



Isolation/Exclusion of Ill Children and Child care staff

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Reference: Toronto Public Health Covid-19 Guidance for Child Care Settings, December 4, 2020, October 8, 2020, August 28 2020, Ministry of Education Operational Guidance, Version 3 August, 2020

Approved by the Board of Directors: July 22, 2020

Purpose

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health, and well being of the children in our care. The safety and wellness of our staff are paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

The aim of exclusion is to reduce the spread of infectious diseases. The less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading. Excluding ill children and staff is an effective way to limit the spread of infection in our centre.

Staff, parents, and children must not attend the centre if they are sick, even if symptoms resemble a mild cold.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health and Orde Day Care Centre regarding the exclusion of sick children and staff in our centres.

Procedures

As required by the Child Care and Early Years Act, Orde Day Care Centre must separate children of ill health and contact parents/guardians to take the child home. Orde Day Care Centre understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the centre is necessary either to reduce the transmission of illness or because the centre is not able to adequately meet the needs of the child. We encourage parents to speak with their employers regarding current exclusion requirements at the daycare.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Orde Day Care staff play an important role in identifying early signs and symptoms of illness in children by conducting ongoing health monitoring for signs and



symptoms specific to COVID-19. Staff and Supervisors must monitor for an increase in the above normal amount of illnesses among the children and staff at that location and during a specific period.

- Staff are required to contact any families whose children are absent from daycare and who have not called or provided a reason for the absence as soon as possible.
- When staff call, they should ask the parent if the child has exhibited any of the following COVID-19 related symptoms.
- When staff are calling in sick, they will be asked by the Supervisor if they have any of the following COVID -19 related symptoms, **See below**.

Surveillance must include the following:

- Daily Observation for illness and assessment of how a child feels or looks at arrival time before they interact with other children and before the parent leaves the entrance
- Staff should also do a health check any time they notice a change in the child's appearance or behavior.
- Do a series of health checks across the day if you suspect a child is not feeling well.

Temperature checks are done at arrival, lunch or upon arrival to the pm program for the kindergarten and school age program on instructional days during a COVID-19 pandemic

- Record symptoms of illness for each child including signs or complaints the child may describe (for example, sore throat, stomach ache, headache etc.) in the daily health record
- Record the date and time that the symptoms occur in the daily health record.
- Record the room the child attends (for example, room number/description)
- Record attendances and absences.
- Share any concerns with parents via phone or email.
- Respond promptly and appropriately to a new symptom.
- All parents and centre staff members must continually self-monitor and immediately report symptoms or signs of COVID-19 to the supervisor regardless of when the onset symptoms or signs occur. (e.g. evenings or weekends).
- **Parents/Staff are to email the centre at admin@ordedaycare.org to inform of a suspected or confirmed case of covid-19**

Symptoms (e.g. runny nose, congestion may be evaluated by staff, in consultation with supervisor to determine if isolation and exclusion is required. The following information may be considered when evaluating a child's symptoms

1. Daily screening results
2. Information provided by the parents/guardians about the child's baseline health and other known underlying conditions (e.g. allergies, anxiety, asthma)



3. Daily observations made by the staff that care for the child (e.g. identifying a new or worsening cough, or differentiation between a runny nose that is persistent as opposed to one that subsides and is likely caused from returning inside from the cold)
4. Alternative assessments by a physician or a health care practitioner regarding symptoms (if available)

Supervisors must refer to the COVID-19 Decision Tool for Child Care

<https://www.toronto.ca/wp-content/uploads/2020/11/9860-TPH-Covid-19-Interim-Decision-Guide-for-Child-care-Operators.pdf>

Covid-19 Related Symptoms:

Children and Staff will be monitored for the following symptoms of COVID-19:

symptoms:

- Fever,
- Cough
- Difficulty breathing
- Loss of taste/smell
- Sore throat/painful swallowing
- Stuffy nose/runny nose
- Headache
- Nausea, vomiting/ diarrhea
- Feeling unwell, Muscle aches/fatigue

Exclusion Procedure for a Child/Staff with COVID-19 symptoms:

- A family member or emergency backup will be contacted for pick up immediately; families are informed at the morning screening that a child needs to be picked up within the hour or a backup person will be called.
- If it appears that the child/staff requires immediate medical attention, they will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner



Exclusion Room

- Ill children and staff will be separated from the other children to a designated exclusion room, an unoccupied classroom (**Room 7**) or near the door of the Supervisor's office at the Orde Site, or the gross motor room at the Satellite site
- The staff member or supervisor will post a note on the door of the room indicating that a sick child is being cared for in this area and entry is restricted
- Open outside doors and windows to increase air circulation in the area if it can be done safely
- The designated room must be equipped with soap & hand washing sink **whenever possible** or If the designated room is not available, the child needs to be kept at least two metres away from other children
- If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care
- The designated room/space where the ill child was supervised must be disinfected while wearing masks and gloves after the child/staff has gone home.
- **Assess the hallways or rooms where the individual passed through for cleaning and disinfecting**
- **Use disposable wipes for this type of cleaning whenever possible**
- When possible allow the room to ventilate for 24 hours.
- All items (e.g., bedding and toys) used by the child during the day should be sanitized
- Items such as paper, books, cardboard puzzles should be removed and stored in a sealed container for a minimum of (7) seven days

Appropriate Distancing Measures and use of PPE

- Children will be monitored and supervised by a one staff /supervisor until they are picked up from care by a parent or guardian.
- Sick children above the age of two, will be provided a mask if tolerated and reminded not to touch the mask.
- The staff member monitoring the child must always wear a surgical/medical mask and eye protection/face shield/disposable gown and avoid contact with the child's respiratory secretions.
- Provide the ill child/staff with tissues and remind them of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- Staff members should avoid contact with ill child's respiratory secretions

Exposure of other children and staff to ill child

- Staff and children that were exposed to the sick individual (i.e. suspected COVID-19 case) will be identified as a close contact and will continue to be grouped together, and monitored for signs and symptoms of illness
- **Child care staff must not be assigned to other groups/cohorts**
- Supervisors will inform parents of children and staff who were exposed to the ill child/staff and advise that they should **monitor** their child for symptoms.



Children and staff exposed to a confirmed case of COVID-19

- a. will be excluded from the centre for 14 days from the last day of exposure
- b. must self isolate at home and monitor for symptoms for 14 days.
- c. should get tested for COVID-19
- d. must continue to self isolate for 14 days even if they test negative or have no symptoms
- e. If the child develops symptoms, their household members will need to stay home and self isolate as well

Individuals with a laboratory confirmed positive COVID-19 test

- a. Children and staff must stay home and self isolate for 10 days from the day their symptoms first appeared
- b. They may return to daycare after the 10 days if they do not have a fever (without the use of medication) and their symptoms have been improving for 24 hours or longer
- c. Children or staff who are being managed by Toronto Public Health must follow instructions to determine when to return to child care centre
- d. Staff must report to the Executive Director prior to returning to work
- e. Clearance tests are not required for staff or children returning to childcare

Return to care for children with symptoms who tested for COVID-19

- a. If an ill child **who has not been exposed** to someone with COVID-19 has a negative test result, they can return to the setting 24 hours after their symptoms start improving
- b. If the child is also well enough to participate in program activities
- c. passes the daily screening test

Return to care for children with symptoms who are not tested for COVID-19

Children or staff who do not go for testing and do not have an alternated diagnosis (i.e., now or worsening symptoms not related to an existing medical condition) if they have

One of the following symptoms: fever, cough, difficulty breathing, or loss of taste/smell
sore throat, stuffy/runny nose, headache, nausea /vomiting/diarrhea, muscle fatigue

The parent should ensure that the child self isolated for 10 days form the date their symptoms started, and contact a health care provider for further advice or assessment, including if the child needs a COVID-19 test

The child may return to daycare after the 10 days if they do not have a fever (without taking medication) their symptoms are improving for 24 hours and the child can participate in program activities

Supervisors may allow children that have not been tested to return to care based on an alternate assessment by a physician or health care provider regarding symptoms or the determination that a COVID-19 test is not required.



Parents are required to complete a **Return to Childcare Confirmation Form** to confirm that the child is well and may return to school

- Staff must refer to Procedure for Suspected or Positive COVID-19 Cases for detailed steps.

Communication with Staff Members

- Supervisor will inform child care staff they must not work in other child care settings
- Supervisor will inform Staff to avoid being in contact with vulnerable persons or settings where there are vulnerable people
- Staff are required to report to their supervisor 24 hours prior to returning to work
- Clearance test are not required for staff
- Staff that test negative for COVID-19 must be excluded from care/work for 24 hours after symptom resolution if they have not been exposed to a confirmed case of COVID-19

Report laboratory confirmed cases of COVID-19 to Toronto Public Health

- The Supervisor and or Executive Directors will contact **complete** <https://s.tphsurvey.chkmkt.com/?e=207897&h=532FC3825EA96E3&l=en>
- **Additional support can be accessed by calling TPH 416 338-7600 during work hours of 8:30 a.m. to 4:30 p.m. or 3-1-1 after hours or by emailing publichealth@toronto.ca**

Reporting cases and Outbreaks to Toronto Public Health

The Supervisor or Executive Director must immediately report the following to TPH by contacting the surveillance unit at **416-338-7600** during working hours (8:30 am to 4:30 pm, Monday to Friday) or **3-1-1 after hours**:

For further information see Management of Cases- Outbreak Policy and Procedure

Communication with Families/Guardians and Stakeholders

- Post signs at entrances instructing children, families, and staff to not come to daycare if they are sick
- Post notices on the website and through emails to families to keep them informed on protocols of health and safety measures (screening practices, physical distancing, stay home if you or a family member is sick)



- Use telephone or video conferencing when required to meet with parents/guardians to limit exposure
- Keep administration and caretaking staff apprised of updates on policies and procedures on a routine basis to address any concerns or gaps regarding Infection Prevention and Control measures
- Inform TPH that confirmed case is in a shared setting, and follow the advice of TPH
- Maintain the confidentiality and identity of any ill children or staff,
- Staff should direct inquiries regarding suspected or confirmed cases to the Supervisor or Executive Director

Serious Occurrence Reporting

- Orde Day Care Centre has a duty to report confirmed cases of COVID-19 under the Health Protection and Promotion Act.
- Confirmed cases of COVID-19 in a child, parent or staff will be reported to the Ministry as a serious occurrence by the Executive Director or Supervisor.
- If a room, centre, or premise closes due to COVID-19, **as directed by Toronto Public Health** it will be reported to the Ministry as a serious occurrence by the Executive Director.
- A serious Occurrence notice will be posted, as required under the CCEYA on the parent bulletin board, unless Toronto Public Health advises otherwise.

(please see Serious Occurrence Policy and Procedure for full reporting instructions)

Exclusion Procedure for a child with NON- COVID-19 Symptoms

- Notify the parent legal guardian or emergency back up contact as soon as possible to pick up the child.
- One staff will supervise the child in a designated room with a handwashing sink and/or with a sanitizer available.
- If the designated room is not available, ensure the sick child is kept as far away from other children as is practical.
- Only one staff should be in the designated exclusion room and attempt physical distancing.
- Staff must wear a mask, gloves, gowns and eye protection.
- Staff should perform hand hygiene and attempt to not touch their face with unwashed hands.
- Increase ventilation by opening windows in the designated exclusion room if possible.[1]
- Keep the child comfortable.
- Obtain medical assistance when necessary.
- If a child is excluded because of a reportable communicable disease, a note from the child's medical provider is required stating that the child is no longer contagious and may return to care.
- **Disinfect all areas and materials that the child came in contact with once they have been picked up (Do allow child to use common seating i.e. couch, unless a barrier has been placed on the couch, provide child a chair or cot that can be easily disinfected)**



- While cleaning and disinfecting wear appropriate PPE (shield, surgical mask and gloves).

Children will be temporarily excluded from care when the child’s NON COVID-19 illness causes one or more of the following

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Illness poses a serious health risk if spread to others.
- An acute change in behaviour: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behaviour change or other signs and symptoms such as sore throat, rash, vomiting or diarrhea that has been confirmed to be non COVID-19.

If two or more children at the Centre have influenza-like symptoms, such as a sudden high fever, dry cough, headache, muscle ache and feeling very weak and tired, that started within 48 hours of each other, it is considered to be a potential “outbreak” at the centre. All outbreaks, including an outbreak of any of the communicable diseases, must be reported by the childcare program to Toronto Public Health’s Communicable Disease Surveillance Unit (416-392-2489). Once a report has been made, Toronto Public Health will provide assistance in assessing and preventing further illness in our centre (Orde Day Care’s Managing Communicable Diseases Policy and Procedures).

Policy and Procedure Review

The **Isolation/Exclusion of Ill Children/Staff Policy and Procedures** will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Daycares **Isolation/Exclusion of Sick Children/Staff Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with these policies and procedures.

I understand that if I have questions, at any time, regarding **the Isolation/Exclusion of Sick Children/Staff Policy and Procedures**, I will consult with my immediate supervisor.

Please read the Isolation/Exclusion of Sick Children/Staff policy carefully to ensure that you understand the policy before signing this document.

Staff Name	Supervisor Name:
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Staff Signature:	Supervisor Signature:
Date:	Date:
