

FUN School- Policy and Procedure

Policy: Outbreak Management – COVID -19

Intent:

To outline the measures taken for outbreak management of COVID-19 at FUN School.

Policy:

- Child care staff will ensure that all children are monitored while in care for emerging signs or symptoms of any illness, including COVID-19.
- Children or staff who become ill while at the FUN School must return home as soon as possible.
- When illness is identified, FUN School's illness management policies must be initiated, including following all measures related to outbreak management for COVID-19.

Procedures:

- Health Checks for Children in Care
- Managing Child/Staff Displaying COVID-19 Symptoms
- Reporting Illness
- Managing Confirmed COVID-19 Illness in Child/Staff
- Closure of the Child Care Centre
- Occupational Health and Safety for Staff

Health checks for Children in care

All children must be monitored while in care for emerging signs or symptoms of any illness, including COVID-19.

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis) ANY OF:
 - Sore throat
 - Difficulty swallowing
 - Pink eye (conjunctivitis)
 - Chills
 - Rash
 - Croup (respiratory infection resulting in barking cough and difficulty breathing)
 - Headaches
 - Unexplained fatigue/malaise/ muscle aches
 - Abdominal pain
 - Diarrhea
 - Nausea/vomiting
 - Loss of sense of taste or smell
 - Nasal congestion or runny nose without other known cause

FUN School- Policy and Procedure

Staff must take the child's temperature and document the health check on the child's Illness Tracking Form if any symptoms are observed.

Managing Child/Staff Displaying COVID-19 Symptoms

Children Who Display COVID-19 Related Symptoms During Care • If ANY ONE of the symptoms related to COVID-19 are observed in a child, the child must be immediately excluded from the childcare centre and sent home along with siblings.

Staff Must:

- Separate ill child from other children and staff at minimum 2- meter distance under the supervision of one staff person
- Cohort together children and staff with close contact to ill child
 - Provide mask to ill child (if tolerated); supervising staff to wear mask (and other PPE and maintain 2-meter distance if possible)
- Practice proper hand hygiene and respiratory etiquette
- Contact parent/guardian to immediately pick up child (and siblings if applicable)
- Document symptoms on illness tracking form
- Disinfect all areas contacted by ill child when departs centre
- Notify Peel Public Health to report illness and seek advice

Children Who Display COVID-19 Related Symptoms During Care

- Ill child must be excluded from childcare and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to care.
- Supervisor to provide parent/guardian with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
- If tested negative, and free of symptoms for 24 hours, the child must pass re-entry screening to return to childcare. (refer to Daily Active Screening Training Module for Details).
- If tested positive, Peel Public Health will provide direction on when the child can return to childcare.

Staff Who Display COVID-19 Related Symptoms

- Any staff person who arrives to work with symptoms related to COVID-19 must be sent home and not return to work.
 - Any staff person who becomes ill while at work must isolate, wear a mask and leave the centre as quickly as possible.
 - COVID-19 testing is required for ill staff before returning to work.
- If staff person tests negative, and is free of symptoms for 24 hours, s/he must pass re-entry screening to return to work (refer to Daily Active Screening Training Module).
- If staff person tests positive, Peel Public Health will provide direction on when s/he can return to work.

FUN School- Policy and Procedure

Reporting Child or Staff Illness Peel Public Health

- Report potential COVID-19 case and seek advice on information to be shared with staff and parents/guardians of children enrolled at centre.
- Other children and staff with close contact to ill individual should be grouped together. Peel Public Health will provide direction on testing and isolation of close contacts.
- Children or staff exposed to confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.
- Notify Child Care Quality Assurance and Licensing Branch Regional Manager.
- Follow regular Serious Occurrence (SO) reporting requirements. Region of Peel Early Years and Child Care Services Division
- Notify Service Manager that Serious Occurrence filed with Ministry of Education.

Managing Confirmed COVID-19 Illness in Child/Staff

If the Supervisor is notified that an ill child or staff has tested COVID-19 positive:

- Continue to exclude individual from the centre (including any siblings) until further notice.
- Work with Peel Public Health to discuss the situation and necessary measures taken to control the outbreak.
- Provide Peel Public Health with the most current Illness Tracking Form.
- Cleaning and disinfection practices will be increased following all policy requirements for sanitation and infection prevention and control practices.
- Supervisor will consult with Peel Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and response measures taken by FUN School.

In consultation with Peel Public Health, FUN School must consider a single, confirmed case of COVID-19 as a confirmed COVID-19 outbreak.

Closure of Child Care Centre:

The decision to close the childcare centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health.

Occupational Health and Safety for Staff

FUN School has a Duty of Due Diligence to manage hazards in the workplace – *Section 25 Occupational Health and Safety Act (OHS)*

- Every precaution reasonable to the circumstances will be taken for the protection of workers.
- What might be hazards at FUN School
- If a staff person tests positive for COVID-19 and the illness is determined to be work-related, the OHS and regulations must be followed.
- The Supervisor must provide written notice within four days of: being advised that the staff person has an occupational illness/infection to the:
 - Ministry of Labour
 - Joint health and safety committee (or health and safety representative)

Attachment: Illness tracking form