

Park Lawn Preschool Inc.	Health and Safety COVID-19 Suspected or Positive COVID-19 Case Procedure	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 G	

Purpose

The purpose of this procedure is to take all reasonable precautions in the protection of the staff, child and families when there is a positive or suspected COVID-19 case at a PLP Inc. location. There are established processes in regards to communication, reporting and business continuity when a staff, child or close contact of a child or staff member tests positive for COVID-19.

Application

This procedure applies to all employees, students, and any others persons engaged in business with PLP Inc.

Procedure

When there is a suspected or positive case of COVID-19 in a PLP Inc. location, the following procedures must be followed.

A. Suspected COVID-19 Cases

Children or staff who have been in contact with a suspected COVID-19 case should be identified as a close contact, monitored for symptoms and cohorted. Toronto Public Health (TPH) will provide any further direction on testing and isolation of these close contacts. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (for example, long-term care homes).

Symptomatic Staff

Staff exhibiting new or worsening COVID-19 related symptoms will be excluded from the child care centre and referred for testing. While awaiting test results, symptomatic staff will be directed to stay at home and self-isolate.

COVID-19 Symptoms

- fever or chills
- cough
- difficulty breathing or shortness of breath
- sore throat, trouble swallowing
- runny/stuffy nose
- decrease or loss of taste of smell
- nausea, vomiting, diarrhea
- not feeling well, extreme tiredness, sore muscles.

If the test results are NEGATIVE, staff can return to child care if all the following apply:

- you do not have a fever (without using medication)
- it has been at least 24 hours since your symptoms started improving
- you were not in close physical contact with someone who currently has COVID-19

If the test results are POSITIVE, refer to *Positive Cases of COVID-19* procedures below.

Symptomatic Child

Refer to PLP HS219 COVID-19 Exclusion of Sick Children Policy and Procedure for more details.

1. Does the child have any of the following new or worsening symptoms?
 - Fever
 - Cough
 - Difficulty Breathing
 - Loss of Taste of Smell

Child must stay home, self-isolate and get tested OR contact their health care provider.

2. Does the child have any of the following new or worsening symptoms?
 - Sore throat, painful swallowing
 - Stuffy/Runny Nose
 - headache
 - Nausea, vomiting, diarrhea
 - Feeling unwell, muscle aches, feeling tired

If yes to 1 symptom:

- Child must stay home for 24 hours from when symptom started
- If improving in 24 hours, child can return to child care and no test is needed.
- If NOT improving, or getting worse, the child must self-isolate and get tested.

If yes to 2 symptoms:

- Child must stay home, self-isolate and get tested OR contact their health care provider.

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

- 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, the child is well enough to participate in program activities and they pass screening.

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

For children who do not go for testing and do not have an alternative diagnosis (i.e. a new or worsening symptom not related to an existing medical condition)

- 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.

- ★ Parents will need to complete a [Return to Child Care Confirmation Form](#) to confirm the child is well and may return to care.

If a staff/child has been excluded due to symptoms related to COVID-19 (suspected COVID-19 case)

- The supervisor/assistant supervisor will inform the Operations Manager immediately
- Ensure that close contacts (staff and children who are in the same room) are cohorted and

monitored for symptoms.

- Supervisors must inform parents/guardians of children and staff who were exposed to the ill person, and advise that they should monitor for symptoms. They must also be advised to avoid contact with vulnerable persons or settings where there are vulnerable persons.
- Child care staff must not work in other child care settings.
- Symptomatic staff will be referred for testing.
- Ensure the tracking form is updated with new cases.
- Supervisor is to ensure Serious Occurrence in CCLS is completed when they receive confirmation that the child or staff is getting tested for COVID-19.

B. Confirmed Cases of COVID-19

In all cases of a positive COVID-19 case in a PLP Inc. centre, once a positive test result has been received, the following steps must be taken:

Steps when staff member or child test positive for COVID-19:

Staff or Student

In the event a child care staff/student has a confirmed case of COVID-19:

- The employee should inform their supervisor/ Operations Manager immediately and self-isolate immediately.
- The employee will cooperate with management and Toronto Public Health to identify close contacts and follow the direction from Toronto Public Health and their supervisor /Operations Manager.
- All other staff and families affected shall receive communication from the Supervisor. The supervisor will send out communications, as applicable.
- Child care staff/students and children must stay home and self-isolate for 10 days from the day their symptoms first appeared or as directed by a Public Health Unit.
- They may return to the child care setting after 10 days if they do not have a fever (without use of medication) and their symptoms have been improving for 24 hours or longer.
- Staff and children who are being managed by Toronto Public Health must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the staff's return to work date to Operations Manager
- Clearance tests are not required for staff to return to the child care centre

Child

In the event a child has a confirmed case COVID-19:

- The parent should inform the centre supervisor immediately
- The child will be managed by Toronto Public Health.
- The child must stay home and self-isolate for 10 days from the day their symptoms first appeared.
- They may return to the child care after 10 days if they do not have a fever (without use of medication) and their symptoms have been improving for 24 hours or longer.
- Children and their families must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the child's return date to the child care centre to Operations Manager

- A clearance test is not required to return to the child care centre

Supervisor:

- Inform Operations Manager immediately
 - Start contact tracing and identify staff/children or cohorts that are close contacts.
 - Provide tracking / surveillance records and determine if the staff or child was in the centre 48 hours prior to and including the day of onset of symptoms (for contact tracing).
- Immediately report laboratory-confirmed cases in children, staff, ECE students that attend the child care setting to Toronto Public Health by completing the [Toronto Public Health \(TPH\) COVID-19 Notification Form for Child Care Settings](#).
 - Provide Name, Date of Birth, Contact information of person with a positive COVID-19 case.
- Additional support can be accessed by calling TPH at 416-338-7600 during work hours (8:30 a.m. to 4:30 p.m., Monday to Friday) or 3-1-1 after hours or by emailing publichealth@toronto.ca.
- Provide names and contact information for families and staff who are being excluded to TPH.
- Close cohort if necessary or as instructed by TPH
- Consult with Operations Manager on key messages.
- Send out any communication provided by the Operations Manager who will provide letters for the following groups:
 - Families of children who are direct contacts with a confirmed COVID-19 case
 - 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 the child care
- Send out any communications provided by Toronto Public Health to affected staff, families or cohorts.
- Ensure WSIB reporting (if applicable) is completed with Operations Manager support
- Ensure Serious Occurrence Report is completed and/or updated in CCLS.
- Inform Toronto Children's Services Consultant of the positive case.
- Inform School Principal of the positive case and to arrange for deep cleaning of affected areas.

Serious Occurrence: A Report must be made if a Staff, Child, or Parent has a confirmed case of COVID-19 or a suspected case (ie. **exhibiting 1 or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19.**)

Operations Manager or Head Office Designate:

- Will inform the Board of Directors
- Contact/Follow up with Toronto Public Health as needed
- Review TPH communication letters to staff, families and cohorts.
- Close cohort if necessary or as instructed by TPH
- Provide Supervisor/Assistant Supervisor with the following:

- Letter for direct exposure of ill persons- Family
- Letter for direct exposure of ill persons- Staff
- Letter for families for confirmed COVID- 19 case
- Will support Supervisor/Assistant Supervisor with Serious Occurrence reporting
- Ensure WSIB (FORM 7) reports are filed.
- Contact the School Principal or other authorized agency to request deep cleaning of centre
- If the staff member's illness is determined to be work-related, in accordance with the *Occupational Health and Safety Act (OHS)* or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness:
 - Complete Verbal Report to Ministry of Labour, Training and Skills Development (Health and Safety Contact Centre 1-877-202-0008)
 - Submit written notice to MLTSDocIllness.notices@ontario.ca within four (4) days of being advised that a staff member has an occupational illness. Follow written report requirements under *Regulation 851 - Industrial Establishments subsection 5(2)(c-j)*

C. CLOSE CONTACTS OF SOMEONE WITH POSITIVE COVID-19

Child care staff/students and children 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:

- Staff and children who are in the same cohort/classroom as an individual who has a confirmed case of COVID-19 is considered to be a close contact.
- Staff and children who have been identified as being in close contact with a confirmed case of COVID-19 must inform the Centre Supervisor or Operations Manager immediately.
- 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.
- Staff and children who were exposed to a confirmed case of COVID-19 will need to continue to self-isolate for 14 days even if their test is NEGATIVE.
- Close contacts of cases must follow TPH instructions to determine when to return to the child care centre
- Supervisor must report the return to work/child care centre date to the Operations Manager

Procedure Review

This procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement in a PLP Inc. centre, and at anytime where a change is made.

Link(s) to Posters / Resources:

[TPH Screening Questionnaire for Child Care Centres](#)

[TPH Screening Poster for Child Care Centres](#)

[TPH COVID-19 Notification Form for Child Care Settings](#)

[TPH How to Self Isolate](#)

[Park Lawn Preschool Inc. Return to Child Care Confirmation Form](#)

CHANGE LOG

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219G	1	2020-08-15	Serious Occurrence update (2 or more symptoms)	S. Allman	N/A
PLP HS 219G	2	2020-08-20	determine if the staff or child was in the centre 48 hours prior to and including the day of onset of symptoms.	B. Leung	N/A
PLP HS 219G	3	2020-08-20	Serious Occurrence update (reverted back to 1 or more symptoms)	S. Allman	N/A
PLP HS 219G	4	2020-10-14	TPH Guidance Document Update - Positive Cases 10 days self-isolation. Revised screening for children. New reporting tool of positive cases. Return to child care confirmation form.	B. Leung/S. Allman	N/A