



Management of Case -Outbreak Procedure for Suspected or Positive COVID-19 Cases

Created: June 22, 2020

Revised: July 23, 2020, August 7, 2020, August 31, 2020, October 20, 2020, December 15, 2020

Reference: Toronto Public Health COVID-19 Guidance, December 4, 2020, November 23 October 8, 2020, August 28,2020 The Ministry of Education Operational Guidance, Version 4 November 2020 Version 3, Aug 2020

Date Approved by Board of Directors: July 22, 2020

Policy

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 is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

Purpose

Orde Day Care Centre will take all reasonable precautions in the protection of the staff, children, and families when there is a positive or suspected case in our centre. There are established processes regarding communication, reporting, and business continuity when a staff, child, or close contact of a child or staff member tests positive for COVID-19.

Procedure

When there is a suspected or positive case of COVID-19 at Orde Day Care Centre, the following procedures must be followed:

Suspected COVID-19 Cases - December 4, 2020

- Children and staff who have been in contact with a suspected COVID-19 case will be allowed to continue to attend the child care and co horted
- Siblings must not attend until their sibling has received a negative COVID-19 test result
- Those who have contact with suspected case should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)
- The staff member must not work at any other childcare centre.

If an ill child who has not been exposed to someone with COVID-19 has a negative test result:

- They may return to the setting 24 hours after their symptoms start improving
- The child is well enough to participate in program activities and they pass screening.



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- Siblings must not attend until their sibling has received a negative COVID-19 test result
- Those who have contact with suspected case should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e. long-term care homes)
- The staff member must not work at any other childcare centre.

If an ill child who has not been exposed to someone with COVID-19 is not tested:

- The parent/guardian should ensure that the symptomatic child self-isolates for 10 days from the date their symptom(s) started, and contact a health care provider for further advice or assessment, including if the child needs a COVID-19 test or other treatment.
- The child may return to child care setting after 10 days if they do not have a fever (without taking medication), their symptoms are improving for 24 hours and the individual is well enough to participate in program activities.

Orde Day Care may allow symptomatic children that have not been tested to return to care based on an alternative assessment made by a physician or health care practitioner regarding symptoms or the determination that COVID-19 testing is not required.

- Medical notes are not recommended or required by Toronto Public Health.
- Parents can complete a Return to Child Care Confirmation Form to provide to the child care operator/ to confirm the child is well and may return to school
- This form will be emailed to the parent prior to their return and also made available at the screening station to complete once the child return to care

Individuals with a laboratory confirmed positive COVID-19 test

- Child care staff/students and children must stay home and self-isolate for 10 days from the day their symptoms first appeared (or from the date of their positive laboratory test, if they did not have any symptoms).
- They may return to the child care setting after 10 days if they do not have fever (without use of medication) and their symptoms have been improving for 24 hours or longer
- Child care staff and children who are being managed by TPH must follow TPH instructions to determine when to return to the child care centre/home:
- Staff must also report to the Executive Director prior to returning to work



- Clearance tests are not required for staff or children to return to the child care centre.

Close contacts of someone with COVID-19

- Child care staff/students and children (i.e., contacts) exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days from the day of their last exposure's
- These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested.

If there is a positive COVID-19 case, refer to Positive Cases of COVID-19 procedures below.

If a Child or Staff Has Been Excluded Due to Confirmed case/cases of COVID-19

- The Supervisor will inform the Executive Director immediately.
- The Supervisor or Executive Director will report the laboratory confirmed case to TPH by completing the Toronto Public Health COVID -19 Notification form for Child Care Settings – survey link below
- <https://s.tphsurvey.chkmkt.com/?e=207897&h=532FC3825EA96E3&l=en>
- The Supervisor or Executive Director will seek additional support by calling Toronto Public Health unit at **416-338-7600** (8:30am to 4:30pm, Monday to Friday) or **3-1-1** after hours or emailing publichealth@toronto.ca:
 - Single or clusters of confirmed cases (e.g. one or more children or staff with COVID-19 symptoms within a 48-hour period).where at least one case could have been infected at the childcare centre
 - Cases of COVID-19 among staff or children that are laboratory-confirmed or probable (i.e., symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19)
- Ensure that close contacts (staff and children who are in the same room) are cohorted and monitored for symptoms.
- Inform parents and staff that a child/staff presented with a Covid-19 related symptom and they have been removed from the program, and they should continue to self monitor and for any Covid-19 related symptoms
- The Executive Director or designate will inform a designate from the Board of Directors
- The Joint Health and Safety Committee will be informed of the suspected case.
- The Executive Director will ensure that a Serious Occurrence Report in the Child Care Licensing System is completed.

Positive Cases of COVID-19

Supervisors Will:



- Inform the Executive Director immediately
- Provide the names and contact information for families and staff who are being excluded to the Executive Director.
- Toronto Public Health will provide parameters on who should be excluded.
- Send out communication provided by Toronto Public Health to the following groups:
 - Families of children who are direct contacts with a confirmed COVID-19 case and advise that they monitor their child for symptoms.
 - Staff who are direct contacts with a confirmed COVID-19 case.
 - All other families and staff who are not direct contacts with a confirmed COVID-19 case and are not being excluded from Orde Day Care Centre

Executive Director will:

- Completed the <https://s.tphsurvey.chkmkt.com/?e=207897&h=532FC3825EA96E3&l=en>
- Immediately report laboratory confirmed to the Toronto Public Health Surveillance unit at **416-338-7600** during work hours (8:30-4:30, Monday to Friday) or **3-1-1**. Clusters or single cases of suspected cases (e.g. one or more children or staff with COVID-19 confirmed case that).
- Contact the Ministry of Labour, if staff are affected
- Ensure WSIB reporting is completed if staff are affected
- Ensure that all confirmed cases of COVID-19 are reported as a Serious Occurrence in CCLS
- Ensure that if the premises or a room closes due to COVID-19 that a serious occurrence report will be reported in CCLS.
- Ensure Serious Occurrence in CCLS is completed and/or updated.
- Ensure that the serious occurrence notification form as required under the CCEYA, is posted.
- **please see Serious Occurrence Policy and Procedure for full reporting instructions)**
- Provide a letter for suspected/exposure of ill persons for the families via email
- Provide a letter for suspected/direct exposure of ill persons for the staff via email
- Provide Toronto Public Health information documents to anyone directly exposed.

Steps to Follow When Staff Members, Children, or Household/Close Contacts Test Positive for COVID-19:

In the event a childcare staff tests positive for COVID-19:



- The staff member should inform their Supervisor as soon as possible and self-isolate immediately.
- The staff member will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their Supervisor
- All other staff and families affected shall receive communication from their Supervisor and/or Executive Director.
- The Supervisor and/or Executive Director will send out communications, as applicable.
- All staff and children who are in the same room as the staff member who has tested positive will be excluded from the centre for 14 days, unless indicated otherwise by Toronto Public Health.
- Individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop
- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative. Testing of asymptomatic individuals should only be performed as directed by Toronto Public Health
- Staff who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the centre.
- Clearance tests are not required for staff to return to the centre if they meet the 14-day requirement of isolation.

In the Event a Child Tests Positive for COVID-19:

- The parent should inform the Supervisor and/or Executive Director immediately.
- The child will be managed by Toronto Public Health.
- All staff and children who are in the same room as the child who has tested positive will be excluded for 14 days unless otherwise indicated by Toronto Public Health.
- individuals must self-isolate at home and monitor for symptoms for the next 14 days
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative. Testing of asymptomatic individuals should only be performed as directed by Toronto Public Health



Household/Close Contacts of Children or Staff:

- Staff and children that have been exposed to a confirmed case of COVID-19 from household or close contacts should inform the Supervisor and/or Executive Director immediately.
- The staff member or child of a confirmed case must self-isolate at home and will be excluded from the centre for a minimum of 14 days to monitor for symptoms unless indicated otherwise by Toronto Public Health.
- Close contacts of confirmed cases must follow Toronto Public Health to determine when to return to the centre.
- Staff and children that have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
- Asymptomatic contacts of a confirmed case will be encouraged to get tested for COVID-19 as soon as possible after identification of the case and within 14 days from their last exposure.
- If the test result is negative, asymptomatic contacts must remain in self-isolation for 14 days from their last exposure to the case.

Outbreak Management:

An outbreak may be declared by the Toronto Public Health when:

- Within a 14day period there are two or more laboratory confirmed cases of COVID-19 in children, staff or visitors with an epidemiological link (e.g. cases in the same room, same before and after school cohort) where at least one case could have reasonably acquired the infection in the childcare setting

Toronto Public Health will work with Orde Day Care to determine if the epidemiological links exists between cases and whether transmission may have occurred at Orde Day Care Centre

Toronto Public Health determines the outbreak and what happens next, and can include the following

- Closing a particular room or program, cohort or entire centre

Toronto Public Health unit determines which groups of children and/or staff need to be sent home or if a partial or full closure of the centre is required

If Toronto Public Health determines that a partial or full closure of the child is required Orde Day Care must update their existing serious occurrence report for a confirmed case of COVID-19 case to include information about the closure.

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Policy and Procedure Review:



The **Procedures for Suspected or Positive COVID-19 Cases** will be reviewed and signed off by all employees before recommencing employment at the centre, commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre's **Procedures for Suspected or Positive COVID-19 Cases**. 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 Procedures for Suspected or Positive COVID-19 Cases**, I will consult with my immediate supervisor.

Please read the **Procedures for Suspected or Positive COVID-19 Cases** carefully to ensure that you understand the Procedures before signing this document.

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