



St. Hilary's Day Care Centre's Outbreak Management for COVID-19 Related Symptoms

Revised September 2021

POLICY

To protect the health and well-being of children and their families and staff At St. Hilary's Day Care, all children should be monitored while in care/during the program for emerging signs or symptoms of any illness, including COVID-19. Children or staff who become ill while at the Centre must return home as soon as possible regardless of their vaccination status. The Supervisor/designated lead staff must initiate the Centre's illness management policies, including the following measures related to outbreak management for COVID-19.

PROCEDURES

Monitoring for Illness

St. Hilary's will ensure that all children in care are monitored for symptoms of COVID-19 (see the [COVID-19 Active Screening Form for Children](#) for a list of symptoms) with a temperature taken as necessary. Any observed symptoms should be recorded on the child's [Illness Tracking Form](#).

Individuals Who Display COVID-19-Related Symptoms During the Day/Program

If **ANY ONE** of the symptoms related to COVID-19 is present in a child or staff member, the individual must be immediately excluded from the centre and sent home.

If the child has **ANY** new or worsening COVID-19 symptoms not related to other known causes or medical conditions, **all siblings (or any other children or staff who live in the same household) who attend a child care or school setting should also be excluded and stay home.** Individuals who have no symptoms and are fully vaccinated or have tested positive for COVID-19 in the last 90 days and have since been cleared do not need to stay home unless they are immunocompromised.

St. Hilary's is required to:

- Provide a surgical/procedural mask to the sick individual to cover the nose and mouth (if tolerated). Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.
- Provide tissues to allow the ill individual to cover coughs and sneezes with a tissue. Tissues should be disposed of properly after use in a lined, covered garbage container. If a tissue is unavailable, ill individuals should cough or sneeze into the upper sleeve or elbow, not with hands. Wash hands after coughing and sneezing.
- Increase ventilation if possible (e.g., open windows).
- Document symptoms in the [Illness Tracking Form](#) for ill individuals in child care settings.
- Once the ill individual leaves, ensure that the rooms/areas where the individual had contact with are thoroughly cleaned and disinfected including high touch areas.

- Establish a protocol to determine contaminated areas and carry out cleaning and disinfection, including timing, when to return to use, methods of cleaning, PPE to be used while cleaning, and waste disposal.
- Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 meters of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through).
- Use disposable cleaning equipment, such as disposable wipes, where possible.
- Isolate the sick individual immediately from others into a separate room. If a separate room is not available, the sick individual should be kept separated from others at a minimum distance of 2 meters in a supervised area until they can go home.
- A sick child should be supervised until the child leaves while maintaining a physical distance of 2 meters if possible. The sick child should be supervised by only one staff person.
- The person caring for the ill child must wear a medical mask, eye protection, gown and gloves and be trained on proper use of PPE, including how to put on and take off PPE. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Staff should ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a two-meter distance as much as possible.
- Respiratory etiquette should also be practiced. Tissues should be provided to the ill individual and disposed of properly after use in a lined, covered garbage container. Avoid contact with respiratory secretions.
- Keep the sick child comfortable by providing a separate toys and cot if needed. Clean and disinfect the cot and all toys after the child leaves the child care setting.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the sick child (and siblings if applicable). If a parent cannot be reached, an emergency contact person will be contacted to pick up the child. Provide the parent/guardian with the [Parents/Guardians/Caregivers COVID-19 Information Booklet](#) which outlines next steps.

Refer to the [Early Years and Child Care Service Provider Decision Process](#) for exclusion period and return requirements.

When to Notify Peel Public Health, Parents/Guardians, Ministry of Education

Peel Public Health

- There is a positive case of COVID-19 and the St. Hilary's Day Care has not yet been contacted by Peel Public Health.
- When there is a probable case of COVID-19 (a symptomatic child or staff who is a close contact of a positive case).
- When there is a child who is an asymptomatic close contact (a child who has no symptoms and is a close contact of a positive case) and is not getting tested for COVID-19.
- When there is an unusual amount of staff and/or children who become sick at the centre, including non-COVID related illnesses (see pg. 18 in the [Preventing and Managing Illnesses in Child Care Centres guideline](#)). T

- Then there is an unusual occurrence such as a flood, fire, sewage back-up, etc.

Parents/Guardians, Staff and Others in a Shared Setting

- When there is a confirmed COVID-19 case at St. Hilary's Day Care Centre, we will notify parents/guardians and staff.

Ministry of Education

- In accordance with the Ministry of Education's [Operational Guidance for Child Care During COVID-19 Outbreak](#) document, child care licensees are required to submit serious occurrences for a confirmed case of COVID-19.
- A serious occurrence is required to be submitted under the category "**confirmed case of COVID-19**" when one of the following individuals has a **confirmed** case of COVID-19 (i.e., a positive COVID-19 test result):
 - i. a **child who receives child care** at a home child care premises or child care centre;
 - ii. a home child care **provider**;
 - iii. a person who is **ordinarily a resident of a home child care premises** (e.g., the home provider's child, the home provider's spouse, etc.; for complete definition please refer to the Home Child Care Licensing Manual);
 - iv. a person who is **regularly at a home child care premises** (e.g., the home provider's friend who visits the premises once a week, etc.; for complete definition please refer to the Home Child Care Licensing Manual);
 - v. a **home child care visitor**;
 - vi. a **staff** member at a child care centre;
 - vii. a **student** at a home child care premises or child care centre.

While Service Providers are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines a full or partial closure is required, a serious occurrence report must be submitted under the "Unplanned Disruption of Service" category.

Service Providers should refer to the [Operational Guidance for Child Care During COVID-19 Outbreak](#) regarding all serious occurrence reporting requirements.

When to report occupationally-acquired illness At St. Hilary's Day Care Centre

- If the staff person's illness is determined to be work-related – in accordance with the *Occupational Health and Safety Act* and its regulations – Service Providers must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff with respect to an occupational illness, including an occupational infection, to the:
 - Ministry of Labour;
 - Joint Health and Safety Committee (or health and safety representative); and
 - Trade Union, if any.

Refer to [Health and Safety Guidance during COVID-19 for Employers of Child Care Centres](#).

What to Do When an Individual That Attended St. Hilary's Day Care Center Tests Positive For COVID-19 Illness

Peel Public Health (PPH) is notified of all confirmed cases of COVID-19 by the testing laboratory. PPH follows up on all confirmed cases and exposure sites to provide direction. PPH will contact the centre if a case, contact(s) or exposure is associated with the setting.

If St. Hilary's Day Care is notified that an individual who attended the centre (e.g., staff person, child, parent/guardian) has **tested positive for COVID-19**:

- St. Hilary's Day Care Centre will follow the process outlined in **Appendix 1.1** (for Child Care Service Providers). Note that no children in the child care setting should be changing classes/groups when COVID-19 exposures are under active investigation in the setting.
- Refer to the **General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 Policy** on cleaning and disinfection procedures.
- An outbreak may be declared by Peel Public Health when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g., cases in the same grouping/classroom) where at least one case could have reasonably acquired their infection in the centre. Outbreaks will be declared in collaboration between St. Hilary's Day Care Centre and Peel Public Health.
- Public Health will work with the Service Provider to determine whether epidemiological links exist between cases and whether transmission may have occurred in the centre.

Closure of St. Hilary's Day Care Centre

The decision to close the entire centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health. Case scenarios could include but are not limited to a case with an ill staff person with exposure to multiple children in different classrooms.

Certain factors such as the size of the child care centre, staff interaction with multiple classrooms/groupings, staff to staff transmission and type of variant mutation detected may play a role in rapidly spreading the virus and thus the decision to close a child care centre to protect children and staff.

Appendix 1.1 – Child Care Service Provider Closure and Communication Process

For guidance on what to do when there is a positive COVID-19 case reported in a child care setting, refer to [Guidance for Service Providers on Management of COVID-19 Cases in Child Care Settings](#). Use the **incident reporting form** on the [child care web page](#) to report positive and probable cases of COVID-19. The form can also be used to report children who are not fully vaccinated, are asymptomatic close contacts of a positive case and not getting tested for COVID-19.