a person with a disability and that relates to that person's disability. Any animal that is identified as having been trained, including self-trained, to provide assistance to someone with a disability may be a service animal under The Manitoba Human Rights Code.

Sharps (medical): Sharps are objects that are capable of causing punctures or cuts (e.g., needles, lancets, epinephrine auto-injector).

Source: A person, animal, or object that may contain a germ that can be passed on to another individual.

Source control measures: Methods used to contain germs (e.g., signage, partitions, early recognition of infection, respiratory hygiene/etiquette including masks, tissues, hand hygiene products, and hand hygiene sinks).

Staff: Any employee within a child care facility or school.

Student: A person who is enrolled in school.

Suctioning:

- **Suctioning—Oral/Nasal:** Cleaning of secretions from the mouth and nose using a mechanical suctioning device.
- **Suctioning—Tracheal/Pharyngeal:** Some children lack the ability to clear normal respiratory secretions (e.g., mucus) on their own. Suctioning is the mechanical removal of secretions. The skills of a nurse are required to safely suction the back of the throat (pharynx) and the windpipe (trachea).

For more information on suctioning, please refer to the department's Unified Referral and Intake System (URIS) page at www.edu.gov.mb.ca/k12/specedu/uris/cpg.html.

Susceptible host: An individual must be susceptible (vulnerable or at risk to infection) to germs in order for the infection to occur.

Symptomatic: A person who shows symptoms associated with an illness.

Transmission: The process where a germ passes from one person to another person.

Ventilator: A mechanical device used to assist a person to breathe. Ventilators come in several forms and can be used in different ways, depending on the child's health condition.

Wet contact time: The amount of time that a sanitizer or disinfectant needs to stay on a surface in order to ensure it is effective.