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Hamilton

City of Hamilton – COVID-19 – EarlyON Operation

Staff Training

January 2021

Under the *Occupational Health and Safety Act* (OHSA), employers must take every reasonable precaution to protect the health and safety of workers. Please see the guide on developing a COVID-19 workplace safety plan to support you in fulfilling this obligation.

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Staff Training

CMSMs/DSSABs must ensure that training that is aligned with local public health unit direction is provided to all child care staff/providers on the health, safety and other operational measures outlined in this document plus any additional local requirements in place.

Training should be offered such that all child care staff/providers receive training initially and then on a quarterly basis, or as health and safety and other operational measures change, whichever comes first.

Staff are provided training on health, safety, and other operational measures, including:

- Instruction on cleaning and disinfection
- How to safely conduct daily screening and keep daily attendance records
- Proper mask use
- Proper hand hygiene
- What to do if someone becomes sick

Please refer to the attachment *COH COVID19 Mandatory Training for Child Care Staff* for a list of the training materials that must also be periodically reviewed.

Operators must designate a staff person at the management/supervisory level that is responsible for maintaining the records on staff training, and can produce them for review, if required. These records must be kept up to date and on file for a minimum of 1 month. Visual checks must also be conducted from time to time by the designated individual to verify staff compliance with and understanding of the training materials and other health and safety measures communicated within these guidelines.