

What is the Role of Staff?

It is the role of staff to minimize the risk of exposure to and the spread of germs within the child care facility or school. Staff are responsible for the following:

- **Point of Care Risk Assessment (PCRA):** Prior to every interaction, staff are encouraged to assess the risk posed to themselves and other children, students, staff, parents, or visitors by an individual, situation, or procedure/process, as outlined in [Appendix B](#).
- **Hand hygiene:** Perform hand hygiene according to the processes outlined in [Appendix C](#).
- **Source control:** Choose the correct source control measure used to contain and prevent germs from spreading.
- **Support space:** Understand that children, students, and staff suspected of being ill may be required to wait in a designated safe area until they are able to go home.
- **Aseptic technique:** Implement the main principles of aseptic technique in order to prevent the transfer of germs during a medical or first aid procedure.
- **Use of PPE:** Understand when and how to use and dispose of PPE, as outlined in [Appendix D](#).
- **Sharps safety:** Handle sharp devices safely to prevent injuries to self and to others.
- **Cleaning/sanitizing/disinfecting learning materials and equipment:** Follow the proper procedures for cleaning, sanitizing, and disinfecting learning materials and equipment, as outlined in [Appendix E](#).
- **Cleaning/sanitizing/disinfecting equipment and environment:** Follow the proper procedures for cleaning, sanitizing, and disinfecting equipment and environments, as outlined in [Appendix E](#).
- **Dishwashing:** Follow the proper procedures for dishwashing, as outlined in [Appendix F](#).
- **Laundering:** Follow the proper procedures for laundering, as outlined in [Appendix G](#).

- **Volunteer and visitor management:** Provide instructions to children, students, families, and visitors regarding hand hygiene, respiratory hygiene, and other infection prevention and control measures.
- **Diapering and toileting:** Follow the proper procedures for diapering, as outlined in [Appendix H](#).
- **Food safety:** Child care facilities and schools that provide full menu meals are required to follow all government food regulations. It is recommended that, where there is a limited menu or food service, safe food handling procedures are used as a guide and to set standards for best practices. See [Appendix I](#).
- **Pet and animal handling:** Staff should adhere to proper procedures when bringing pets and animals into the child care facility or school. Many animals may carry infectious diseases in their intestines, on their bodies, or in their feces, which can be transferred to people.