

Park Lawn Preschool Inc.	Health and Safety COVID-19 Exclusion of Sick Children Policy and Procedure	Approved: 22 July 2020 R. Cairns/ S. Allman
Policy Number(s):	PLP HS 219 F	

Policy

Park Lawn Preschool Inc. (PLP Inc.) is committed to providing a safe and healthy environment for children, families and employees. PLP Inc. will take every reasonable precaution to prevent the risk of communicable diseases within all our centres.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and Toronto Children's Services in all PLP Inc. centres.

Application

This policy applies to all employees, students, community members, and any other persons engaged in business with PLP Inc.

Procedure

For **Staff Exclusion**, refer to PLP HS 219G COVID-19 Suspected or Positive Covid-19 Cases Procedure.

As required by the Child Care and Early Years Act, PLP Inc. must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, child care employees will ensure the following:

- Ill children will be separated from all other children to the designated exclusion room, and will be supervised and monitored by a staff until they are picked up from care by a parent/guardian. *How to exclude* steps below must be followed.
- Symptoms of illness will be recorded in the child's daily record and in a daily log
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If you suspect a child has symptoms of a reportable communicable disease (refer to PLP Inc.'s PLP HS 200 Management and Reporting of Common Communicable Diseases Policy and Procedure), and report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-7411).

When to exclude

A sick child must be excluded when they have any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

Is the child exhibiting any of the following COVID-19 Symptoms?

- fever or chills

- cough
 - difficulty breathing or shortness of breath
 - sore throat, trouble swallowing
 - runny/stuffy nose
 - pink eye
 - decrease or loss of taste of smell
 - nausea, vomiting, diarrhea
 - not feeling well, extreme tiredness, sore muscles.
- Follow the steps below on *How to exclude a child with COVID-19 symptoms* if symptoms are considered to be COVID-19 related (refer to most recent Health Screening Checklist)
 - Follow the steps on *How to exclude a child with non-COVID-19 symptoms* below if symptoms are not COVID-19 related (refer to most recent health screening checklist)

How to exclude a child with COVID-19 symptoms

- One staff will supervise the child in a designated exclusion room with a hand washing sink and/or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up
- Only one staff should be in the designated exclusion room and maintain as much physical distancing as possible.
- Staff must wear a mask, gloves, eye protection and a gown. Refer to COVID-19 - Personal Protective Equipment Procedure for specific instructions
- Staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it, and if the child is over the age of 3
- Increase ventilation in the designated exclusion room if possible (for example, open windows if it is safe to do so)
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues
- Clean and disinfect the area immediately after the child has been sent home, including all items used by the ill child
- While cleaning and disinfecting wear Personal Protective Equipment (PPE) (mask and gloves)
- If the child's symptoms are consistent with COVID-19, staff and children who were exposed to the ill child should be identified as a close contact and will continue to be cohorted.
 - Staff should self-monitor and children should be monitored for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (for example, long-term care homes)
- Supervisors will inform parents/guardians of children who were exposed to the ill child, and advise that they should monitor their child for symptoms
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre.
- Staff must refer to COVID-19 - Suspected or Positive COVID-19 Cases Procedure for detailed steps

How to exclude a Child with non COVID-19 symptoms

Refer to the Management of Common Communicable Diseases Policy and Procedures- COVID-19 for non-COVID-19 signs and symptoms.

- One staff will supervise the child in a designated room with a hand washing sink and/or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up
- Only one staff should be in the designated exclusion room and attempt physical distancing. Staff must wear a mask, gloves, eye protection and a gown. Staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- Increase ventilation in the designated exclusion room if possible (for example, open windows)
- Clean and disinfect the area immediately after the child has been sent home, including all items used by the ill child
- While cleaning and disinfecting wear PPE (mask and gloves)

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival (screening procedure in place for child care centre)
- Record symptoms of illness for each child including signs or complaints the child may describe (for example, sore throat, stomach ache, headache etc.)
- Record the date and time that the symptoms occur
- Record the room the child attends (for example, room number/description)
- Record attendances and absences. Follow-up with all individuals to determine the reason for any unplanned absences and determine if the absence is due to illness and note any symptoms

Returning from exclusion due to illness

Staff/children who are being managed by TPH (for example, confirmed cases of COVID-19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility. Refer to the PLP HS 219G COVID-19 Suspected or Positive Covid-19 Cases Procedure.

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 14 days from symptoms onset, unless they have been tested and results are found to be negative for COVID-19. Those who test negative for COVID 19 must be excluded for 24 hours after symptom resolution. Those who test positive for COVID19 must be excluded from the child care centre for 14 days after the onset of symptoms, and symptoms must be resolved for 24 hours.

Policy and 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 any time where a change is made.

Link(s) to Resources:

Videos

- [PUTTING ON FULL PPE](#) (PHO)
- [TAKING OFF FULL PPE](#) (PHO)

CHANGE LOG

POL #	REV #	Date	Summary of Changes	Revised By	Approved By
PLP HS 219F	1	August 4, 2020	Added "gown" to PPE	S. Allman	N/A
PLP HS 219F	2	August 15, 2020	Added reference to Staff Exclusion (pg 1)	S. Allman	N/A
PLP HS219F	3	Feb 16, 2021	Added list of COVID-19 symptoms	B. Leung	N/A