

## **Child or Staff Demonstrates Symptoms of Illness or Becomes Sick Protocols**

In order to minimize the spread of COVID, staff/volunteers and children who demonstrate symptoms specified by Ministry of Health during the course of the school day must be separated from the classroom.

When assessing for the symptoms below, you should focus on evaluating if they are different from baseline health status or usual state. Symptoms associated with known chronic health conditions or related to other known causes/ conditions should not be considered.

Symptoms to look for include but are not limited to:

- Fever
- Cough
- shortness of breath
- sore throat
- runny nose
- nasal congestion
- headache
- general feeling of being unwell.

Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' from the Ministry of Health in the Resource section on our COVID-19 webpage.

If a child or child care staff becomes sick while in the program, they should:

- be isolated and family members contacted for pick-up. The designated isolation room is the staff room;
- The sick person should be kept at a minimum of 2 meters from others;
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues;
- If the sick person is a child, a child care staff should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The child care staff should wear a PPE mask and eye protection at all times and not interact with others. The child care staff/provider should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days. The isolation room is to be cleaned and sanitized after use.

- Public health should be notified, and their advice should be followed.

Where a child or staff is suspected of having or has a confirmed case of COVID-19, it is the duty of KCELC to report this to the ministry as a serious occurrence.

Other children, including siblings of the sick child, and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Symptomatic children or staff should be referred for testing.

- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.
  - Reporting will now be completed through a survey: <https://s.tphsurvey.chkmkt.com/?e=207897&h=532FC3825EA96E3&l=en>
  - The centre has a duty to report suspected or confirmed cases of COVID-19 to the medical officer of health under the Health Protection and Promotion Act
  - report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.
  - Confirmed cases or outbreak of the coronavirus (COVID-19) will be communicated to parents via email or telephone.

A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

### **Baseline Health Condition**

If there is a history of an ongoing medical condition, such as allergies, this would be considered the individual's baseline health and they would not be excluded from the centre. Complete a baseline health check for staff. If there is a new onset of a symptom or baseline symptom(s) are worsening, this would be

considered a change in health status and the staff/volunteer would be excluded from the centre.

### **Returning to Child Care Confirmation Form**

Parents will be required to fill out and submit the *Returning to Child Care Confirmation Form* on the first day back during the screening process. Please note that this form is a requirement before entering the facility.

### **Serious Occurrence Reporting**

KCELC has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. We are also expected to contact Toronto Public Health to report a child suspected to have COVID-19. Toronto Public Health will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Where a child, parent or staff is suspected (i.e. has symptoms and has been tested) of having or has a confirmed case of COVID-19, it is our duty to report this to the ministry as a serious occurrence.

Where a room, or the entire facility closes due to COVID-19, it is our duty to report this to the ministry as a serious occurrence.

All licensed child care centres are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

### **Immediate Notification to Toronto Public Health**

Immediately notify Toronto Public Health at 416-338-7600 as soon as the centre becomes aware of **two or more people** who test positive for COVID-19 within a 14-day interval in connection with the workplace premises. Under these circumstances, KCELC must:

- a. Provide contact information for a designated contact person at the workplace and ensure that person is readily available to communicate with Toronto Public Health and implement any additional measures immediately as required by Toronto Public Health.
- b. Ensure that accurate and updated contact information for all workers is available to be produced to Toronto Public Health within 24 hours of request in support of case management and contact tracing requirements for COVID-19

- c. Cooperate with infection prevention and control personnel from Toronto Public Health including allowing entry into the workplace premise for inspection and to support enhanced infection prevention and control measures and recommendations.

### **Procedure Review**

This policy and procedure will be reviewed and signed off by all employees prior to commencing employment at KCELC, and at any time where a change is made.